

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

November 18, 2019

Present

Ellen Ryder, President
Laura Oden-Bell, Vice President, absent with prior notice
Ann Doxsey,
Doreen Oliver, absent with prior notice
Michael Giris

Michele Lipson, Director
Michael Dietz, Systems Integrator
Diana Weir, Senior Library Clerk

The meeting was called to order at 7:10 PM by the President.

The President led the Board in the Pledge of Allegiance.

Guests

We cancelled Al Coster's appointment, because we didn't have all of our Board members present. We will reschedule.

Minutes

A motion was made by Ann Doxsey, and seconded by Michael Giris, to approve the Minutes of the October 7, 2019 Meeting of the Board of Trustees. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve the Minutes of the November 4, 2019 Meeting of the Board of Trustees. Motion passed unanimously.

Community Comments

There were no community comments.

1.2 **Warrants**

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve October Bill Warrants, #4-B, #4C, and #4D dated, October 7, 17, and 30, 2019, in the total amount of \$53,740.57. Motion passed unanimously

A motion was made by Ann Doxsey, and seconded by Michael Giris, to approve Bill Warrants #5-A, and 5B, dated, November 15, 2019, in the amount of \$155,129.03. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Michael Giris, to approve October Payroll Warrants #4-2-A, #4-2-B, #4-3-A, and #4-3-B, dated October 17, and 31, 2019, in the amount of \$107,916.97. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve November Bill Warrants #5-1-A, #5-1-B, dated November 14, 2019, in the amount of \$66,438.73. Motion passed unanimously.

1.3A **Finance**

Discussion of the Balance Sheets, for October 2019.

Discussion of the Monthly Financial Reports for October 2019.

Discussion of the Statement of Revenues for October 2019.

No transfers from PUFSD this month.

It was noted that there has been money being transferred by the school in November. It will be reflected on the November statements. There were no questions about the financial statements this month.

1.3B **Library Correspondence**

Patron suggestion, regarding having programs on different evenings was discussed. We have something going on in our Community Room, nearly every night. The patron had suggested Wednesday evenings, but we have exercise programs on that night. The suggestion has been passed on to our Programming Librarian, and will be considered in the future.

1.4 **Staff Reports**

Conference on Libraries and the Future, Report from Maggie Rusch

Director's Report

Last week, I sat on a panel of Director's for the Public Library Administrator's class. I was one of four directors, who spoke about the joys and challenges of the job. Speaking to future administrators, was an honor, and a great way of paying it forward.

The woman who was in a car accident near the library recently, came in to return books. She returned two, but the third was lost in the accident. She wanted to pay for the book, but a patron on line behind her, said that he would pay for it. The Circulation Clerk came to me for advice, and I told her to waive the fine. The woman who was in the accident, told the generous man to donate the money to an animal shelter instead. Michael and I helped her to retrieve the police report, scan and email her medical reports, and file the report with her insurance company. We are all grateful that she walked away with only minor injuries.

We purchased enamel, magnetic, Plainedge Library pins, for staff to wear. This will help to identify us to patrons, in the library. It will also be great for events at NLS, conferences, and even events like the street fair.

Fiona has been working on our DVD section. We now have new releases in a separate, easy to spot, place. Our foreign language films have been separated out. These are two things that patrons often ask for. The video games have a home in this space as well. It is looking good!

At Nicole's suggestion, we purchased several items for our "Library of Things." These include oversize games such as Jenga, Connect Four, huge dice, a bean bag toss, and giant checkers. These games will be reserveable, and perfect for programs in the library, as well as for a backyard barbecue. We add the games to our growing list of "Things," including the wifi hotspots, ereaders, cake pans, and posthole digger.

1.5 **Incident Report**

There were no incidents/accidents.

1.6 **Library Statistics**

Board was pleased with the new layout of statistics.

II. **Unfinished Business**

1. Calendar 2019-2020
2. Discussion of BHC and Building

We will set a date to have full discussion, but initial impressions are that the site evaluation showed that there are a number of things that need to be addressed soon. Most of the building hasn't been touched since it was built in 1968. There are ADA concerns that need to be addressed. The Board will meet again to prioritize and decide how to move forward.

December 10th or 11th for next meeting about BHC.

III. **New Business**

1. Circulation Policy, Online Addition, First Reading

Miscellaneous Information

ARTICLES

1. Macmillan Embargo
2. Macmillan Response
3. Letters of the Law
4. Library Design

ILS

ILS Budget Information
ILS Advisory Report

Executive Session

There was no Executive Session.

A motion to adjourn the meeting was made by Michael Giris, and seconded by Ann Doxsey, at 7:52 PM. Motion unanimously approved.

The date of the next Board of Trustees meeting is December 16, 2019.

Secretary's Signature

Date of Approval

Secretary's Initials