

UNAPPROVED MINUTES OF THE  
PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

MAY 20, 2015

Present:

Mrs. Laura Oden-Bell, President,  
Mrs. Ann Doxsey, Vice President, Absent with prior notice  
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 President led the Board in the Pledge of Allegiance.

The Meeting was called to order at 7:05 PM by the President.

The President asked for a moment of silence to honor the memory of Police Officer Brian Moore.

The Director spoke about the library budget vote. Although there appeared to be fewer voters than in previous years, the library budget passed overwhelmingly with 984 “yes” votes. There were only 289 “no” votes. She also informed the Trustees that patrons have commented that they did not vote on the Library budget because they could not locate it on the ballot. Apparently it was not under the three school propositions but located to the far right.

**1.1 Approval of Minutes**

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to approve the minutes of the April 20, 2015 Board of Trustees meeting.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to approve the Minutes of the May 11, 2015 Annual Library Budget Hearing.

Motion unanimously approved.

### **1.2 Approval of Warrants**

A motion was made by Michael Giris and seconded by Dave Gottlieb to approve Payroll Warrant No. 32, dated April 23, 2015 in the amount of \$49,039.31.

Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 33 dated May 7, 2015 in the amount of \$70,598.23.

Motion unanimously approved.

A motion was made by Michael Giris and seconded by Dave Gottlieb to approve Bill Warrant No. 31 dated April 20, 2015 in the amount of \$43,423.24.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve Special Warrant No. 443 dated April 30, 2015 in the amount of \$288.00.

Motion unanimously approved.

### **1.3A Finance**

Statement of Revenues- Dorothy Klotz is reviewing the book categories and checking the vendors to make sure the adult and children's book orders are being placed in the proper categories. She plans to have this information available at the next Trustees meeting.

There were no additional questions or comments concerning the Monthly Financial Report, Balance Sheet or Revenue/Expenditure Reports for April 2015.

### **1.3B Library Correspondence**

The Director spoke about the letter received from a patron concerned with snow removal during this past winter. The patron was upset that snow had been plowed partially over the handicapped space. The Director did contact the snow removal company. The plower said there was just so much snow, particularly at the entrance and exit ramps, creating a serious hazard if not cleared properly. Unfortunately, some of the excess snow was pushed near the handicapped spots. Marilyn Kappenberg explained the situation to the patron.

### **1.3C Library Statistics**

There were no questions or comments.

### **1.3D Staff Reports (2)**

The Board reviewed the Staff Reports. One described the AARP Tax Assistance Program held at the library during the tax season. The second was written by the library's new program planner who discussed the NCLA Performer's Showcase 2015 that she had attended.

Board Members were pleased.

### **1.3E Suggestion**

A patron commented on how much she and her child enjoyed the Children's Department preschool sign language program. She would like more sessions. Board Members thought the Director, who has done sign language programs in the past at the library, was the program presenter. The Director said that the Children's Department had hired a programmer who was very inexpensive. They will look into planning additional sign language programs for children in the future, especially during the Summer months.

### **1.3F Incident Reports**

Board Members reviewed three Incident Reports. The first concerned a false fire alarm. The Director explained that a ten year old boy set off the elevator alarm. Since a fire alarm went off throughout the building, the Fire Department responded, checked the building and recorded the incident as a false alarm.

The second report described unethical conduct possibly by a young teenage boy who excreted human waste in the stacks at the library. The Director and Board were very concerned. Michael Dietz checked the security cameras. The evening custodian was understandably upset.

Reference staff reported an unruly patron incident. Unfortunately, this patron has a history of belligerent behavior, particularly when he is at the internet computers for more than one hour. The Director and Reference staff have monitored his time at the computer in an effort to avoid future incidents.

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

Laura Oden-Bell thanked the Director for her report. There were no additional comments.

## **II. Unfinished Business**

A. Marilyn Kappenberg told Board Members that she wrote a new Technology Plan for 2015-2018. In the plan she covered the past three years of library technology achievements, as well. This was a first reading of the plan.

## **III. New Business**

A. Efficiency Plan for New York State Tax Cap- The Director said she will submit an Efficiency Plan. She does not want to cut any library services. She plans to show that she can save funds by not replacing two part-time staff members who recently retired. She hoped this would be accepted by New York State for the Efficiency Plan.

B. Annual Evaluation of Library Director- Board Members decided to postpone discussion until the next Board meeting, as two Trustees were not present this evening.

C. Discussion of dedicating the Local History Room- The Board discussed dedicating the Local History Room to the memory of slain Police Officer Brian Moore.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to dedicate the Plainedge Library Local History Room to honor the memory of Police Officer Brian Moore.

Motion unanimously approved.

Laura Oden-Bell asked the Director if there could be a ceremony for the dedication. The Director said that should be fine. Dave Gottlieb suggested having a memorial plaque displayed. He and Michael Giris suggested further discussion at the next Board meeting when there would be full attendance.

#### **IV. Personnel (Executive Session)**

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to enter Executive Session at 7:45 PM to review the resignation of a Senior Library Clerk and appointment of a Senior Library Clerk, and discuss the salary increase for Non-union staff members.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to end Executive Session at 7:55 PM.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to accept the resignation of a Senior Library Clerk.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to accept the appointment of a Senior Library Clerk.

Motion unanimously approved.

Laura Oden-Bell said the Board would discuss salary increases for non-union staff members at the June Board Meeting. All Board Members agreed to table the discussion until the next meeting.

Before adjourning, the Director mentioned that she had attended Plainedge Elementary Schools' PTA meetings. She reported that she had received lots of positive feedback regarding library services. She informed parents that the library has a healthy fund balance now, available to make future capital improvements and other expenses, as needed.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to adjourn the Board of Trustees meeting at 8:25 PM.

Motion unanimously approved.

The date of the next Board of Trustees Meeting is July 1  
, 2015.

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Secretary's Signature

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Date Approved

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Secretary's Initials