

APPROVED MINUTES OF  
THE PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING

Monday, March 19, 2018

**Present**

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

Michele Lipson, Director  
Judith Nilsen, Assistant Director  
Dorothy Klotz, Principal Account Clerk  
Michael Dietz, Systems Integrator

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

The President led the Board in the Pledge of Allegiance.

**Community Comments**

There were no community comments.

**Guests**

There were no guests present this evening.

1.1 A motion was made by Ellen Ryder and seconded by Laura Oden-Bell to approve the Minutes of the February 21, 2018 Meeting of the Board of Trustees as corrected. Motion approved. 1 abstention.

1.2 **Warrants**

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve Bill Warrant No. 26B, dated March 7, 2018, in the amount of \$9,660.25. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ellen Ryder to approve Bill Warrant No. 28, dated March 19, 2018, in the amount of \$56,071.41. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve Payroll Warrant No. 25, dated February 22, 2018, in the amount of \$45,502.80. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ellen Ryder to approve Payroll Warrant No.27, dated March 8, 2018, in the amount of \$71,742.28. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve Payroll Warrant No. 29, dated March 22, 2018, in the amount of \$45,539.72. Motion unanimously approved.

There was no activity on Special Warrant No. 477, dated February 2018.

### 1.3A **Finance**

Dorothy Klotz reported that funds were taken from the Frankel Family Fund to cover costs for a Children's Room program but Board members preferred the money be covered by the Brown Memorial Fund. Dorothy Klotz will correct this.

Dorothy Klotz said there would be two scholarships awarded from the Dorothy Strong Memorial Fund this spring. Trustees were pleased.

There were no other questions or comments regarding the Financial reports.

### 1.3B **Library Correspondence**

There was no correspondence to review.

### 1.4 **Staff Reports**

#### Director's Report

Michele Lipson described the arrival of the eggs in the Children's Room. Patrons will be able to watch a live feed from the Library website as the eggs incubate and hatch. Ann Doxsey asked Michael Dietz if he could add a note indicating which browsers may be used. He said he would do so.

The Director added that the eggs should hatch on or around Easter Sunday but have already attracted so much interest. She thanked Michael Dietz and the staff of the Children's Department for all of their efforts.

Michele Lipson also spoke about the two Goals Committee meetings that were held to discuss new Long-Range Strategic and Technology Plans. The Director has asked staff for suggestions, as well. The Committee includes Trustees and Staff. Laura Oden-Bell thanked those who are on the committee for volunteering their time.

## Recap of School Administration Meeting

The Director and Laura Oden-Bell met with Dr. Salina and Administrative Staff on February 28, 2018. She reported that it was a very informative meeting. She hopes to improve communication with school staff in the future, and make the Library and its services more accessible.

Laura Oden-Bell asked the Director to contact Dr. Salina regarding the next date they might meet, as their initial meeting was so successful.

## Transformative Trends in Libraries

Ellen Ryder and Michele Lipson attended a seminar given by James LaRue concerning how library use is evolving. They both agreed that many of the new trends discussed have also been brought up at Goals Committee meetings. It is evident that libraries and their staff must change to stay relevant and necessary to the community they serve.

### 1.5 **Library Statistics**

Ellen Ryder noted that cake pans had circulated. The Director added that Reference staff will display some of the pans in a public area, to better publicize the service.

## II. **Unfinished Business**

### 1. Friends Group

Ann Doxsey thought the Board should discuss the creation of a Friends Group after they have completed the goals for the Technology and Long-Range Strategic Plans.

### 2. LED Lights

Michele Lipson told Trustees that the lights had been purchased and received. The library custodian is currently replacing the old lights with the LED lighting. The rebate will be sent in when the lights have all been replaced.

### 3. Passport Acceptance Facility

In order to become a Passport Acceptance Facility, the Library must first indicate how many staff we will need to train. The Director said this service would be for nonresidents, as well as Plainedge patrons. Appointments will be required.

### 4. PayPal

Michael Dietz explained the PayPal feature that will be available to patrons. He said there were a few problems to work out as the Registration screen was very involved. Patrons will have two options. They may either pay a program fee remotely or in the Library. He wrote instructions but said it must be tried out to see if it works properly.

Ann Doxsey asked if a patron might still be able to pay for a program without using PayPal. Michael Dietz answered that a patron who does not use PayPal might not be guaranteed a spot in the program. It is one of the problems needed to be worked out.

#### 5. Yearbooks

The Yearbook Project was completed by Oklahoma Correctional Industries. We received a disk covering the years 1958-1995. The Director viewed some of the disk and said the yearbooks were copied well.

#### 6. Technology Plan 2018-2021

A motion was made by Ellen Ryder and seconded by Laura Oden-Bell to accept the Plainedge Public Library Technology Plan 2018-2021 with corrections made at the Goals Committee meetings. Motion unanimously approved.

#### 7. Strategic Plan 2018-2023

Trustees will continue to meet and revise the Long-Range Strategic Plan of Service for 2018-2023.

#### 8. Thank You Book

*A History of the Garden in Fifty Tools* was purchased for the Library collection and dedicated to retiring custodian Glenn Shannon. The Director let Mr. Shannon know that the book was purchased to honor his years of service

### III. **New Business**

#### 1. Acceptance of Checks

Michele Lipson explained that the Library will no longer lease books from Brodart's McNaughton Library Services. Instead, all books including bestsellers will be purchased from Baker & Taylor. To insure receiving bestsellers as soon as they are published, the Library will now order them through *Automatically Yours* provided by Baker & Taylor. Therefore, the Library is receiving reimbursement from Brodart.

A motion was made by Ellen Ryder and seconded by Laura Oden-Bell to accept a refund of credit in the amount of \$1,593.90.00 to be put toward the purchase of new books. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to accept an E-Commerce check in the amount of \$128.36.00 to be added to funds from fines. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ellen Ryder to accept a refund check from W.W. Grainger in the amount of \$428.64.00 to be added to custodial supplies. Motion unanimously approved.

## 2. Minutes of the Goals Committee meetings

Ellen Ryder did not believe the Minutes of the two Goals Committee meetings in March had to be approved. She said she would check further and report to the Board.

## 3. Scholastic Awards Dinner Ad for Journal

The Scholastic Awards Dinner Ad was revised to include those members of the Board and Staff who donated. The School will be notified.

## 4. Alternative Construction Grant Process

Trustees looked over the memo stating the new process of review of capital project submissions, Third-Party Review, with eligibility beginning February 1, 2018. In essence, third-party reviews may occur more quickly than the NYSED ones have in the past.

## 5. Use of Brown Fund

It was suggested a camera for streaming purposes be purchased for the eggs/chicks program. Michael Giris asked Mr. Dietz if he could use a DVR camera. Michael Dietz said that was possible so perhaps there was no need to purchase a camera for streaming purposes.

Laura Oden-Bell said there is really a need for clear security cameras. Michael Dietz thought a complete surveillance system upgrade was needed with the entire Library covered. Michael Giris had several suggestions. Ann Doxsey asked if Mr. Giris and Mr. Dietz would be able to meet and discuss the options for an upgraded system, as soon as possible.

IV. **Return to Unfinished Business - Budget**

A motion was made by Ellen Ryder and seconded by Michael Giris to approve the Proposed Plainedge Public Library Budget for fiscal year 2018-2019 with 0% increase over the Plainedge Public Library Budget for the previous fiscal year. Motion approved, 3 in favor, 1 opposed.

Ellen Ryder would like to put the Library Budget on the school ballot even though there is no increase. A letter may be sent out to the public, as well.

V. **Executive Session**

A motion was made by Ellen Ryder and seconded by Michael Giris to enter Executive Session at 9:45 PM to discuss personnel. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to end Executive Session at 10:20 PM. Motion approved.

Michael Giris left the meeting at 10:10 PM.

Ann Doxsey asked Michele Lipson if Jr. Accountant and Account Clerk Titles are separate lists. The Director said she would check.

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to hire a full time librarian and a part-time custodian. Motion approved.

A motion was made by Ellen Ryder and seconded by Laura Oden-Bell to adjourn the meeting at 10:21 PM. Motion approved.

Date of the next Board of Trustees meeting is April 16, 2018.

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Secretary's Signature

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Date of Approval

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Secretary's Initials