

PLAINEDGE PUBLIC LIBRARY

MINUTES OF THE BOARD OF TRUSTEES MEETING

MARCH 17, 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

Pledge of Allegiance

The president led the Board in the Pledge of Allegiance.

The Meeting was called to order at 7:04 PM by the President.

Community Comments

There were no community comments.

Final Presentation, Discussion and Adoption of Proposed 2014/2015 Library Operating Budget

Board members were quite pleased and whole heartedly approved the 2014/2015 operating budget that included only a 1% increase over last year's budget. The Director had chosen "Pathways to Possibilities" as this year's budget slogan.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to adopt the proposed 2014/2015 Operating Budget.

Motion unanimously approved.

1.1 Approval of Minutes

A motion was made by Michael Giris and seconded by Dave Gottlieb to approve the Minutes of the February 2014 Meeting of the Board of Trustees as corrected.

Motion approved. One abstention.

1.2 Approval of Warrants

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve Payroll Warrant No. 26 dated February 27, 2014 in the amount of \$54, 151.33
Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve Payroll Warrant No. 27, dated March 13, 2014 in the amount of \$74,775.68.
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve Bill Warrant No. 25 dated February 17, 2014 in the amount of \$37,308.94.
Motion unanimously approved.

1.3A Finance

There were no questions or comments regarding the Statement of Revenues, Monthly Financial Report, Balance Sheet and Revenue/Expenditure Report for February 2014.

1.3B Library Correspondence

The Board members thought the thank you note from a library school candidate addressed to the Director was very nice.

They also asked about the donation of discarded books to the Gurwin Jewish Center. These were large type books that had just been withdrawn from the Library collection. Although they were not all in the best of shape, the nursing home was happy to have them and wrote a beautiful letter thanking the Library.

1.3C Staff Reports

Peggy Gorman, head Children's Librarian reported on the success of the Common Core Program held at the Library on March 1, 2014. Board members were pleased that the Library and School District presented this program together and were working together for the benefit of all students.

1.3D Suggestions

A patron wrote asking that the Library acquire a museum pass for MOMA. The Director considers all suggestions for passes, but the price of membership is sometimes too costly, as in this case. Some museums do not sell passes to libraries.
There were no comments.

1.3E Library Statistics, February 2014

There were no questions or comments.

1.4 Director's Report

Laura Oden-Bell asked about the anticipated addition of the Crayon Kiosk in the Children's Room. The Director said it would be coming soon, as the coordinated order for kiosks from all participating libraries had been sent out. The four Ipads that will be installed in the kiosk had already been received and Michael Dietz is installing educational games on each.

Laura Oden-Bell also inquired about an e-rate rebate that the Director has continually received for the Library. Marilyn Kappenberg believes this may be the last year that rebates will be offered, as it is a federally funded program that may be discontinued.

II Unfinished Business

A. Policy Change/Circulation for Children's video games to out-of-district patrons. (Second Reading)

Laura Oden-Bell reminded the Board that they had already adopted the new policy. This was a second reading of the policy which now allows out-of-district patrons to borrow older video games.

B. Use of Public Access Computers

Marilyn Kappenberg contacted the library attorney, Bill Cullen, to review the Plainedge Public Library Policy on the use of the Public Access Computers. His conclusion was that the policy is adequate and in compliance with the law. However, she said the attorney does not write policy and asked Board members if they wished to change the policy. After discussion, the Board believed there was no need to change the policy. NOTE: The Plainedge Library Board of Trustees and the library attorney, Bill Cullen, have concluded that the Plainedge Public Library Policy for the use of the Public Access Computers is adequate and in compliance with the law. No changes are needed.

III New Business

A. Acceptance of Final Payment/LLSA

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to accept a check in the amount of \$521.00 from Local Library Services Aid (LLSA) for future library projects.

Motion unanimously approved.

B. Acceptance of payment from NYS Worker's Comp Safety Group

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to accept a check in the amount of \$139.90 due to changes in staff classification from New York State Public Entities Safety Group 497 to off set the costs of the Worker's Compensation premiums.

Motion unanimously approved.

C. Board Authorization for payment of bills

Laura Oden-Bell asked for clarification of the information from library attorney Bill Cullen regarding library payment of payroll related and utility bills prior to Board approval. Bill Cullen said the New York State Comptroller has concerns about libraries making payments of bills prior to Board of Trustees approvals. He believes the library should have Resolutions in place authorizing such payments, especially during months when the Board does not convene a meeting or a meeting is convened later in the month.

The Board adopted the following Resolutions moved by Laura Oden-Bell and seconded by Ann Doxsey. Approved unanimously.

BOARD AUTHORIZATION FOR PAYMENT OF BILLS PRIOR TO BOARD MEETINGS

RESOLVED, the Board of Trustees of the Plainedge Library hereby authorizes the payment of Library staff payroll and payroll related expenses, contractually mandated contributions towards employees'/retirees' health insurance the NYSERS pension plan, as well as monthly utility billing statements due prior to the date of the next ensuing Board meeting, provided the Library's Treasurer, and one Board Member reviews and appraises in writing , the payment thereof; and the Board of Trustees will review and approve all such payments at the next regularly scheduled Board Meeting.

BOARD AUTHORIZATION FOR PAYMENT OF CREDIT CARDS PRIOR TO BOARD MEETINGS

RESOLVED, the Board of Trustees of the Plainedge Library hereby authorizes the payment of credit card billing statements not exceeding \$2,000.00 due prior to the date of next ensuing Board meeting during any month that the Board of Trustees does not convene a Board meeting, provided a designated Trustee, the Library's Director and the Treasurer have reviewed and approved, in writing, the payment thereof; and the Board of

Trustees will review and approve all such payments at the next regularly scheduled Board meeting.

D. New York Library Trustee Online (sign-up)

Marilyn Kappenberg spoke about this website which includes excellent information for public library trustees such as new laws, and guidance on developing policies. She will sign-up all Board members to this New York State Online Trustee database.

The Director also asked Board Members if any of them wished to attend the Nassau County Library Association Conference in May.

E. Nassau County Libraries Resource Sharing Code

The Director reviewed the proposed Resource Sharing Code Revisions made by a committee composed of Directors from large and small libraries. The changes proposed would provide more convenient services to patrons and move toward a greater sharing of books and materials with other libraries. Marilyn Kappenberg said that the proposed Code will be sent to Member Library Boards with a request by NLS that they vote to approve the Code.

IV. Personnel

A. Acceptance of Retirement for Library Clerk

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

Motion unanimously approved.

B. Promotion of Librarian I to Librarian II

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to promote Librarian, Maureen Hopper, from the Librarian I title to Librarian II.

Motion unanimously approved.

C. Request for Medical Leave/Executive Session

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to enter Executive Session at 7:52 PM to discuss a request by a staff member for medical leave.

Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to end Executive Session at 7:58 PM.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to approve a request for medical leave for a staff member (Library Clerk).

Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to adjourn the meeting at 8:05 PM.

Motion unanimously approved.

Date of next Board of Trustees Meeting is April 21, 2014.

The Library Budget Information Hearing will be on May 12, 2014.