

MINUTES OF THE  
PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 16, 2015

Present:

Mrs. Laura Oden-Bell, President, arrived 7:15 PM  
Mrs. Ann Doxsey, Vice President  
Mr. Dave Gottlieb, Trustee  
Mr. Michael Giris, 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 Vice President led the Board in the Pledge of Allegiance.

The Meeting was called to order at 7:10 PM by the Vice President.

Presentation, discussion and approval of the Proposed 2015/2016 Library Operating Budget.

The Director spoke about an adjustment she made to the Proposed Budget she had presented at the February Board Meeting. The funds originally earmarked for Miscellaneous Tax would be moved to Insurance Funding and additional funds for the Museum Pass Program.

Ann Doxsey was pleased with the increase of only ½ percent over the last fiscal year's budget. The Director said this would be an increase of approximately \$2.00 per household for library services.

A motion was made by Dave Gottlieb and seconded by Michael Giris to adopt the 2015/2016 Proposed Library Operating Budget.  
Motion unanimously approved.

### **1.1 Approval of Minutes**

Approval of the Minutes of the February 23, 2015 Board of Trustees Meeting was tabled until the April Board Meeting, as there was not a quorum to approve the motion. (only two trustees present would be able to approve the motion.)

### **1.2 Approval of Warrants**

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to approve Payroll Warrant No. 26 dated February 26, 2015 in the amount of \$49,914.97.  
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 27 dated February 18, 2015 in the amount of \$71,333.02.  
Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Michael Giris to approve Bill Warrant No.25 dated February 18, 2015 in the amount of \$28,645.07.  
Motion unanimously approved.

Special Warrant No. 441 dated February 28, 2015.  
There was no activity.

### **1.3A Finance**

1. There were no questions or comments on the Statement of Revenues, Monthly Financial Report, and Balance Sheet for February 2015.
2. Review/Expenditure Report- Dorothy Klotz said the library should receive the remainder of tax revenue by April 2015.
3. Discussion of “Now” checking- Dorothy Klotz explained that the library’s Money Market Account has been changed to a Now Checking Account. The change of title to Now Checking will enable the account to remain a service charge waived account. Laura Oden-Bell wanted the Minutes to state that the library’s Money Market Account will be called the Now Checking Account from this time forward.

### **1.3B Library Correspondence**

There was no correspondence for February 2015.

### **1.3C Library Statistics**

There were no questions or comments.

### **1.3D Staff Reports**

A. Children’s Room Parents as Reading Partners Celebration. Laura Oden-Bell commented that once again the Children’s Department worked with the Plainedge School District’s Parents as Reading Partners (PARP) and had a successful program, as described by Children’s Librarian, Peggy Gorman.

### **1.3E Incident Reports**

There were no Incident Reports for February 2015.

### **1.4 Director's Report**

The Director briefly reviewed her report.

## **II. Unfinished Business**

- A. Acceptance of Local Library Services Aid 2015- A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to accept a check in the amount of \$527.00 from Local Library Services Aid to be used for carpet installation in the library's Administrative Office.

Motion unanimously approved.

## **III. New Business**

- A. Policy: Patron Use of Nexus Tablets- Marilyn Kappenberg told Board members that she would like to make four Nexus Tablets (obtained through a grant) available to patrons for use in the library. She wrote a policy for use of the tablets and asked Board members for their input. The Board reviewed the policy and made several changes. This was a first reading.
- B. Trustee attendance at NLS Board Meetings- The Director asked if Board members planned to attend the Nassau Library System Board Meeting scheduled for Plainedge Trustees and Director on September 28, 2015. Ann Doxsey said she would attend. The other Trustees will let the Director know at a later date if they can attend.

## **IV. Personnel**

Resignation of Senior Library Clerk

A motion was made by Ann Doxsey and seconded by Michael Giris to enter Executive Session at 7:30 PM to discuss the resignation of a Senior Library Clerk.

Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to close Executive Session at 7:35 PM.

Motion unanimously approved.

Instruction in use of iPads for Board Meeting documents- Michael Dietz gave each Board member an iPad which will be used in the future for Board Meeting documents. He also provided instruction for care and cleaning of the iPads and how to operate the device.

Michael Dietz further explained that there were not that many applications available on the iPads, as they are really set up for providing Board packet information. Dave Gottlieb asked if the iPad could be used from his home with Wi-Fi. Michael Dietz said yes, but a personal password may be necessary for use.

Board members were pleased and especially liked the strong protective case. Michael Dietz added that there is a tracking feature in case an iPad is misplaced.

Marilyn Kappenberg gave each Trustee present an "Acknowledgement of the Policy for iPad Use" form to sign.

There was a brief discussion of several library databases such as Transparent Language. The Director said that accessing databases was not currently available on the iPads.

Michael Giris asked if a decision had been made about recording library programs. Marilyn Kappenberg said there were legal issues to review. She did speak with the library attorney and was waiting for him to contact her with additional information.

A motion was made by Ann Doxsey and seconded by Michael Giris to adjourn the meeting at 8:20 PM.

Motion unanimously approved.

Date of next Board of Trustees meeting is April 20, 2015.

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Secretary's Signature

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Date Approved

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Secretary's Initials