

UNAPPROVED MINUTES OF THE  
PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

JANUARY 18, 2017

Present

Mrs. Laura Oden-Bell, President  
Mrs. Ann Doxsey, Vice President, Absent with Prior Notice  
Mr. Dave Gottlieb  
Mr. Michael Giris  
Mrs. Ellen Ryder, 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 7:01pm by the President.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to approve the Minutes of December 19, 2016 meeting of the Board of Trustees. Motion unanimously approved.

Warrants

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 19, dated December 29, 2016 in the amount of \$50,453.75. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve Payroll Warrant No. 20, dated January 12, 2017 in the amount of \$73,413.89. Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Bill Warrant No. 18, dated December 19, 2016 in the amount of \$38,449.07. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Dave Gottlieb to approve Special Warrant No. 463, dated December 31, 2016 in the amount of \$330.00. Motion unanimously approved.

### 1.3A Finance

There were no questions or comments concerning the Financial Reports.

### 1.3B Library Correspondence

#### 1. Michael Dietz: Computer Specialist Report

Michael Dietz described the changes he made to several public internet computers to enhance service. These “Research PCs” will operate three times faster and will bypass the current SAM login and print systems. Patrons may log on to these computers even when the SAM system is down. These computers will not freeze, as our older computers have done.

New computers more compatible with the SAM system updates will be purchased in the future. For now, the “Research PCs” will be more efficient and will use Kingsoft Office, a free service, instead of Microsoft Office. Michael Dietz suggested Board members try using Kingsoft Office at home.

Michael Giris said he had tried and did not find it user friendly. Judy Nilsen said she would mention this to Mr. Dietz.

#### 2. Letter of Thanks to Libraries

The Board reviewed the complimentary letter sent to the Director from Rivistas Subscription Services thanking her and the Library for the resources provided to the community.

### 1.3C Library Statistics

There were no questions or comments.

### 1.3D Incident Reports

The Director explained that the stove in the Staff Room was accidentally turned on during an evening in December, and unfortunately the Library building was filled with smoke. The Fire Department was called. A fireman shut off the main breaker to the stove. The Director had previously been told that the stove was disconnected. Apparently, it was not. The custodian and computer technician have since disconnected the stove and permanently closed breaker.

The Director also reported an incident concerning the male patron who is prohibited from entering Library property. A staff member told the Director that this patron was in the Library parking lot. Marilyn Kappenberg informed this patron that if he remained on Library premises he would be arrested. The man then abruptly left the parking lot.

#### 1.4 Director's Report

Michael Giris asked about the hiring of a new snow removal contractor.

Marilyn Kappenberg explained that the former contractor abruptly left. She had some difficulty hiring a new contractor as most the contractors did not have the insurance required to do work in a public building. After receiving three estimates, she was finally able to hire a reputable contractor.

The Director also reported that the lower level HVAC unit should be installed by the middle of February.

#### II. Unfinished Business

##### 1. Capital Improvement Funds

Marilyn Kappenberg told Board members that she would like to use capital improvement funds for the HVAC project. The Library would pay \$25,000.00 for the HVAC installation.

The Director said there is presently \$2,000,000, approximately, in encumbered capital funds.

#### III. New Business

##### 1. NLS Resource Sharing Code

The Resource Sharing Code among member Libraries of the Nassau Library System has been rewritten and updated to provide greater sharing of resources. Member Libraries will now function more like a consortium. The new Code will improve services to patrons by easing former restrictions on resource sharing. Library Trustees have been asked to approve the new document.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to approve the revised NLS Resource Sharing Code. Motion unanimously approved.

##### 2. Thrift Book Rebate

The Director has been sending the Library's discarded books to Thrift Books Global. This company donates most of the books to charitable organizations, although some they may sell. The Director thought this was a better way to discard Library books, rather than just throwing them out. If an item is sold, the Library receives partial compensation.

Michael Giris inquired about shipping costs. The Director said Thrift Books Global pays all costs. Michael Giris said he could provide boxes for shipping books.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to accept a check from Thrift Books Global LLC in the amount of \$41.56 to be put in the general operating fund for future Library improvements. Motion unanimously approved.

Laura Oden-Bell suggested Library staff wear name tags. She had observed staff at other Libraries wearing them.

The Director was not convinced that it would be a good idea, however Dave Gottlieb suggested that only first names be used.

Laura Oden-Bell said she would like to wait until all Trustees were present to discuss this further.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to adjourn the meeting at 7:35PM. Motion unanimously approved.

Date of next Trustee meeting is Monday, March 20, 2017.

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Secretary's Signature

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Date Approved

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Secretary's Initials