

MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING
FEBRUARY 22, 2016

Present:

Mrs. Laura Oden-Bell, President, absent with prior notice
Mrs. Ann Doxsey, Vice President, absent with prior notice
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

Trustee, Ellen Ryder, led the Board in the Pledge of Allegiance.

The meeting was called to order at 7:07 P.M. by Ellen Ryder.

There were no community comments.

1.1 Review and Approval of Minutes

A motion was made by Ellen Ryder and seconded by Michael Giris to approve the Minutes of the December 21, 2015 meeting of the Board of Trustees.
Motion unanimously approved.

The minutes of the January 20, 2016 meeting of the Board of Trustees were not approved as there was not a quorum of those present at the January meeting to approve the minutes at this meeting.

1.2 Review and Approval of Warrants

A motion was made by Michael Giris and seconded by Dave Gottlieb to approve Payroll Warrant No. 23, dated January 28, 2016, in the amount of \$48,979.40.
Motion unanimously approved.

A motion was made by Michael Giris and seconded by Dave Gottlieb to approve Payroll Warrant No. 24, dated February 11, 2016, in the amount of \$71,412.96.
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Bill Warrant No.22, dated January 20, 2016, in the amount of \$52,079.24.
Motion unanimously approved.

Special Warrant No. 452 had no activity.

1.3A Finance

1. Statement of Revenues, January 2016- Dorothy Klotz said she reviewed the book order expenditures in the report, as Board Members had asked why adult and juvenile book expenditures were under budget. After going over the book categories, she believed that the amount listed in the miscellaneous category may need to be corrected. Some of the adult and children's book purchases may have been put into this category by mistake. Dorothy Klotz planned to speak with the Library's Administrative Clerk. Trustees agreed that the Revenue Statement needed to be reviewed further.

2/3. There were no questions or comments regarding the Monthly Financial Report and Balance Sheet for January 2016.

4. Use of GASBY 54 Funds- The Director asked the Board to consider designating some of the funds in the GASBY 54 "Unassigned" category for future terminal leave payouts for employees planning to retire or leave in the near future. Funds in the "Unassigned" category can be used for any purpose such as terminal leave or increases in medical insurance.

1.3 B Library Correspondence-February 2015

1. Patron/Library Fines-A patron had emailed the Director asking that his late fees for overdue DVDs be excused as he was unable to get to the Library due to the weekend snow storm in January. Judy Nilsen called the patron explaining that the Circulation Desk Staff were just following the Director's request that fines may only be excused by the Director, Assistant Director or Reference Librarians. Judy Nilsen excused the fines and the patron was satisfied. Ellen Ryder thanked Judy Nilsen. Board Members agreed that in this case, excusing the overdue fees was warranted.

2. Principal Account Clerk/Bank Fees- Dorothy Klotz told the Board that J.P. Morgan would no longer charge the Library bank fees for the Library's account with them. Their representative said the accounts were not set up properly and apologized. Mrs Kappenberg stated that the Library should never have been charged fees.

3. Staff Report on Book Acquisitions Meeting- There were no questions or comments.

1.3 C Library Statistics

The Board thought the Statistics Report was much improved from previous months. The Director added that Systems Integrator Michael Dietz is still “tweaking” certain sections of the report to make the report easier to understand.

1.4 Director’s Report

The Board discussed the HVAC Unit 2 replacement that also includes the original water tower. The Director started the application process of obtaining a New York State permit for the replacement of the unit. The New York State Office of Facilities Management told her that they will approve the project in time to be eligible for partial funding under the NYS Public Library Construction Program. The Director also spoke with the Plainedge School District Superintendent who assured her he would include the project on the agenda for the next School Board Meeting. Marilyn Kappenberg will start the paperwork for the grant.

The Director also mentioned that the Local History Room doors were ordered. Dave Gottlieb suggested that the doors be pre-stained. The Director said she planned to ask Custodian Eddie Rivera to stain the doors but will look into the possibility of the contractor staining the doors.

II Unfinished Business

1. Discussion of 2016/2017 Library Operating Budget- Board Members reviewed the 2016/2017 Library Operating Budget. Ellen Ryder asked about the previous year’s expenditures for New York State Retirement. Dorothy Klotz explained that Social Security and Medicare is based on salaries for all employees for the year. The calculation is really an estimate of the forthcoming expenses for the coming fiscal year.

Michael Giris asked about fuel usage. The Director said the Library uses gas and oil. PSEG automatically switched fuel from gas to oil when the supply of natural gas is strained during very cold weather. The Library has contracted for dual fuel usage. Marilyn Kappenberg also told the Board that according to the Library Attorney, a budget with no increase does not have to be presented in the Library’s newsletter. Since the Library Budget has no increases, a Budget vote is not needed. Board Members questioned this, but the Director said it was correct, as per Education Law. Trustees still wanted the 2016/2017 Budget published in the Library newsletter.

Ellen Ryder thought it would be a good idea to have internet access on the Trustees tablets so that they could verify information such as Education Law. She suggested the Board discuss this at a later time.

2. Anti-Bullying Policy (second reading)- A motion was made by Michael Giris and seconded by Dave Gottlieb to accept the Anti-Bullying Policy of the Library.

Motion unanimously approved.

3. Museum Pass Policy (second reading)- A motion was made by Michael Giris and seconded by Dave Gottlieb to accept the amended Museum Pass Program Policy of the Library.

Motion unanimously approved.

III New Business

1.Replacement of HVAC Unit 2 and Water Tower-This had been discussed earlier in the meeting.

A motion was made by Dave Gottlieb and seconded by Michael Girls to adjourn the Board Meeting at 8:00 P.M.

Motion unanimously approved.

Date of next Board Meeting is March 21, 2016.

Secretary's Signature

Date Approved

Secretary's Initials