

APPROVED MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

June 17, 2019

Present

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

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

The meeting was called to order at 7:07 PM by the President.

The President led the Board in the Pledge of Allegiance

Minutes

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve the Minutes of the May 22, 2019 Meeting of the Board of Trustees. Motion passed unanimously.

Community Comments

There were no community comments.

Guests

No guests were present.

1.2 **Warrants**

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to approve Bill Warrant No. 12-A-, dated, June 15, 2019, in the amount of \$4,577.73. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to approve Bill Warrant No. 12-B, dated, June 17, 2019, in the amount of \$32,540.87. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to approve Bill Warrant No. 12-C, dated, June 14, 2019, in the amount of \$750.00. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Laura Oden-Bell, to approve Payroll Warrant No. 11-3-A, dated, May 30, 2019, in the amount of \$336.33. Motion passed unanimously.

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to approve Payroll Warrant No. 11-3-B, dated, May 30, 2019, in the amount of \$35,299.94. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve Payroll Warrant No. 12-1-A, dated, June 13, 2019, in the amount of \$32,808.34. Motion passed unanimously.

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to approve Payroll Warrant No. 12-1-B, dated, June 13, 2019, in the amount of \$339.95. Motion passed unanimously.

1.3A **Finance**

Discussion of the Balance Sheets, for May 2019.

Discussion of May Financial Report.

Discussion of the Statement of Revenues for May 2019.

President noted that we will have a decent fund balance at the end of this fiscal year.

Transfers from PUFSD this month.

1.3B **Library Correspondence**

Patron likes displays and sends appreciation to staff.

1.4 **Staff Reports**

Children's Report – Communications with the schools.

Excellent report. The Board thanks Children's staff for the report and great communication with the schools. They would like to see a presence at the Open Houses in the Fall, to get patrons to sign up for library cards.

Director's Report

Library Tour

We are looking forward to an exciting summer! The Nassau Library System is running their first Nassau Library Tour. It is a summer long (July 1st - August 31st) program where patrons from all over Nassau County are encouraged to visit not only their own library, but as many others as possible. Their visits will include maps, encouraging them to visit local areas of interest near each library. All of the participating libraries are excited to greet new people, welcome them into the library and show them around. Everyone will be asked to sign a guest book. There will be a scavenger hunt, where you will be asked to take a 'selfie' with the scavenger hunt item and

post it to social media, #nassaulibrarytour. The Nassau Library System will be providing all materials and prizes.

Plainedge Staff is excited to participate in this, first of its kind, activity. We are hoping that it will bring people from all over the County to see what we have to offer, through the summer and beyond!

Wifi Hotspots

We've added two more hotspots. They are circulating like crazy! Patrons are really enjoying taking wifi on the go. They're convenient, small, and easy to use.

Kindles

We are in the process of adding new titles, just in time for leisurely summer reading.

1.5 Incident Report

There were no accident/incident reports.

1.6 Library Statistics

Stats-2019-05

The Board would like to see Freegal and Overdrive statistics. We are trying to make it sync with the New York State report. Need to revamp statistics to make them match the New York State Report, and also include statistics that the Board would like to see.

II. Unfinished Business

01) Policies

a. Procurement Policy, 2019 – Second Reading

A motion was made by Laura Oden-Bell, to pass the Procurement Policy, enabling us to accept electronic bids. The motion was seconded by Ann Doxsey, and passed unanimously.

02) Site Visits

Laura spoke about visiting Brightwaters Library. She loved the library. It was open and welcoming. The high ceilings added to the open feel.

Massapequa felt a little claustrophobic. We weren't crazy about the green color, which was also used at Locust Valley. Staff was delightful and helpful. Circ and Reference Desks were too small, and had odd signage – 'Ask Me' and 'Info.' Staff said that some of the problems stemmed from not getting staff input before they designed it. They recommended that someone look over the drawings and plans before they're implemented.

Locust Valley was difficult to evaluate. They had a tough space to design, and it felt a little overcrowded. We found the lighting and storage were great. Some furniture came in, not as expected.

The Director spoke about her discussion with Caroline Ashby. She felt that if we focus on the design first, we could apply for a construction grant next year to fulfill the outcome of a site evaluation.

Michael spoke about Commack Library. They recently did a beautiful renovation.

III. New Business

01) Accept Checks

- a. Thompson-Reuters

A motion was made Doreen Oliver, to accept a check in the amount of \$26.53, and put the money in the Adult Reference Books fund. The motion was seconded by Ann Doxsey, and passed unanimously.

02) Policy for Use of Community Room, First Reading

03) Wifi Hotspot Policy, Rev. 06-2019, First Reading

04) Smoking Ban, First Reading

“Plainedge Public Library supports New York State law in their efforts to curb smoking in public buildings, by forbidding smoking and vaping within 100 feet of the entrances to the building.

05) Calendars, 2019-2020

- a. Board Meeting Dates, 2019-2020

Motion to approve Board Meeting Calendar was made by Laura Oden-Bell, and seconded by Doreen Oliver. Motion passed unanimously.

- b. Staff Calendar 2019, Draft

Will vote at next meeting.

06) Fire Alarm Estimate

A few years ago, we got the annunciator and updated the panel, but didn't break up the zones. This will put all of the components together, and make it easier for us and for the fire department. The company will be servicing the components and equipment. We will ask Johnson Controls to give us an estimate for the full job, including breaking up the zones.

07) Security Quotes

All estimates are for intelligent systems. We have 16 old cameras that we can use. We have 22 cameras right now. The new systems have clearer cameras and better placement. The new servers would go in the TP Room. We'd be able to view it remotely. We will vote at the July meeting.

08) Mezzanine Work

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to hire Sav-Mor to replace the cover on the baseboard heater, on the mezzanine level. The motion passed unanimously.

09) Notary Hours

Our new Senior Library Clerk, Cathy Kilkenny, is a notary. We have added additional hours to our notary service.

10) Strategic Plan to focus on in this coming year

This discussion was tabled until our next meeting.

Executive Session

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to go into Executive Session at 9:00 PM to discuss personnel issues. Motion unanimously approved.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to come out of Executive Session at 9:30 PM. Motion unanimously approved.

A motion was made by Doreen Oliver, to accept Sal's resignation. It was seconded by Laura Oden-Bell and approved unanimously.

A motion was made by Ann Doxsey to approve a raise for the Director, for the 2019-2020 fiscal year. It was seconded by Laura Oden-Bell, and approved unanimously.

A motion to adjourn the meeting was made by Laura Oden-Bell, and seconded by Doreen Oliver, at 9:32 PM. Motion unanimously approved.

The date of the Reorganization Meeting of the Board of Trustees is July 1, 2019.

Secretary's Signature

Date of Approval

Secretary's Initials