

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

February 20, 2019

Present

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

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

The meeting was called to order at 7:05 PM by the President.

The President led the Board in the Pledge of Allegiance

Minutes

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey, to approve the Minutes of the December 17, 2018 Meeting of the Board of Trustees. Motion passed. Doreen Oliver abstained.

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve the Minutes of the January 23, 2019 Meeting of the Board of Trustees. Motion passed unanimously. Laura Oden-Bell abstained.

Community Comments

There were no community comments.

Guests

There were no guests

1.2 **Warrants**

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to approve Bill Warrant No. 8A, dated, February 9, 2019, in the amount of \$2,121.14. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Laura Oden-Bell, to approve Bill Warrant No. 8B, dated, February 21, 2019, in the amount of \$57,330.20. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve Payroll Warrant No. 7C, dated, January 28, 2019, in the amount of \$1,350.96. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve Payroll Warrant No. 7D, dated, January 23, 2019, in the amount of \$37,787.20. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to approve Payroll Warrant No. 8-1-A, dated, February 7, 2019, in the amount of \$377.06. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Laura Oden-Bell, to approve Payroll Warrant No. 8-2-A, dated, February 7, 2019, in the amount of \$38,204.33. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve Payroll Warrant No. 8-1-B, dated, February 21, 2019, in the amount of \$30,405.50. Motion passed unanimously.

A motion was made by Laura Oden-Bell, and seconded by Michael Giris, to approve Payroll Warrant No. 8-2-B, dated February 21, 2019, in the amount of \$40,847.71. Motion passed unanimously.

1.3A **Finance**

Discussion of the Balance Sheets, for January 2019.

Discussion of the Monthly Financial Reports for January 2019.

Discussion of the Statement of Revenues for January 2019.

Transfers from PUFSD

There were no questions regarding the financial reports for January 2019.

1.3B **Library Correspondence**

No New Correspondence

1.4 **Staff Reports**

Past Perfect Museum Software, Report from Maggie Rusch. The Board members were pleased that although the product wasn't something we were interested in, Maggie found something positive to report.

Director's Report

What a busy time of year this is for the Library!

The swap of non-fiction up to the mezzanine level, and the fiction to the main level went very smoothly. The Reference, Circulation and Custodial staff really worked to get everything set for the transition, and then to move smaller collections, after the company was done. They did an amazing job and truly went above and beyond. We are working on finding new signage and we will have to paint, but it looks beautiful!

The tax cap is ready to be submitted, and we plan to be under the 2%.

We have been hard at work on the budget. There is a statement in the March/April newsletter, and a separate mailing will go out in March.

By the time of the Board meeting, the state report will have been submitted. That report is always all hands on deck -- every department was involved in getting the statistics necessary to prepare this large report.

We have had some beautiful book displays recently. I hope that you all saw the Blind Date with a Book -- it was adorable and drew a lot of attention.

Patrons have noticed and appreciate the open look and feel of the building. We are all excited to see how they respond to the fiction/non-fiction swap.

We are installing a new 'people counter.' The old one finally gave out and we need an accurate count for statistical purposes.

We have once again partnered with the Town of Oyster Bay. They will be offering children's programs during the summer months. There will be online registration.

Baby chicks will be coming in the spring -- they were so popular last year, and we are looking forward to hatching them again!

1.5 Incident Report

The Board was pleased with the way the angry patron was handled. Michael Dietz reported that there was a follow up meeting and the patron left satisfied.

1.6 Library Statistics

Stats-2019-01

The Board suggested having the Children's Librarians visit local pre schools, as a way of promoting the library.

II. Unfinished Business

Friends

There was no news to report.

Policies

We are tabling the investment policy discussion.

III. New Business

01) Add to Mid-Month Bills

A motion was made by Laura Oden-Bell, to add to our Marlin, Philadelphia, and New York State Insurance Fund to the bills that we pay mid-month. The motion was seconded by Michael Giris and passed unanimously.

02) RFID Tagging All Participating Library Vote

A motion was made by Ann Doxsey to allow East Meadow to put RFID tags on Plainedge books. The motion was seconded by Laura Oden-Bell and passed unanimously.

03) Voting Rights Act of 2019 – We may need to post information about our election in languages other than English. The Director will follow up with the school district and our attorney.

04) LLSA 2018, Last Payment.

A motion was made by Ann Doxsey, to accept the check and put the money in the general fund. The motion was seconded by Laura Oden-Bell and passed unanimously.

05) Bullet aid 2018

A motion was made by Michael Giris, to accept the check and put the money in the capital improvements fund. The motion was seconded by Ann Doxsey and passed unanimously.

06) Ecommerce Reimbursement Oct – Dec 2018

A motion was made by Ann Doxsey, to accept the check and put the money in the general fund. The motion was seconded by Michael Giris and passed unanimously.

07) Budget 2019-2020

The Director presented a budget for the 2019-2020 fiscal year.

Over the past 5 years, we have only increased the budget 1.75% altogether. Last year was 0%, 2017 - 25%, 2016 - 0%, 2015 - .50%, and 2014 - 1.00%. Our community is very supportive of the library. It is beginning to look and feel different, with some of the changes we've been making. We want to continue on this trajectory and show them what we can do. In order to make that happen, we have to get the building in good shape.

To that end, we have a list of repairs and upgrades that need to be made. We plan to make a good deal of them this year.

The Board would like to hear from an engineering/architect firm to get an estimate on what some of these capital projects will cost. They are considering transferring funds from our Capital Improvement fund to defer the cost to the taxpayers. They will vote on the budget and transfer at the March Board Meeting.

Miscellaneous Information

ILS

- 2019-02-ILS Advisory report
- ILS Services Advisory Council Minutes 1-17-2019 Unapproved
- Item Hold & Material Renewal Standards
- Patron Record Access Standards

ARTICLES

Long Island Libraries Lend Tablets, 3D Gadgets, Museum Passes, More_Newsday

More Service Than Circ, LJ, 2019

Executive Session

A motion was made by Laura Oden-Bell, and seconded by Ann Doxsey, to enter Executive Session at 8:30 PM to discuss personnel issues. Motion unanimously approved.

A motion was made by Laura Oden-Bell, and seconded by Ann Doxsey, to come out of Executive Session at 8:46 PM. Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver to approve Ali Suhail's resignation. Motion unanimously approved.

A motion was made by Michael Giris, and seconded by Ann Doxsey to approve Fiona Gorham's 5% increase, with her change of title and status.

The Board is pleased to welcome our new custodian, Ralph Gonzalez!

A motion was made by Doreen Oliver to hire Jeanine O'Brien Klein, as a Senior Library Clerk, at a salary of \$17.00 per hour. This motion was seconded by Laura Oden-Bell and approved unanimously.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to enter Executive Session at 8:47 PM. Motion unanimously approved.

A motion to come out of Executive Session was made at 9:05 by Ann Doxsey, and seconded by Doreen Oliver. There was no action taken.

A motion to adjourn the meeting was made by Michael Giris at 9:07. It was seconded by Ann Doxsey.

The date of the next Board of Trustees meeting is March 18, 2018.

Secretary's Signature

Date of Approval

Secretary's Initials