

MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

JUNE 15, 2015

Present:

Mrs. Laura Oden-Bell, President, Absent with prior notice
Mrs. Ann Doxsey, Vice President
Mr. Dave Gottlieb, Trustee
Mr. Michael Giris, Trustee
Mrs. Ellen Ryder, Trustee

Mrs. Marilyn Kappenberg, Director
Mrs. Judith Nilsen, Assistant Director
Mrs. Dorothy Klotz, Principal Account Clerk

The Vice President led the Board in the Pledge of Allegiance.

The Meeting was called to order at 7:05 PM by the Vice President.

Community Comments

There were no Community Comments.

1.1 Approval of Minutes

Approval of the Minutes of the May 20, 2015 Meeting of the Board of Trustees.

There was no motion made to approve the Minutes of the May 20, 2015 Board of Trustees Meeting as there were only two Board Members present who had attended the May 20, 2015 meeting.

The motion was tabled until the next Meeting of the Board of Trustees.

1.2 Approval of Warrants

A motion was made by Ellen Ryder and seconded by Michael Giris to approve Payroll Warrant No. 34, dated May 21, 2015 in the amount of \$45,698.11.
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 36 dated June 4, 2015 in the amount of \$62,511.08.
Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to approve Bill Warrant No. 35 dated May 20, 2015 in the amount of \$38,153.06.
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Special Warrant No. 444 dated May 31, 2015 in the amount of \$65.00.
Motion unanimously approved.

1.3A Finance

Statement of Revenues- Dorothy Klotz told Board Members that the library has a new cash register. On another issue she explained that a staff member who had resigned was issued a check for more than the staff member was due. The funds were returned to the library by the staff member. Initially the funds were not entered into the correct account. She also told Board Members that the library would receive all tax revenue from the school district by mid June 2015.

There were no additional comments regarding the Monthly Financial Report, Balance Sheet or Revenue/Expenditure Reports for May 2015.

1.3B Library Correspondence

- A. Nassau Library System Area 4 Trustee Election- The Director asked if any Board Member would be interested in representing Area 4 as an NLS Trustee. No one expressed an interest.
- B. Compliment to Staff- A patron wrote a nice note praising the library and the staff. Board Members were pleased.

1.3C Library Statistics

Ann Doxsey said she had difficulty viewing the new format of the library statistics, particularly the shading in various columns. The Director explained that Michael Dietz designed the new format to coincide with the New York State Annual Report. The very dark areas would be used for compiling statistics needed for the NYS Annual Report. She will ask him to lighten the other areas to make it easier to read.

Ellen Ryder asked if the Director was still planning to purchase a blow-up projector screen. The Director said she had ordered a pop-up projection screen instead, as it was smaller and better suited for our Equipment Loan Program. She will ask Michael Dietz if a projector has been purchased

1.3D Staff Reports

A. Judith Nilson and Nicole Mollick reported on the 40th Annual Long Island Library Conference they had attended on May 7, 2015 with colleagues Dorothy Klotz and Diana Weir. The Board appreciated their comments.

B. Automatic Telephone Notification System- Michael Dietz installed an automatic voice broadcasting system to the library's phone system. This will streamline the process of notifying staff of library closings or late openings. Board Members agreed this was an important upgrade for staff.

C. Installation of Scanner for Public Use- Michael Dietz also installed a new scanner for public use. The new model has a bigger screen and a USB port so that patrons may also save documents to a thumb drive. The old scanner will be used in the back room office.

1.3E Suggestion

DVD Loan Time Increase- Board Members did not wish to extend DVD loan time for more than three days. Dave Gottlieb pointed out that the loan period had just been extended recently. Ann Doxsey asked the Director to contact the patron who requested the change. Marilyn Kappenberg said she would write a letter to the patron informing her of the decision.

1.3F Incident Reports

Judith Nilsen described the incident regarding a male patron viewing pornography on an internet computer. The Board discussed the problem. Judith Nilsen believed the patron who comes in often was truly sorry to have embarrassed himself and others seated around him. He promised to use the public access computers in a more responsible manner.

1.4 Director's Report

Marilyn Kappenberg told Board Members she submitted a Tax Cap Efficiency Plan to the New York State Division of Budget (DOB). The plan must be evaluated by the DOB before approved. She had not received any notification yet.

II. Unfinished Business

A. The Director told the Board that she wrote the Technology Plan for July 1, 2015-June 30, 2018 although it was not required by New York State or the Schools and Libraries Corp for an E-Rate rebate. This was a second reading.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to approve the Plainedge Public Library Technology Plan for the period covering July 1, 2015 through June 30, 2018.

Motion unanimously approved.

B. Discussion of dedicating the Local History Room- Michael Giris and Dave Gottlieb pointed out that the motion made during the May 20, 2015 Board of Trustees Meeting did not correctly state the intentions of Board Members. It must be amended.

The Board may dedicate the Local History Room to all of the fallen heroes from the Plainedge area, such as soldiers and firemen, as well as policemen. Perhaps a plaque could list names.

Ellen Ryder and Ann Doxsey suggested dedicating a shelf of books in the Local History Room to all of our fallen heroes. Ann Doxsey also suggested that more discussion was needed. She thought a book dedication to slain Officer Brian Moore might be nice and asked the Director to check for appropriate books to consider.

All Board Members agreed that parameters should be set to insure all of Plainedge's heroes are remembered equally.

No motions were made.

III. New Business

A Acceptance of E-Rate Check- A motion was made by Dave Gottlieb and seconded by Ellen Ryder to accept the E-Rate rebate for ALIS T-1 Line in the amount of \$5,292.00 for painting and installation of a new carpet in the back offices.

Motion unanimously approved.

B. Installation of a New Rug- The Director presented three proposals for a new rug for the back offices. She plans to get two more proposals for comparison.

C. iPads- Board Members told the Director they would like to discuss the use of the new iPads purchased for them for Board meetings. Michael Giris said some improvements were needed, as he could not access certain sites that would be helpful to him while viewing Board documents.

Ellen Ryder asked if Michael Dietz would speak with Board Members at a later date.

The Director said she had imposed restrictions on the iPads so that there would be no questions of impropriety regarding their use by the Board.

Ann Doxsey said the problem she encountered included a lack of proper order of the board packet materials. She asked if Michael Dietz could download an office program to correct this problem. The Director said certain information may not be accessible to the general public such as executive session materials.

Dave Gottlieb said for these reasons, he still prefers print Board packets.

Marilyn Kappenberg said she will speak with Michael Dietz regarding their requests.

IV. Personnel

A. Salary Increase for Non-union Staff Members- A motion was made by Ellen Ryder and seconded by Dave Gottlieb to enter Executive Session at 8:00 PM to discuss salary increases for non-union staff members.

Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to end Executive Session at 8:20 PM.

Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to increase the hourly salary rate for non-union pages by fifty cents per hour.

Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to increase the hourly salary rate for Administrative Staff by 2 ½%.

Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to adjourn the Board of Trustees Meeting at 8:24 PM.

Motion unanimously approved.

Secretary's Signature

Date Approved

Secretary's Initials