

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
(Via Zoom)
February 17, 2021

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

Guests:

Nicole Mollick
Todd Harvey, BHC
Chris Sepp, BHC

The meeting was called to order at 7:01 PM, by the President.

The President led everyone in the Pledge of Allegiance.

Community Comments

There were no comments.

Library Correspondence

There was no library correspondence

Executive Session

Motion to go into Executive Session to discuss personnel and legal issues was made by Doreen Oliver and seconded by Laura Oden-Bell at 7:13 PM. Motion passed unanimously.

Motion to come out of Executive Session was made by Ann Doxsey, and seconded by Michael Giris at 7:26 PM. Motion passed unanimously.

No actions were taken.

Minutes

A motion was made by Laura Oden-Bell and seconded by Michael Giris, to approve the Minutes of the January 20, 2021 Meeting of the Board of Trustees. Motion passed unanimously.

Warrants

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve February Bill Warrant #8-1, in the amount of \$63,426.53. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to approve the February Payroll Warrants #8-1-A, #8-1-B, #8-2-A, and #8-2-B, in the amount of \$102,945.79. Motion passed unanimously.

Financials

Discussion of the Balance Sheets, for January 2021.

Discussion of the Monthly Financial Reports for January 2021.

Discussion of Budget vs. Actual Report for January 2021.

PUFSD Wire Transfers to date

There were no questions about the financial statements this month.

Accounts receivable for \$5020 are for a grant.

Staff Reports

Commendation Letter, Fiona. The Board thought it was so nice of Nicole to have written the commendation letter for Fiona Gorham. And, we all agreed that Fiona deserved the praise.

WFH, Kathleen
WFH, Cathy
WFH, Fiona
WFH, Gina
WFH, Gina
WFH, Maggie
WFH, Peggy
WFH, Kathleen

Director's Report

This is our busiest time of year! Administration is working on the budget, the tax cap, and the New York State annual report. Staff is doing an incredible job planning amazing programs for all ages. They are fielding Reference questions, via chat, telephone, and in person. The questions at this time of year are often about tax forms, now also about getting vaccine appointments. I continue to be so proud of our Plainedge Library staff, who just roll with everything this crazy year has brought.

I attended the American Library Association Midwinter conference in January. It was a great, week long conference, that culminated in a talk by Jill Biden. It's interesting to see how the topics spoken about have pivoted to topics like, how to serve your community during a pandemic, how to keep our buildings safe, and how to utilize or modernize our buildings for the library of the future. It is perfect timing, as that is what the Board will be discussing tonight, and moving forward.

In terms of COVID, we have limited staff working in the building, so as to maximize social distancing, and minimize quarantine time. We are continuing to follow federal, state, and local guidelines, as well as collaborating with other Nassau and local libraries.

Incident Report

There were no Incident or Accident Reports

Unfinished Business

1. Library Modernization Project

The Board discussed their priorities for a building modernization project. We talked about the library in this time of COVID, post COVID, and beyond. The priorities varied among Board members, but our list includes:

- a) Outdoor space for reading, story time, exercise classes, etc.
- b) High ceilings, attractive and good for ventilation
- c) No small study spaces, but open partitions instead
- d) Low, open shelving, sporadic seating
- e) We still need a large meeting room, with flexible furniture, and possibly sliding glass doors
- f) Laptops for patron use in the building, rather than desktops is a better use of space
- g) Making the lower level seem more like a 'downstairs,' than a basement.

Everyone saw the need for flexibility, both in the floor plan, furnishings, equipment, etc. There was some disagreement about the elevator and the mezzanine. We will need further discussion. BHC will come back again for further discussion and ideas.]

New Business

1. Building Report

- a. TechsonDuty Invoice

Motion was made by Laura Oden-Bell and seconded by Doreen Oliver, to approve having TechsonDuty do the work, at a cost of up to \$13,000. Motion passed unanimously.

2. Budget 2021-2022

Discussion of budget proposal, with a \$4400.00, .2% increase. We are staying within the tax cap.

3. Discussion of Budget message to the community

Library Statistics

Statistics will be revamped for next month, in a clear, more readable format.

Miscellaneous

Selden Library Renovation.

Adjournment

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey, at 9:00 PM.

The date of the next Board of Trustees meeting is Monday, March 15, 2021, via Zoom.

Secretary's Signature

Date of Approval

Secretary's Initials