

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES

(Via Zoom)

June 15, 2020

Present

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

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

The meeting was called to order at 7:06 p.m. by the President.

The President led the Board in the Pledge of Allegiance.

Guests

There were no guests present.

Minutes

A motion was made by Michael Giris and seconded by Ann Doxsey, to approve the Minutes of the May 18, 2020 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 May 26, 2020 Budget Hearing of the Board of Trustees. Motion passed with one abstention.

Community Comments

There were no community comments.

Warrants

A motion was made by Michael Giris, and seconded by, Ann Doxsey, to approve May/June Payroll Warrants #11-2-A, #11-2-B, #12-1-A, and #12-1-B, in the amount of \$103,017.40. Motion passed unanimously.

A motion was made by Laura Oden-Bell, and seconded by Michael Giris, to approve June Bill Warrant #12-1 in the amount of \$28,667.46. Motion passed unanimously.

Financials

Discussion of the Balance Sheets, for May 2020.

Discussion of the Monthly Financial Reports for May 2020.

Discussion of the Statement of Revenues for May 2020.

Wire transfers from PUFSD in May/June 2020.

The Director let the Board know that interest rates are down, so we are anticipating less revenue from the bank in the next year.

Library Correspondence

Staff Reports

1. Cathy Kilkenny – The Board was particularly taken with the detail in Cathy’s reports.
2. Director’s Report
3. Gina Guzzardi
4. Jeanine Klein
5. Kathleen Cunningham
6. Lorraine Viscuse – The Director loves that staff members are taking initiative and responsibility for learning opportunities. Lorraine, for instance, took certificate worthy classes about libraries. Great idea!
7. Mike Dietz
8. Nicole Mollick-Polaski
9. Peggy Gorman

The Board continues to be impressed by the work that our staff has done, virtually. They are excited by the positive response from the community.

The Board asked how our first day back in the building, with limited staff, went. Administration reported that it went well. Staff seemed to feel safe. We were able to distance, and eager to get back to work. We will continue to have a small staff in the building. Our goal is to begin curbside pickup on June 29th.

Incident Report

There were no incidents/accidents.

Library Statistics

Virtual Program/Social Media statistics

Social media statistics explanation.

Reach is when sliding down your own Facebook and see Plainedge Library

View is when you click on the post

Engagement is when you like or share a post

Unfinished Business

1. Coronavirus Library update
 - a. Sharing our Business Safety Plan
2. Dorothy Strong Scholarship
 - a. Caitlin Doody is going to major in Nursing
 - b. Megan McGovern is going to major in Pharmacy/PharmD

New Business

1. COVID-19 Related Expenses
 - a. Duct Cleaning
 - b. Coil Cleaning
 - c. UVC Light in HVAC
 - d. PPE from NLS
 - e. Cloth masks, hand sanitizer stations, and hand sanitizer separate
 - f. Touchless faucets
 - g. Replacing locks on public bathroom doors
 - h. Signage – indoors and out
 - i. Sneeze Guards
 - j. Washable keyboard covers
 - k. Contactless payment system
 - l. Laptops

The above is a list of COVID-19 related expenses. The Director is submitting an application to FEMA to recover some of these unanticipated expenses.

There was a lengthy discussion about the necessity of duct cleaning. Since there wasn't guidance from the CDC or from the state, we decided not to have the ducts cleaned at this time. We are going to do the coil cleaning, as well install UVC light in the HVAC system. We have received PPE from NLS, and are receiving cloth masks and hand sanitizer. We are still getting estimates for touchless faucets and toilet retrofit kits. We are also getting estimates to change the bathroom door locks. As staff returns to the library, slowly, we will determine what signage we will need, and order appropriately. The sneeze guards will be installed as soon as possible. Washable keyboard covers are on their way, which will make them easy to clean between patrons. We are still looking into contactless payment systems. We will be ordering laptops for staff to use, so that we can social distance in the building.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey, to approve coil cleaning, and UVC light installed in the HVAC system, not to exceed \$15,000. Motion passed unanimously.

A motion was made by Michael Giris and seconded by Ann Doxsey, to have Action Glass to install glass sneeze guards on our public service desks, at a cost of \$6150.00, as soon as possible. Motion passed unanimously.

a. Health Questionnaire

Staff is filling out an online health questionnaire every day, as required by the state. The Director will be the only staff member privy to this information.

b. NYS Business Reopening Safety Plan

We now have a NYS Business Reopening Safety Plan. As required by the state, we will keep it in the building.

c. Personal Protective Equipment Policy

A question came up regarding children in the building. The Director said that she would ask the attorney about the age to require wearing masks. We will have a first reading of this policy at the July 1st Board Meeting.

Executive Session

Motion to go into Executive Session was made by, Ann Doxsey and seconded by Michael Giris at 8:40 PM.

Motion to come out of Executive Session was made by, Ann Doxsey and seconded by, Michael Giris, at 8:49 PM.

Motion to adjourn was made by Ann Doxsey, and seconded by Michael Giris, at 8:50 PM. There was no action taken in Executive Session.

The date of the next Board of Trustees meeting is July 1, 2020. It is the Reorganization Meeting. We will schedule the following year of Board Meetings at that time.

Secretary's Signature

Date of Approval

Secretary's Initials