

APPROVED MINUTES OF THE  
PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
MAY 30, 2018

Present

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

Michele Lipson, Director  
Michael Dietz, Systems Integrator  
Dorothy Klotz, Principal Account Clerk

The meeting was called to order at 7:10 PM by the President.

The President led the Board in the Pledge of Allegiance.

Community comments: There were no community comments.

Guests: There were no guests.

1.1 A motion was made by Ellen Ryder and seconded by Laura Oden Bell to approve the Minutes of the March 19, 2018 meeting of the Board of Trustees. Motion was approved with one abstention.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to approve the Minutes of the April 16, 2018 meeting of the Board of Trustees. Motion was approved with one abstention.

A motion was made by Laura Oden Bell and seconded by Ellen Ryder to approve the Minutes of the Special meeting of the Board of Trustees, April 24, 2018. Motion unanimously approved.

A motion was made by Laura Oden Bell and seconded by Doreen Oliver to approve the Minutes of the Annual Budget Hearing meeting of the Board of Trustees, May 7, 2018. Motion was approved with one abstention.

## 1.2 Warrants

A motion was made by Laura Oden Bell and seconded by Doreen Oliver to approve Payroll Warrant No. 31, dated 4/17/18 in the amount of \$45,141.22. Motion unanimously approved.

A motion was made by Doreen Oliver and seconded by Ellen Ryder to approve Payroll Warrant No. 33, dated 5/01/18 in the amount of \$77,379.20. Motion unanimously approved.

A motion was made by Doreen Oliver and seconded by Ellen Ryder to approve Payroll Warrant No. 35, dated 5/15/18 in the amount of \$45,650.27. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to approve Special Warrant No. 478, dated 4/03/18 in the amount of \$26.00. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Doreen Oliver to approve Bill Warrant No. 32B, dated 4/30/18 in the amount of \$6,777.30. Motion unanimously approved.

A motion was made by Laura Oden Bell and seconded by Ellen Ryder to approve Bill Warrant No. 34, dated 5/16/18 in the amount of \$48,293.43. Motion unanimously approved.

A motion was made by Doreen Oliver and seconded by Ellen Ryder to approve Trust Supplementary Warrant No. 22, dated 5/01/18 in the amount of \$2,127.63. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Laura Oden Bell to approve Trust Supplementary Warrant No. 23, dated 5/15/18 in the amount of \$700.00. Motion unanimously approved.

Trustees are considering which format they prefer, regarding the Trust Supplementary Warrants. More explanation may be needed in the future.

## 1.3A Finance

There were no questions regarding the Statement of Revenue, Monthly Financial Report or Balance Sheet for May 2018.

Board members liked the new Revenues vs. Expenditures Report and thanked Michael Dietz for putting it together.

Ellen Ryder asked if all tax revenue had been received. Dorothy Klotz said the Library had received most of the tax revenue for the fiscal year. We should be whole by the next meeting.

Michael Giris arrived at 8:00 PM.

### 1.3B Library Correspondence

#### 1. Google Review

We got a four star review on Google. A patron said that we have the latest movies and always have what they're looking for!

2. The Children's Department received a beautiful card, complementing the Library staff on their work and expressing how much it is appreciated.

### 1.3C Incident Report

A custodian cut his elbow while cleaning the lighting lens. His injury is healing.

### 1.3D Library Statistics

There were no questions or comments.

### 1.4 Director's Report

Thank you to the Plainedge community. The 2018-2019 budget vote passed 840/344 on May 16, 2018. Ann Doxsey got 815 votes and will serve on the Board of Trustees for another five years.

John Logerfo, a local graphic designer and author of *Images of America - Bethpage* book series by Arcadia Publishing was our logo contest winner. Thank you to Victoria Francone, Logan Tuschong, 5th grader at John H. West Elementary School, and William Marshall for their submissions. Mr. Logerfo will be asked in for a photograph and that will be put in the newsletter.

The Director added that the library is adding two email services. Beginning with the next newsletter, we will use Constant Contact to send out mass emails electronically, as well as in print. We will also be sending an email newsletter, called Wowbrary, which will list our new items - dvds, books, children's, etc.

The Director reported that five employees attended the Long Island Library Conference on May 3, 2018. Each employee wrote up a short synopsis of the workshops they attended. We look forward to implementing some of the ideas that we came away with. The Board is very supportive of staff development, loved reading the reports and complemented staff on being open to learning new things.

We are introducing four new museum passes: Children's Museum of the East End, Harbes Barnyard Adventure at Harbes Farm, Cold Spring Harbor Fire House Museum and Planting Fields Arboretum. We will be adding them to Tixkeeper as we receive the passes.

The Director mentioned the four new databases coming in July: Novelist, Reference USA, and Niche Academy.

We will be using the A/V Desk as a Passport Acceptance Facility. Staff is working their way through online training now. We estimate launching in September.

## II. Unfinished Business

### 1. Friends

The Director shared an article about a Friends group that recently formed at the Great Neck Library. Laura Oden Bell is going to head a Friends Committee. The Director will get information from Great Neck. Ellen Ryder and Doreen Oliver will also serve on the committee.

### 2. Website Upgrade

Michael Dietz has been working on the website. We invite patrons, staff and the Board to take a look and give us feedback: [www.plainedgeinfo.org/new](http://www.plainedgeinfo.org/new)

## III. New Business

### 1. Accept Checks

A motion was made by Ellen Ryder and seconded by Laura Oden Bell to accept a check for Ecommerce, in the amount of \$125.04 to be added into the 2018/2019 Library Operating Budget. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to accept a check for Erate, 2016-2017, in the amount of \$4857.60 to be added into the 2018/2019 Library Operating Budget. Motion unanimously approved.

### 2. Museum Pass Policy Revision - First Reading

### 3. Massapequa Weekly Article

Same article as the Massapequa Observer, also an Anton paper.

### 4. Wandoo Reader

An online program, used for signing children up for summer reading.

### 5. Glatfelter, Insurance

### 6. Coast Copy

Exploring copy options for the coming fiscal year.

7. NLS Agreement for the dissolution of ALIS was signed by Ann Doxsey and will be sent back to NLS.

A motion was made by Ellen Ryder to go into Executive Session at 8:40 PM to discuss personnel issues. Michael Giris seconded the motion.

A motion was made by Laura Oden Bell, and seconded by Ellen Ryder, to come out of Executive Session at 9:25 PM.

#### IV. Personnel

1. A motion was made by Laura Oden Bell to accept the resignation of Jennifer Sbrocco. It was seconded by Ellen Ryder. Motion was unanimously approved.

A motion was made by Doreen Oliver and seconded by Ellen Ryder to accept the resignation of Judy Nilsen, Assistant Director and Head of Reference. Motion was unanimously approved. The Board wanted to note their immense appreciation for her 29 years of service.

A motion was made by Michael Giris, to appoint part time Librarian, Fiona Gorham. It was seconded by Laura Oden Bell. Motion was unanimously approved.

A motion was made by Ellen Ryder, to appoint full time Librarian Margaret Rusch, pending Civil Service approval of a transfer from Peninsula Public Library. It was seconded by Michael Giris. Motion was unanimously approved.

A motion was made by Laura Oden Bell to hire a non competitive, part time clerk. It was seconded by Michael Giris. Motion was unanimously approved.

#### V. Future Board Meeting Dates

1. The Reorganization meeting will be held on July 2, 2018.
2. Preliminary 2018-2019 Board Meeting Dates are as follows:
  - September 17, 2018
  - October 15, 2018
  - November 19, 2018
  - December 17, 2018
  - January 23, 2019
  - February 20, 2019
  - March 18, 2019
  - April 15, 2019

\*\*Additional dates to be discussed at June Meeting

A motion was made by Doreen Oliver and seconded by Ellen Ryder to adjourn the meeting at 9:40 PM. Motion unanimously approved.

Date of next Board Meeting is June 18, 2018.

Date of the Reorganization Meeting is July 2, 2018.

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Secretary's Initials