

MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

OCTOBER 16, 2017

Present

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

Michele Lipson, Director
Judith Nilsen, Assistant Director
Dorothy Klotz, Principal Account Clerk

Guests:

Mr. Norman Gold Accountant
Mr. Jack Regan, Library Labor Negotiator, absent

The meeting was called to order at 7:20 PM by the President.

The President led the Board in the Pledge of Allegiance.

Community Comments`

There were no community comments.

Mr. Norman Gold, Accountant

The Board welcomed Norman Gold who presented the Financial Statements and Independent Auditor's Report for the year ended June 30, 2017. Board members reviewed and discussed the report.

Mr. Gold stated that the Plainedge Library is financially sound. The Library's fund balance increased which is always nice. He said the former Director was trying to build up funds for future building renovations. There should be no problem with future projects or emergencies.

Michele Lipson thought a new roof and improved parking lot were needed. Laura Oden-Bell suggested using grant funds to supplement costs.

Ellen Ryder noted that Health Insurance should be looked at more closely. Norman Gold agreed, and asked Trustees if they had any questions, or if they needed more time to review the report.

Ann Doxsey and the Board were happy to see Mr. Gold and thanked him for the financial report. There were no additional questions.

Mr. Jack Regan, Library Labor Negotiator.

The Director called Jack Regan, at this time, to remind him about the meeting, as he was not in attendance as planned. He apologized explaining that he had the wrong date for the meeting, and was unable to attend this evening. He would, however, email the Letter of Agreement for the Library Director's position to the Director and Board the following day.

1.1 A motion was made by Laura Oden-Bell and seconded by Doreen Oliver to approve the Minutes of the September 18, 2017 meeting of the Board of Trustees as corrected. Motion approved. 2 abstentions.

A motion was made by Michael Giris and seconded by Ellen Ryder to approve the Minutes of the Special Meeting of the Board of Trustees on October 4, 2017. Motion unanimously approved.

1.2 Warrants

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve Bill Warrant No.8, dated September 18, 2017 in the amount of \$6,585.13. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to approve Payroll Warrant No.9, dated September 19,2017 in the amount of \$45,153.86. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to approve Payroll Warrant No. 10, dated October 3, 2017 in the amount of \$79,153.34. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to approve Bill Warrant No. 11, dated October 16, 2017 in the amount of \$44,616.09. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve Special Warrant No. 472, dated September 2017 in the amount of -\$8.00. Motion unanimously approved.

Ellen Ryder asked if the Director had received the full agreement from the Hagedorn Little Village School regarding their “safe site” policy with the Library. The Director said she was still trying to contact the school for clarification.

1.3A Finance

Michael Giris questioned the high cost of snow removal. The Director was also concerned but said all of the quotes for snow removal fees were the same. It is expensive.

There were no other questions regarding finance.

Dorothy Klotz did not receive tax revenue from the school district so she did not include a Revenue/Expenditure Report.

1.3B Library Correspondence

Board members commented that it is always nice to have staff complimented for good service.

1.4 Staff Reports

There were no new Staff Reports for this period.

1.5 Director’s Report

The Director is in the process of purchasing an automated external defibrillator (AED) for the Library. The device will be put at the Circulation Desk. She also planned to provide voluntary training for staff from the Red Cross and/or the fire marshall.

Several Board members suggested using either the Frankel or Strong Funds to pay for the AED, however it was decided to cover costs from the Library budget.

Michele Lipson also set up a Paypal account so that the Library can offer online registration for programs requiring fees. A separate bank account will be opened. Ann Doxsey asked the Director to review Paypal rules and regulations. The Director said she would.

Laura Oden-Bell thought reducing the mailing of print Newsletters to six times per year is a great idea, as it will save money. The Director added that it would also save staff time. In the future, email blasts to patrons could also publicize events. The Director would like to create an email list of patrons for this purpose.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to mail Library Newsletters to Library patrons six times per year (instead of eleven times per year). Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to set up a Sierra database of patron email addresses for the purpose of notifying patrons through emails about Library activities. Motion unanimously approved.

Ellen Ryder suggested a new design for the Newsletter format. Michele Lipson said Michael Dietz and Nicole Mollick have a new newsletter format, coming in December.

The Director told Board members that snow removal will now be done by C&S Nursery. She is also planning to replace the Library's fluorescent lighting with LED to save money. PSEG is offering a \$4,200.00 rebate and there will be no labor costs, as Library custodian's will make the changes.

1.6 Incident Reports

The Trustees reviewed the Incident Reports. The Director had called the woman who fell in the Library and was relieved to learn that the patron was feeling fine.

The second incident, however, was a repeat of a prior incident by the same man, involving unsanitary behavior in the men's restroom. The Director contacted the organization which oversees the local group home he resides in to report the unacceptable behavior. Ann Doxsey asked Michele Lipson to call the Library attorney to find out how this behavior may be handled in the future, should it happen again.

A third incident concerned a patron who fell in the Library Lobby. He did not want any assistance and said he was all right.

1.7 Library Statistics

There were no questions or comments.

Doreen Oliver noticed that the DVD master list had not been updated. Laura Oden-Bell said she did like the printed list of DVDs, as well.

Michele Lipson will speak with the Media Clerk to discuss various options regarding a printed and/or online list of DVDs.

II. Unfinished Business

1. Baking Loan Program

Judy Nilsen spoke with Librarians at several libraries currently circulating cake pans. Each included fines charged if pans were returned uncleaned. The libraries reported moderate success.

A motion was made by Doreen Oliver and seconded by Laura Oden-Bell to circulate a collection of baking pans to library patrons with a charge of \$5.00 for baking pans returned unwashed. Motion unanimously approved.

Ellen Ryder told the Director a formal policy for the baking pan program was needed.

2. Mini Biographies of Trustees for website

Michele Lipson asked for all mini biographies of Trustees. When she has all, she will give them to Michael Dietz to format for the Library's website

3. Approve an Annual Calendar

The Board reviewed the draft of the proposed Annual Holiday Calendar. Some of the dates/times of operation were not the same as the stated dates/times in the Employee's Union contract. Ann Doxsey asked the Director to speak with Jack Regan for clarification and to alert staff that Board members had carefully gone over the Annual Calendar.

4. MOMA Museum Pass

Trustees discussed purchasing an Annual Pass to MOMA, after receiving a request from an interested patron. Although costly, they believed there would be adequate usage.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to approve the purchase of annual membership to the Museum of Modern Art (MOMA) at a cost of \$1,500.00 for the year. Motion unanimously approved.

5. Approve Board Meeting Calendar

A motion was made by Laura Oden-Bell and seconded by Michael Giris to approve the Board of Trustees Meeting Calendar for 2017/2018. Motion unanimously approved.

6. 10% back from HVAC Grant

The Director said she had submitted the necessary paperwork that had held up receiving 10% of funds due back from the HVAC Grant. The Library should be receiving funds shortly.

III. New Business

1. Discussion of Photo Policy

The Board reviewed the proposed Photography Policy. The Director will make the Policy available on the Library webpage, in the Library Newsletter and on publicity (flyers), when approved. This was a first reading.

2. Social Media Policy

The Director included Social Media Policies from Gold Coast and Massapequa Libraries so that Trustees would see how online communication is used at these locations. She has not yet written a Social Media Policy for Plainedge.

Ann Doxsey asked who would monitor replies of online communications. The Director said she would, and the Library policy would state that all communication is monitored.

3. Email blasts

This had already been discussed earlier.

4. Bullet Aid Check

A motion was made by Ann Doxsey and seconded by Doreen Oliver to accept a Bullet Aid check in the amount of \$12,500.00 to be added to Library operating expenses. Motion unanimously approved.

Laura Oden-Bell commented on how much she enjoyed the Legislative Breakfast she attended with the Director and Dorothy Klotz on September 29, 2017.

IV. Personnel

A motion was made by Ellen Ryder and seconded by Michael Giris to enter Executive Session at 9:35 PM to discuss salaries of personnel. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to end Executive Session at 10:12 PM. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Laura Oden-Bell to increase the hourly salary rate of a full time librarian, due to an increase of responsibilities necessary for the position. Motion unanimously approved.

Salaries for a Senior Account Clerk and for non-union personnel will be discussed at the next Trustee meeting.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to adjourn the meeting at 10:14 PM. Motion unanimously approved.

Date of the next Board Meeting is November 20, 2017.

Secretary's Signature

Date of Approval

Secretary's Initials