

PLAINEDGE PUBLIC LIBRARY

MINUTES OF THE BOARD OF TRUSTEES MEETING

JUNE 16, 2014

Present:

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

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.

Community Comments

Dorothy Klotz commented that it was very nice to receive a letter from Serena Barbuzza at Plainedge High School thanking the Director and the Board for the congratulatory ad they had placed in the Plainedge Scholastic Award Journal.
Board Members agreed.

1.1 Approval of Minutes

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve the Minutes of the May 21, 2014 meeting of the Library Trustees.
Motion was approved, 1 abstention

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve the Minutes of the May 12, 2014 Annual Budget Hearing.
Motion was approved, 1 abstention

1.2 Approval of Warrant

A motion was made by Ann Doxsey and seconded by Michael Giris to approve Payroll Warrant No.34, dated May 22, 2014, in the amount of \$45,916.27.
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 36, dated June 5, 2014, in the amount of \$68,871.18.
Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve Bill Warrant No.35, dated May 21, 2014, in the amount of \$38,033.31.
Motion unanimously approved.

There was no Special Warrant for approval.

Guest: Mr. Jack Regan, Labor Negotiator
Discussion of pending 2014-2017 Union Contract.

The Board welcomed Mr. Jack Regan to the meeting.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to enter Executive Session at 7:08 p.m. to discuss the pending 2014-2017 Union Contract.
Motion unanimously approved.

A motion was made by Ann Doxsey and seconded Michael Giris to end the Executive Session at 7:50 p.m.

Board Members thanked Mr. Regan for his attendance.

1.3A Finance

Ann Doxsey asked if all tax revenue had been received for the fiscal year ending June 30, 2014. Dorothy Klotz answered that the Library had received all tax revenue.

There were no additional questions or comments concerning the Library's financial reports.

1.3B Correspondence

The Director discussed two suggestions she had received.

The first was a request for a museum pass to the Bronx Zoo. In addition, the patron suggested that museum passes in general should include more admissions per pass.

Marilyn Kappenberg explained that the museums set the limit of admissions per pass. Libraries purchasing passes must abide by museum rules. She also mentioned that the NLS Museum Pass Committee had tried to obtain membership passes for libraries to the Bronx Zoo, but were unsuccessful.

Another suggestion concerned having a café and piped-in music at the library. The Director spoke with the patron and explained that she could not support a for profit business at the library, or rent out space for a Starbucks, for example. Piped-in music was also not an option for a public library where patrons are studying and reading. Board Members agreed.

2014 Public Library Construction Grant Award Notice

The Director informed the Board that the library's application for the 2013-2014 Public Library Construction Grant had been approved for the amount of \$2,990.00.

1.3C Library Statistics

There were no questions regarding Library Statistics, but the Director said there were still omissions in the Statistics Report, as ALIS continues to experience technical difficulties.

1.4 Director's Report

The Board reviewed the Director's Report. Ann Doxsey asked who had helped the library custodian during spring clean-up of the library grounds. Marilyn Kappenberg said a Plainedge resident did a very nice job working with the custodian while earning Community Service.

The Director also spoke about her visit to John H. West's PTA Meeting on June 11. She received many favorable comments and a few good suggestions. Overall, it was an enjoyable visit.

II Unfinished Business

A. Collective Bargaining Agreement

Marilyn Kappenberg said she rewrote the Collective Bargaining Agreement, keeping the wording clear and concise, as per the library attorney's instructions.

This was a first reading.

B. Policy for the use of the Community Room

The Director rewrote sections #4 and 9 to clarify who may use the Library's Community Room, and the hours the Community Room is available.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to adopt the Policy for the Use of the Plainedge Public Library Community Room as revised.

Motion unanimously approved.

C. Consolidation of Nassau County Libraries

The Director also updated the Library policy on the Consolidation of Nassau County Libraries.

This was a first reading

D. Resurfacing of Parking Lot

Board Members discussed the proposals for the parking lot repair. The Director reported that she did question the type of materials used for resurfacing. She was told that they no longer use recycled asphalt but only commercial grade materials. She thought the Stasi Brothers of Westbury presented the most reasonable proposal and would be able to start work on a Saturday evening after library hours so that patrons would not be inconvenienced with the closing of the Library.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to hire Stasi Brothers Asphalt Corp. to repair and resurface the Plainedge Library's parking lot at a cost of approximately \$3,025.00.

Motion unanimously approved.

III New Business

A. E-Rate Reimbursement 2012/2013- ALIS T-1 Line

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to accept an E-Rate reimbursement check in the amount of \$5,074.43 to be placed into the Plainedge Library's Unassigned Fund. Motion unanimously approved.

Motion unanimously approved.

B. New York State Insurance Fund Dividend

A motion was made by Ann Doxsey and seconded by Michael Giris to accept the New York State Insurance Fund Dividend check in the amount of \$1,198.80 to be placed back into the Plainedge Library Operating Budget.

Motion unanimously approved.

IV. Personnel

A. Acceptance of the retirement of Library Clerks

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to accept the retirement request of a Senior Library Clerk

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to accept the retirement request of Library Clerk.

Motion unanimously approved.

Although the retirement request for the Library Clerk was approved, several Board Members questioned the letter as it relates to the date the employee notified the library of the intent to retire and the eligibility of the this employee for a six month notification bonus.. They asked the Director to speak with the library attorney about this matter. The Director said she would consult with the attorney.

B. Executive Session

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to enter Executive Session at 8:40 pm to discuss a request for a medical leave of absence, the salaries of a new part-time and a full-time Clerk, the salaries for Administrative Staff and Library Pages.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to end Executive Session at 8:55 pm.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to accept a request for a Medical Leave of Absence for a particular employee.
Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to hire a full-time Civil Service Certified Clerk at a salary rate of \$11.75 per hour.
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to hire a part-time Civil Service Certified Clerk at a salary rate of \$11.75 per hour.
Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to defer salary discussion of Administrative Staff and Library Pages pending the outcome of the upcoming Plainedge Library's Collective Bargaining Agreement negotiations.
Motion unanimously approved.

Laura Oden-Bell asked about the iPads for Board Members to use at Board Meetings. The Director said she would ask technician Michael Dietz to prepare an iPad "sample" when he returns from a short vacation. Michael Giris suggested using the Google tablets the library received through a grant. The Director will ask Mr. Dietz to load a "sample" tablet with information for July but said the tablets may not be used for this purpose in the future, as per grant requirements.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to adjourn the Board of Trustees Meeting at 8:59 PM.
Motion unanimously approved.

Date of the Annual Reorganization Meeting followed by a regular Board of Trustees Meeting is July 1, 2014.

Secretary's Signature

Date Approved

Secretary's Initials

