

MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

October 24, 2016

Present

Mrs. Laura Oden-Bell, President
Mrs. Ann Doxsey, Vice President, absent with prior notice
Mr. Dave Gottlieb
Mr. Michael Giris
Mrs. Ellen Ryder

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 7:00 PM by the President.

1.1 A motion was made by Ellen Ryder and seconded by Michael Giris to approve the Minutes of the September 19, 2016 meeting of the Board of Trustees. Motion unanimously approved.

1.2 A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 9 dated September 22, 2016 in the amount of \$43,677.95. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ellen Ryder to approve Payroll Warrant No. 10 dated October 6, 2016 in the amount of \$71,990.45. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to Approve Payroll Warrant No 11 dated October 20, 2016 in the amount of \$53,186.37. Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Bill Warrant No. 8 dated September 19, 2016 in the amount of \$42,147.81. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to approve Special Warrant No. 460 dated September 30, 2016 in the amount of \$609.00. Motion unanimously approved.

1.3 Finance

1. Statement of Revenues September 2016

Michael Giris questioned the computer equipment expenditure of \$2,468.00.

Judy Nilsen told Board members that an iMac computer had been purchased for the Public Internet Station in the Adult Reference department.

There were no other questions regarding the Monthly Financial Report, Balance Sheet and Revenue/Expenditure Report for September 2016.

2. 2015/2016 Fund Balance/GASB 54

The Director reminded the Board that unspent funds from the 2015/2016 Library Operating Budget must be placed in GASB 54 fund categories as required by the Regulations of the Government Accounting Standards Board. Marilyn Kappenberg suggested how the funds might be allocated. Michael Giris was concerned that the fund amount in the unassigned category was too high. The Director said it really was not too high. Dorothy Kotz added that placing more in the Restricted category, for example, would not be beneficial. Funds in the unassigned category may be used for various Library projects, improvements and emergency repairs, as needed.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to allocate the unspent funds from the 2015/2016 Library Operating Budget into the following GASB 54 Fund Balance categories: \$100,000.00 into the committed category, \$100,000.00 into the assigned category and \$133,354.00 into the unassigned category. Motion unanimously approved.

1.3B Library Correspondence:

New York State Literacy Grant Award

Marilyn Kappenberg informed Board members that the Library had received a NYS Adult Literacy mini-grant to fund a partnership with the Town of Oyster Bay Workforce Center. The project titled, "Employment/Career Hands-on-Help", will give greater access to more resources, greater employment opportunities, and career information for job seekers. Most of the funds received under this grant will be used for publicizing the project.

1.3C Library Statistics

There were no questions or comments.

1.3D Incident Reports (2)

The Board discussed the Incident Reports concerning two male patrons who exhibited improper behavior while in the Library. The Director spoke with one of the men and told him his behavior toward another patron was inappropriate. She also informed him that if this unacceptable behavior continues he will be asked to leave the Library.

The second incident occurred a few days later with the same two male patrons. In this instance Police were called as one of the men exhibited odd behavior and a patron had made a complaint.

The Director plans to monitor the situation to prevent any further incidents. At the present time these men may use the Library as long as they behave appropriately, as stated in Library Policy.

1.3E Staff Reports

There were no questions or comments

1.4 Directors Report

The Director received notification that the Library was granted one half the costs (\$45,000) for the HVAC replacement project through the New York State Public Construction Grant.

Ellen Ryder commended the Director for a job well done. Marilyn Kappenberg said she will start the process now for accepting bids for this project.

The Director also spoke about the installation of the new upgraded phone system. The 17 year old phones could not be replaced, as they were outdated. The AVAYA Company installed a new system at no additional cost. The service fee will be increased by only \$5.00 per month.

Marilyn Kappenberg told Board members that the Girl Scout Troop proposing the outdoor bench project said that they would first have to raise the funds to purchase the bench. This would probably take some time, so the project has been postponed until the Spring. The Director said the Library could cover the cost of the concrete support for the bench.

II. Unfinished Business

1. New York State Finance Law

The Director provided Trustees with a summary of N.Y.S. Finance Law as it pertains to the procurement of goods and services for N.Y.S. tax supported government entities. She did so to clear up any confusion or misunderstandings concerning this important issue. She will include this memo in the Library Policy book under "Procurement of Services".

2. Installation of Parking Lot Bollards

Three price quotes for the installation of bollards in the front and rear parking lot were presented to Board members. The Director said they cannot be installed during the winter and suggested waiting until spring when the parking lot could be repaved, as well. Ellen Ryder thought the Board should defer until the spring to allow the Director time to try to obtain grant funds to repave and add bollards. All Trustees agreed.

III. New Business

1. Policy on the Prevention of Sexual Abuse and Molestation

The Director told the Board that she would like to include this policy on the "Prevention of Sexual Abuse and Molestation" in the Library's Policy Book. She spoke with the Library's attorney who agreed it is a good idea to include it. In the future it may be required by insurance companies to have separate coverage on this issue.

Several suggestions were made to reword policy statements under "Reporting Procedures" and "Retaliation" for clarification. The Director will make the changes. This was a first reading of the policy.

2. Date of January 2016, February 2016 Board meetings
The Monday Board meetings for January and February 2017 fall on holidays. The Director asked Trustees to change the dates for these meetings to Wednesday's.

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to hold the Board of Trustees Meetings for January and February 2017 on the third Wednesday of the month, instead of Monday. Motion unanimously approved.

IV. Personnel

1. Part-time Clerk Typist (non-competitive)
Marilyn Kappenberg described the trouble she encountered trying to fill the vacant clerk typist position. One hundred letters had already been sent out. A new test will be given by Civil Service on December 3, 2016, which may provide a pool of new applicants. In the meantime she is giving additional hours to current part-time non-competitive staff.
2. Promotion Senior Library Clerk
As retirements are expected in the near future the Director proposed promoting a senior Library Clerk to fill the administrative clerk's job. The administrative clerk could possibly then fill the principal account clerk position in the future. However, any title must be approved by Civil Service.
3. Part-time Cleaner (non-competitive)
The Director informed that Board that she has hired a part-time cleaner to cover hours for custodians on vacation and for emergencies.

Executive Session

A motion was made Laura Oden-Bell and seconded by Ellen Ryder to enter Executive Session at 8:00 PM to discuss Library Director/Staff relations. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Dave Gottlieb to end Executive Session at 8:10 PM. Motion unanimously approved.

V. Miscellaneous Information

1. Narcan/Libraries

Marilyn Kappenberg planned to attend a meeting concerning New York State asking Libraries to administer Narcan to heroin abusers to prevent a fatal overdose. At the present time participation is totally voluntary and not required by NYS. The Director did not think it was a good idea for a public library to keep a supply of Narcan and administer this medication but she will keep the Board informed on this issue. She believes both the Police Department and Fire Department respond very quickly in this type of emergency.

Laura Oden-Bell received a letter from William Hennessey (L.I. Public Services Employees) asking if the Library would be closed December 26, 2016 and January 2, 2017. The Director said that if New York State declares these days as holidays, the Library would be closed on those Mondays.

A motion was made by Ellen Ryder and seconded by Laura Oden-Bell to adjourn the Meeting at 8:25 PM. Motion unanimously approved.

Date of next Trustee meeting is November 21, 2016.

Secretary's Signature

Date Approved

Secretary's Initials