



# FORT PLAIN FREE LIBRARY BOARD MEETING

6:30 PM  
APRIL 26, 2023

---

19 WILLETT STREET FORT PLAIN, NY 13339 — (518) 993-4646 — FORTPLAINFREELIBRARY.ORG

## MEETING AGENDA

- I. CALL TO ORDER
- II. PRIVILEGE OF THE FLOOR
- III. SECRETARY'S REPORT: APPROVAL OF NOVEMBER 30, 2022  
REGULAR MEETING MINUTES
- IV. TREASURER'S REPORT
- V. CORRESPONDANCE
- VI. COMMITTEE REPORTS
  - A. FINANCE
  - B. BUILDINGS AND GROUNDS/MAINTENANCE
  - C. FUNDRAISING
  - D. PERSONNEL
  - E. BY-LAWS
  - F. LONG-RANGE PLANNING
  - G. LOCAL HISTORY
  - H. POLICY
- VII. DIRECTOR'S REPORT
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
- X. DATE OF NEXT MEETING: MAY 31, 2023
- XI. MOTION TO ADJOURN

# MEETING MINUTES

## Fort Plain Free Library Board of Trustees Meeting April 26, 2023

**Members Present:** Eileen Chambers, Rodney Strait, John Kirkpatrick, Tom Armitstead, Jennifer Jones, and Whitney Hubbard, Director

**Members Absent:** Lynnette Palmeri, Joe Palmeri, and Wayne Goodrow

**Call to Order:** President Rodney Strait called the regular monthly meeting to order at 6:36PM.

**Secretary's Report:** Eileen Chambers moved, seconded by Tom Armitstead to accept the secretary's report for February 22, 2023. Motion carried.

**Treasurer's Report:** Operational account \$17,147.06, Capital account \$413.67, Morgan Stanley account \$160,652.27, Wells Fargo \$179,970.50. Tom Armitstead moved, seconded by John Kirkpatrick to accept the treasurer's report. Motion carried.

### Committee Reports:

**Finance:** See Treasurer's Report

**Buildings and Grounds:** Staff has repaired most of the cracks in the paint. There are some that have not been fixed as they require a taller ladder. The kitchen sink pipe broke and has been fixed by staff. The roof has been swept and will be done twice a year. CO and fire sensors now up to date. Insurance audit passed. Shelve built in the new Music room. Several instruments donated and available for use and free lessons to be given by Sam as part of our programming. Hein contacted and will begin the completion of the work in 2 weeks. Historical marker to be cleaned on Friday 4/28/23. A stone path will be created from the teen room door to the marker. Staff plans to pressure wash building when temperature appropriate. Brian Mabie will mow again this summer.

**Fundraising:** Mini Book Sales will continue until mid-May, they have been very profitable so far. Spring book, plant and yard sale scheduled to coincide with Village Wide Garage Sale and will be held on 5/18-5/20. Basket raffle will be ready approximately 1 week prior to 5/18 and will be posted online as well.

**Personnel:** Linda Kellett has resigned her current position but will continue to cover story hours, school visits and Saturday shifts. She will continue to do programming for Summer Reading Program as well. Sam Zimmerman will move into the full-time position after her current schedule is clear. Whitney has suggested hiring a temp for coverage until that happens. Funding needed for 6-9 hours of additional staffing. Motion to approve the increase made by Tom Armitstead and second by John Kirkpatrick. All in favor.

**By-Laws:** No Report

**Long-Range Plan:** No Report

# MEETING MINUTES

**Local History:** Norm Bollen present the capital improvement plan for the Fort Plain museum at the last Round Table. Well received by those present. Next month, the previously postponed video will be shown. An outdoor evening program in Haslett Park to come over the summer.

**Policy:** No Report

**Director's Report:** Linda Kellett to train other library staff on making Press Releases and Facebook posts. Despite changes in circumstances, Sam will pursue offering higher level music classes to be held in the evening potentially in the fall. 2 staff computers and 2 public computers are being replaced, approximate cost \$5000.00. Printer/copier also replaced under rental agreement.

**Old Business:** None

**New Business:** None

**Motion to Adjourn:** John Kirkpatrick moved, seconded by Eileen Chambers to adjourn the regular meeting.

**Date of next meeting:** May 31, 2023

Respectfully submitted,

Jennifer Jones, Secretary