

MINUTES OF THE  
PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

September 19, 2016

Present

Mrs. Laura Oden-Bell, President  
Mrs. Ann Doxsey, Vice President  
Mr. Dave Gottlieb  
Mr. Michael Giris  
Mrs. Ellen Ryder

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

Guests:

Adrienne Modugno, Plainedge Resident  
Jennifer Dorane, Plainedge Resident  
Jacqueline Modugno, Plainedge Girl Scout  
Kimberly Dorane, Plainedge Girl Scout

The President led the Board in the Pledge of Allegiance.

The meeting was called to order at 7:00 PM by the President.

Community Comments (Girl Scout Project)

Laura Oden-Bell welcomed the Girl Scouts and their parents. The Girl Scouts read their letter to the Board asking for the “opportunity to turn an empty outdoor space (at the side of the Library) into an inspiring location that can be used for resting, reading, and enjoying the outdoors.”

The Troop plans to paint benches and cover them with literary quotes. They also wished to provide rocks that would be painted by children and young adults. These rocks would be placed in a small garden, near the benches.

Board members thought this was a wonderful idea. The Director added that it would be better to lay concrete to secure the benches. Ann Doxsey noted that extra costs could be covered by the Frankel Fund, particularly since this fund is to be used for Library community projects. Dave Gottlieb suggested bricks, instead of rocks, could be painted and put into the concrete, as well. Ellen Ryder commended the girls.

Laura Oden-Bell took the opportunity to ask the Girl Scouts how the Library might better serve young adults. She hoped they would think about this and let them know. She also asked the girls and their parents to make a sketch of what they were proposing.

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to approve placing one (or two) benches at the Library's side yard or appropriate area to create an outdoor reading space, as proposed by the Plainedge Cadets Girl Scout Troop. Motion unanimously approved.

Norman Gold Library Accountant (G.Reid Associates)

Mr. Gold told Trustees that the Library finances for year ending June 30, 2016 are very sound. He had no other comments to add to his financial report.

Laura Oden-Bell asked if there was anything they should be looking into further. Mr. Gold suggested speaking with Charles Montana of Montana Insurance Agency for suggestions.

Board members thanked Norman Gold for attending the meeting and giving his report.

George and Charles Montana (Montana Insurance Agency)

Agents George and Charles Montana, presented their Summary of Insurance report. General liability has remained the same (\$1,000,000). There were few changes from last year's coverage.

The Montana Brothers said the Library carries a \$5,000,000 umbrella policy. They pointed out that some libraries have \$10,000,000 in coverage. Perhaps, this might be something the Board should consider increasing.

They also told Trustees that Philadelphia Insurance (the Library's Insurance Company) may ask for additional coverage (for employees) in the future for issues involving sexual abuse or molestation. It may require background checking of new employees, as well as volunteers.

George and Charles Montana said that this may be required of anyone working with children. They suggested a future policy should offer at least \$1,000,000 coverage.

Marilyn Kappenberg said the Library did not have a policy on sexual abuse. There are Library policies covering harassment, bullying and discrimination. She was not yet aware of a new New York State law specifically asking for background checks of Library employees. The Director promised to look into this further, particularly if a policy must be created, and insurance coverage is needed.

Ellen Ryder asked about the installation of bollards at the front of the Library building. The Montana Brothers recommended that the bollards be installed, but there would be no reduction of insurance rates.

Michael Giris asked if the Library would be liable if a patron hit a bollard. George Montana said the Library probably would not be held liable but anyone can initiate a lawsuit at any time. George Montana reviewed the Indemnification Clause. This covers Independent Contractors, such as Library programmers and instructors. Although, Independent Contractors are required to have insurance, some may fail to do so.

Marilyn Kappenberg and Dorothy Klotz said they will check the contracts that are given to and signed by programmers. Board members thanked George and Charles Montana for their information and advice.

#### William Hennessey, Long Island Public Service Employees/Local 342

Laura Oden-Bell welcomed Mr. Hennessey to the meeting and introduced Board members. She expressed surprise that they had not met before.

A motion was made by Ellen Ryder and seconded by Ann Doxsey to enter Executive session at 7:45 PM to discuss Personnel issues. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ellen Ryder to end Executive session at 8:50 PM. Motion unanimously approved.

#### Approval of Minutes

1.1 A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve the Minutes of the July 1, 2016 Annual Reorganization of the Board of Trustees as revised. Motion approved. 1 Abstention.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve the Minutes of the July 1, 2016 monthly Meeting of the Board of Trustees. Motion approved. 1 Abstention.

## 1.2 Approval of Warrants

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to approve Payroll Warrant No. 1, dated July 14, 2016 in the amount of \$92,260.44. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Ann Doxsey to approve Payroll Warrant No. 3, dated July 28, 2016 in the amount of \$47,988.62. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ann Doxsey to approve Payroll Warrant No. 4, dated August 11, 2016 in the amount of \$67,874.48. Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 6, dated August 25, 2016 in the amount of \$44,639.41. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Ann Doxsey to approve Payroll Warrant No. 7, dated September 8, 2016 in the amount of \$69,378.08. Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve Bill Warrant No. 1B, dated July 14<sup>th</sup>, 2016 in the amount of \$24,245.71. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Ellen Ryder to approve Bill Warrant No. 2, dated July 18, 2016 in the amount of \$60,368.51. Motion unanimously approved.

A motion was made by Laura Oden-Bell and second by Dave Gottlieb to approve Bill Warrant No. 5, dated August 15, 2016 in the amount of \$43,202.60. Motion unanimously approved.

Special Warrant No. 457, dated July 31, 2016. No Activity.

A motion was made by Ann Doxsey and seconded by Michael Giris to approve Special Warrant No. 458, dated August 31, 2016 in the amount of \$96.00. Motion unanimously approved.

### 1.3A Finance

Ellen Ryder commented that there was a nice boost in the Library's fund balance.

Dorothy Klotz said the Revenue Expenditure Report was delayed.

There were no other questions or comments regarding the Financial Reports.

### 1.3B Library Correspondence/Staff Reports

#### 1. Request from Girl Scouts for Bench/Garden Project.

The request was discussed at the beginning of this meeting. Ann Doxsey suggested Trustees place a brick in the garden project to represent them as well.

#### 2. New York State Department of Environmental Conservation Monitoring Well.

The Department of Environmental Conservation requested installing a monitoring well on Library property. The Director said the 250 foot well had already been installed. The well will collect ground water samples.

#### 3. Staff Reports

Michael Giris commented on the Summer Programs report submitted by Peggy Gorman. He commended children's staff for bringing story time programs to students at the Little Hagedorn School.

#### 4. Letter of Appreciation of Library

There were no additional comments.

#### 5. Plainedge Library/Town of Oyster Bay Workforce Partnership.

The Director explained the Library's New York State Adult Literacy Workforce Development Grant application that she wrote and submitted this past Summer. The Director's grant application will be used by NLS as a sample for future grants, as it was so well written. The Director informed the trustees that Judy Nilsen helped in the development of the grant.

The Library had co-partnered with the Workforce Development Board of Oyster Bay to work with the Career Center located in the Town of Oyster Bay's south location in Massapequa. The Library will provide employment information and programs for individuals who are seeking employment. The Library will be available to assist these individuals when the Career Center is closed, particularly on weekends and evenings.

Ann Doxsey suggested the Library have a job fair with local businesses. The Director thought this could be difficult as most job searching and employment applications are now done on-line but she will look into the possibility of a future job fair.

Michael Giris suggested moving the Library's Employment Center collection closer to the front entrance. Judy Nilsen agreed and said it would only require a little shifting of collections.

1.3C Library Statistics – June, July, August 2016 and Summer Children's Room 2016

There were no questions or comments.

1.3D Incident Reports

Michael Dietz reported on a young group of teens who were disturbing the peace and harassing patrons. Board members agreed that if this occurs again, Police should be called immediately.

1.3E Patron suggestions were reviewed with no comment.

1.4 Director's Report

There were no questions or comments.

II. Unfinished Business

There was no unfinished business at this time.

III. New Business

1. Shelter Point Rebate

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to accept funds from Shelter Point Life Insurance Rebate in the amount of \$391.00 to be put back into the Library Operating Budget. Motion unanimously approved.

2. Local Library Services Aid

The Director said this aid was from the Federal Government matched by New York State.

A motion was made by Michael Giris and seconded by Dave Gottlieb to accept Local Library Services Aid in the amount of \$5,231.00 to use for future Library capital projects. Motion unanimously approved.

3. Installation of Bollards Proposal

The Director presented three proposals from companies for the installation of bollards in the front and rear parking lot. The Board suggested using the local company's proposal and asked if a better price could be negotiated. The Director said she would speak with this company.

IV. Personnel

1. Resignation of Clerk

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to accept the resignation of a Library Clerk. Motion unanimously approved.

Executive Session

A motion was made by Ann Doxsey and seconded by Ellen Ryder to enter Executive session a 9:20 PM to discuss an Incident Report concerning a Library staff member and to review salaries for non-union personnel. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to end Executive Session at 9:50 PM. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to increase non-union part-time staff salaries \$.75 per hour and full-time Administration staff salaries by 2.25%. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to adjourn the meeting at 9:50 PM.

Date of next Board Of Trustees Meeting is October 24, 2016

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Secretary's Signature

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Date Approved

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Secretary's Initials