

MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

FEBRUARY 27, 2017

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

The President led the Board in the Pledge of Allegiance.

The meeting was called to order at 7:00 pm by the President. Laura Oden-Bell told Trustees present that Ellen Ryder would be arriving a few minutes late. She asked Labor Negotiator Jack Regan to wait until Ellen Ryder joined them to discuss future issues.

A motion was made by Michael Giris and seconded by Dave Gottlieb to approve the Minutes of January 18, 2017 meeting of the Board of Trustees. Motion approved. 1 Abstention.

Warrants

A motion was made by Ann Doxsey and seconded by Michael Giris to approve Payroll Warrant No. 22, dated January 26, 2017 in the amount of \$57,722.78. Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve Payroll Warrant No. 23, dated February 9, 2017 in the amount of \$64,914.59. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ann Doxsey to approve Bill Warrant No. 21, dated January 20, 2017 in the amount of \$44,754.69. Motion unanimously approved.

There was no activity for Special Warrant No. 464, dated January 31, 2017.

1.3A Finance

There were no questions or comments concerning the Financial Reports.

1.3B Library Correspondence

1. Suggestion: Library Trips

A patron suggested the Library offer more bus trips, specifically to Atlantic City. However, Dorothy Klotz pointed out that our most recent dinner theatre trip had to be cancelled. Even though we co-pair with the Island Trees Library to fill a coach bus, there is often still not enough interest. The Library no longer offers trips to Atlantic City, as interest had waned considerably and buses could not be filled.

2. Staff Reports

The Board reviewed the staff reports and there were no comments.

1.3C Library Statistics

Board members were satisfied with the January 2017 statistics. There were no questions.

1.3D Incident Reports (3)

The Director had received a phone call from a patron informing her that two men were physically blocking the exit driveway the previous night. Michael Giris asked where the men were situated exactly.

Marilyn Kappenberg was told the men were at the exit ramp. She said the Police should have been called. The patron could have filed a complaint, but as in this instance, the patron may be fearful to do so.

The Director did call the supervisor of the home where these men reside. She explained that if anyone is injured as a result of the actions of these men the sponsoring organization will be held legally responsible. The supervisor said she would address the problem.

The second incident involved one of the two men mentioned above. This man used the restroom and left it in deplorable condition. The Director told him to clean up the mess he had made and warned him that if he left the restroom in an unsanitary state again he would be banned from using the Library for two years.

Ellen Ryder joined the meeting at 7:10 pm.

The last report covered an automobile impacting the front of the Library building. Security tapes revealed that it occurred during the President's Day holiday weekend when the Library was closed.

The patron who was responsible for the accident was contacting her insurance company. The Director called Montana Insurance (Library Insurance Representative).

Ellen Ryder asked if the patron's insurance was paying the cost to repair the Library wall. The Director said the patron's insurance certainly would.

Guest: Jack Regan, Labor Negotiator.

Jack Regan said that although the Employee Union contract is expiring as of June 30, 2017, he had not heard from union representatives, as yet. He did speak with the Director several weeks prior. No problems were reported. He said health insurance costs would probably increase by 5-6% this year.

A motion was made by Ellen Ryder and seconded by Michael Giris to enter Executive Session at 7:15 pm to further discuss Union negotiation issues. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Ann Doxsey to end Executive Session at 7:45 pm. Motion unanimously approved.

Jack Regan thanked the Board for taking the time to discuss negotiation issues. The Board thanked him for his input, as well.

Presentation and Discussion of the 2017/2018 Library Operating Budget.

Marilyn Kappenberg prepared two budgets for the Trustees to review, the first with no increase over last year's budget and the second with at 1/2% increase. She stressed that the cost of running the Library does go up every year.

The Board discussed the two options and decided a 1/4% increase would be best. The Director said she would prepare a budget with the 1/4% increase.

Marilyn Kappenberg told Trustees that they did not have to approve the Budget yet. She thanked Dorothy Klotz for her help with preparing the Budget.

1.4 Director's Report

The Director said the interior pump that controls the flow of heating oil into the boiler from the outside underground fuel tank was in need of immediate replacement.

Michael Giris asked how the Director knew this. Marilyn Kappenberg said she was hearing odd noises and called for inspection, and then replacement.

II. Unfinished Business

1. HVAC update

The Director told Trustees that 2/3 of the HVAC Replacement Project had been completed. She was quite pleased with KS Mechanical and the subcontractor. She added that the unit will be very quiet. The final project report will be filed with the New York State Department of Facilities Management as soon as the inspection is completed by the architect.

2. Name tags

The Board discussed providing name tags for staff to wear. The Director said there might be some opposition, as some employees are uncomfortable with certain patrons knowing their names. Board members said only first names would be used.

It was unclear when employees would be required to start wearing the tags. The Director will investigate what types of tags are appropriate and will order accordingly.

3. Installation of Bollards

Marilyn Kappenberg provided the Board with five quotes to install 20 (6") bollards into concrete. She did favor one company, but said the company must have insurance and worker's compensation coverage. Dave Gotlieb said the bollards must be installed as soon as possible weather permitting, as this situation posed a danger to the public.

A motion was made by Ann Doxsey and seconded by Dave Gotlieb to hire Concrete Impression to install 20 (6") bollards into concrete outside of the Library building at a cost of \$8,000.00. Motion unanimously approved.

III. New Business

1. Policy: Treasurer of Library

The Director told Trustees that it appears New York State would like Library Treasurers to be put on Library payrolls as employees. At present, she would like to continue working with a treasurer as the Library has done in the past. She created a policy to describe what the Library Treasurer does and how he is chosen.

This is a first reading of the policy.

IV. Executive Session

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to enter Executive Session at 8:40 pm to discuss the creation of positions of noncompetitive Librarian and Senior Library Clerk. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Ellen Ryder to end Executive Session at 8:50 pm. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to create the positions of noncompetitive Librarian and Senior Library Clerk. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Dave Gotlieb to adjourn the meeting at 8:53 pm. Motion unanimously approved.

Date of next Board Meeting is March 20, 2017.

Secretary's Signature

Date Approved

Secretary's Initials