

PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

AGENDA

July 6, 2017

Present

Mrs. Laura Oden-Bell, President
Mrs. Ann Doxsey, Vice President
Mrs. Doreen Oliver
Mr. Michael Giris
Mrs. Ellen Ryder

Mrs. Marilyn Kappenberg, Director
Mrs. Judith Nilsen, Assistant Director
Mrs. Dorothy Klotz, Principal Account Clerk

Call to Order

Approval of the Minutes of June 19, 2017 Board of Trustees Meeting

Warrants

Review and Approval of Payroll Warrant No. 38 dated June 29, 2017 in the amount of \$52,776.60.

Review and Approval of Bill Warrant No. 34 dated May 17, 2017 in the amount of \$43,652.30.

Review and Approval of Bill Warrant No. 37, dated June 29, 2017 in the amount of \$50,819.36

I. Library Correspondence

- A. Letter of Appreciation for Local History Room Photos
- B. Request for Use of Photo from Local History Room
- C. Incident Report

II. New Business

- A. Insurance Claim for Damage to Back Door
- B. Appointment of Acting Library Director
- C. Appointment of Library Consultant

III. Personnel

- A. Appointment of Library Page

IV. Miscellaneous

- A. Family Leave NYS Insurance (Oral Report)
- B. Final Report for New York State Workforce Literacy Grant

Adjournment

Date of September Board Meeting, September 18, 2017

DIRECTOR'S REPORT

JULY 2016

HVAC REPLACEMENT

I received the building permit for the installation of the lower level HVAC Unit from the NYS Office Facilities Planning. Chris Sepp from Bealty, Harvey & Cocco Architects did an excellent job in preparing all the documents and sending them to the state. The bid documents are also ready to be posted. Request for proposals will probably be sent out in late August and the project will begin sometime in September. I understand that it should take about seven days to complete the total installation of a new upgraded HVAC System.

NYS Public Construction Grant

Now that I have the final permit I can complete and submit the applications and all documents to NLS. All are due to NLS on August 16th, but I am hoping to complete the documents way before the submission date.

Water Meter Installation

The South Farmingdale Water District has attempted, three times, to install the new digital water meter and has so far not been very successful. The original interior shut-off valves are not working properly due to age and deterioration. Pristine Plumbing has ordered the new valves. As soon as the installation is completed I will again make an appointment with the water district to install the new, upgraded wireless meter.

Auto Accident Update

I received the final check from Travelers Insurance for payment for the damage done to the Library from the auto accident. It was a pleasure dealing with this insurance company. We will now begin disbursing these funds to the various contractors involved in the repairs due to the auto accident.