

MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

MAY 17, 2017

Present

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

Mrs. Marilyn Kappenberg, Director
Mrs. Judith Nilsen, Assistant Director
Mrs. Dorothy Klotz, Principal Account Clerk

Guest: Doreen Oliver, Trustee-Elect

The President led the Board in the Pledge of Allegiance.

The meeting was called to order at 7:04 PM by the President.

Community Comments

Board members welcomed Doreen Oliver and congratulated her on her election to the Plainedge Board of Trustees.

Review and Approval of NYS Annual Report 2016

The Director informed the Board of the correction made on the NYS Annual Report for 2016. Although the Library Budget for 2016 did not go up for public vote, the directions on answering that question were confusing, as the Library Budget does usually go up for public vote. The Library response on the report was incorrect. NYS will change the answer from “yes” to “no”, and hopefully will revise the instructions regarding that question.

- 1.1 A motion was made by Ann Doxsey and seconded by Michael Giris to approve the Minutes of the April 17, 2017 meeting of the Board of Trustees. Motion unanimously approved.

A motion was by made by Dave Gottlieb and seconded by Michael Giris to approve the Minutes of the May 8, 2017 Annual Library Budget Hearing. Motion approved. 2 Abstentions.

1.2 Warrants

A motion was made by Ann Doxsey and seconded by Ellen Ryder to approve Payroll Warrant No. 30B, dated April 20, 2017 in the amount of \$17,783.06. Motion unanimously approved.

Laura Oden-Bell noted that three separate checks made up this amount.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve Payroll Warrant No. 32, dated May 4, 2017 in the amount of \$75,248.99. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to approve Bill Warrant No. 31, dated April 19, 2017 in the amount of \$28,782.27. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve Special Warrant No. 467, dated April 30, 2017 in the amount of -\$155.92. Motion unanimously approved.

Dorothy Klotz explained that these were refunds for program fees.

1.3A Finance

1. Statement of Revenues, April 2017

Ellen Ryder questioned the negative expense under “Insurance Recovery.”

Dorothy Klotz explained that the revenue received from Insurance was from the previous fiscal year but bills were paid in this fiscal year.

2. Monthly Financial Report

Ellen Ryder also asked why there was negative expense under “Assets: Cash-Money Market.” Dorothy Klotz will speak with Library Accountant Norman Gold for clarification.

There were no questions regarding the Balance Sheet for April 2017 or the Revenue/Expenditure Report. Dorothy Klotz assured the Board that full tax revenue would be received by June 30, 2017.

1.3B Library Correspondence

1. Staff Compliment

The Board was pleased with the complimentary note on library service from a nonresident patron.

2. Memorial Donation

Two books were purchased for the Library with a memorial donation from the family of Harold Charpiet. He also was not a Plainedge resident, but did enjoy using the Library services here. The Director will take pictures of the books to show the family that the titles, one about Music history and the other Landscaping, reflect the interests of Mr. Charpiet.

3. Staff Reports

Ellen Ryder thought the reports were informative and interesting.

4. AARP Tax Aide Report

Trustees were impressed with the number of patrons who took advantage of the AARP Tax Return preparation offered at the Library during tax season free of charge.

1.3C Incident Reports (none)

Board members were happy that there had been no new incidents to report.

1.3D Library Statistics

There were no questions or comments.

1.4 Director's Report

Marilyn Kappenberg added the following to her Report: New York State Commission of Education may require Library Trustees to attend pertinent workshops in the future. The Commission may hold back providing local Library Service Aid and Construction grants to Library Boards that do not attend. The Director said some participation could include online seminars. At present, this requirement is still in discussion.

Laura Oden-Bell enquired about the new staff member hired. The Director was very pleased with the new Senior Clerk who she described as well qualified and enjoying her new position. The Director had also just hired a noncompetitive part-time clerk with excellent credentials, as well.

II. Unfinished Business

Ellen Ryder asked about the Trustee biographies that the Director had requested each of them to provide. Marilyn Kappenberg said she had only received two so far and asked again for everyone's input.

Ann Doxsey was interested in the proposed cookware loan program. The Director planned to buy a stand to hold cookbooks, as well as the cookware. Ann Doxsey suggested she speak to the "Baking Coach" who presents programs at the Library.

The Director would like to add the cookware under the current Tool Loan Program.

1. Upgrade of Fire Alarm System

The Director reported that she had called Simplex after the fire alarm went off at night. The Fire Department told the Director that the alarm system needed to be upgraded and a fire annunciator should be installed in the vestibule.

The Simplex repairman inspected the lower level panel box. He also said that the box should be left where it is, but needs an upgrade which will indicate where a defective smoke detector is located. He said we would need an annunciator located at the front desk. (A completely new system would cost approximately \$17,000.00). Marilyn Kappenberg reminded Trustees that the smoke detectors were all recently replaced. She had received a proposal from Simplex to upgrade the system and include an annunciator.

Michael Giris asked if the Director could obtain a grant for this project. The Director answered that she could not obtain grant funds for equipment of this type.

Michael Giris also commented that the current smoke detectors should be blown out with air as part of regular maintenance.

The Director wanted to include the cost of an annunciator in next year's Budget. Ellen Ryder would prefer it was done with this year's Budget funds.

A motion was made by Laura Oden-Bell and seconded by Dave Gottlieb to upgrade the fire alarm panel and install an annunciator at a cost of \$8,828.37. Motion unanimously approved.

The Director said she will start the project as soon as possible.

The Director also hoped she might get additional Bullet Aid for a new parking lot.

2. Date of 2017/2018 Reorganization Meeting of the Board of Trustees.
The date of the 2017/2018 Reorganization Meeting will be Thursday, July 6, 2017 at 6:00 PM.

III. New Business

1. Dividend for Safety Group (NYS Workers Comp)
A motion was made by Ellen Ryder and seconded by Laura Oden-Bell to accept a Dividend for Safety Group 497 from The State Insurance Fund in the amount of \$2,953.51 to offset the future cost of Insurance. Motion unanimously approved.
2. Contract for Library Attorney
The Director asked Board members to review the Library Attorney's contract for the fiscal year 2017-2018. Laura Oden-Bell was asked to sign the Contract. If acceptable it will be approved by all at the Reorganization Meeting in July.

IV. Personnel (Executive Session)

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to enter Executive Session at 7:55 PM to discuss the Retirement of the Library Director and interview schedule and salary for the next Library Director. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Michael Giris to end Executive Session at 8:33 PM. Motion unanimously approved.

A motion was made by Ellen Ryder and seconded by Michael Giris to hire a Library Director at a salary range of \$90,000.00 to \$110,000.00 per year. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Ellen Ryder to adjourn the meeting at 8:35 PM. Motion unanimously approved.

Date of next Trustee meeting is June 19, 2017

Secretary's Signature

Date Approved

Secretary's Initials

