

UNAPPROVED MINUTES OF THE  
PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MARCH 21, 2016

Present:

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

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 7:05 P.M. by the President.

There were no community comments.

Board members inspected the new doors that had been installed in the Local History Room. They did not like the quality of the quality of the wood grain and thought it might not take a wood stain well. The Director said she would contact the installer to ask about it.

Dorothy Klotz asked each Trustee and Administrative Staff to personally contribute \$15.63 to cover the cost of a full page ad in the Journal for Scholastic Award recipients for the Plainedge High School class of 2016.

Discussion and approval of 2016/2017 Library Operating Budget- The Director told the Board that the budget would be published in the library newsletter even though a budget vote is not necessary, as there is no increase from last year's Library Operating Budget. Board members asked the Director to make it clear to patrons that there is a zero increase. They suggested changes in the format which would better show that there was no increase. The Director said she would work with Michael Dietz to try to make the

suggested changes. Although not required, the annual Library Budget Hearing will be held on May 9<sup>th</sup>.

Laura-Oden Bell thanked Marilyn Kappenberg for her work on the proposed budget.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to approve the proposed 2016/2017 Library Operating Budget.

Motion unanimously approved.

### **1.1 Review and Approval of Minutes**

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to approve the Minutes of the January 20, 2016 Meeting of the Board of Trustees, as corrected.

Motion approved. 2 abstentions.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve the minutes of the February 22, 2016 Meeting of the Board of Trustees.

Motion approved. 2 abstentions.

### **1.2 Review and Approval of Warrants**

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to approve Payroll Warrant No. 26, dated February 25, 2016, in the amount of \$50,097.59.

Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to approve Payroll Warrant No. 27, dated March 10, 2016, in the amount of \$70,651.10.

Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Ellen Ryder to approve Bill Warrant No.25, dated February 22, 2016, in the amount of \$51,278.30.

Motion unanimously approved.

Special Warrant February 2016. There was no activity.

### **1.3A Finance**

1. Statement of Revenues, February 2016- Ellen Ryder commented that the Book expenditures statement was corrected to better show the various allocations.

2/3. Monthly Financial Report and Balance Sheet for February 2016-There were no questions or comments.

### **1.3 B Library Correspondence-2016/2017 Proposition on Ballot**

The Director said she had contacted the Library's attorney to verify that since there was no increase in the proposed library budget, it was not necessary to put the budget up for a vote. Consequently, a proposition for the library's budget will not appear on the school

district ballot. She then contacted Plainedge School District Administration and sent supporting legal documents from the Library's attorney. Ellen Ryder concurred, as she had checked New York State law as well.

### **1.3 C Library Statistics**

There were no questions or comments.

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

The Board reviewed the Director's Report. Marilyn Kappenberg said she still planned to speak at the Plainedge PTA meetings even though there is no budget increase over last year. She thought it was still important to publicize new services. Ellen Ryder said she would like to attend the PTA meetings along with the Director

## **II Unfinished Business**

1. Update of HVAC replacement- The Director told the Board that the small 5 ton water tower could not be replaced as that particular size is no longer manufactured. The alternative would be to put a small compressor outside the building. Dave Gottlieb agreed. Michael Giris asked if the compressor totally would eliminate the need for a water tower. The Director said the engineer is looking into other possibilities, but anything custom made, such as a water tower would be too expensive. At the present, the current 49 year old small HVAC is working with new parts but it will still have to be replaced soon. In order to be eligible for the New York State Public Construction Grant, a permit must be obtained from the NYS Department of Facilities management. The Director must have an architect provide the necessary blue prints and specifications and then submit all to the state. She was currently working on some of the grant paperwork herself but hoped to hire an architect soon. Board members agreed. An additional Meeting of Trustees would be scheduled in the near future to appoint an architect for the development of the HVAC project.

2. Philadelphia Insurance/Property Reduction- Philadelphia Insurance reduced the Library's Business Property Coverage from \$4,253,558 to \$3,800,000 effective November 15, 2015. This resulted in a return premium of \$473.68.

A motion was made by Ellen Ryder and seconded by Ann Doxsey to accept a return premium in the amount of \$473.68 from Philadelphia Insurance to be added into the regular Operating Budget.

Motion unanimously approved.

**III New Business**

1. E-Rate Rebate-

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to accept an E-Rate rebate in the amount of \$1,078.15 to be used for capital improvement projects.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to adjourn the Board Meeting at 7:45 P.M.

Motion unanimously approved.

Date of next Board Meeting is April 18, 2016.

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Secretary's Initials