

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
(Via Zoom)
November 16, 2020

Present

Ellen Ryder, President
Laura Oden-Bell, Vice President
Ann Doxsey
Doreen Oliver
Michael Giris, absent with prior notice

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

The meeting was called to order at 7:01 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 October 19, 2020 meeting of the Board of Trustees. Motion passed unanimously.

The Minutes of the October 26, 2020 Special Meeting of the Board of Trustees were tabled for next month.

Guests

Welcome to guest and Librarian, Rachel Sferlazza. Thanks for joining us.

Community Comments

There were no community comments.

Warrants

A motion was made by Ann Doxsey, and seconded by, Laura Oden-Bell, to approve November Bill Warrants #5-A and #5-B, in the amount of \$57,065.38. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Laura Oden-Bell, to approve October/November Payroll Warrants #4-3-A, #4-3-B, #5-1-A, and #5-1-B, in the amount of \$110,467.44. Motion passed unanimously.

Financials

Discussion of the Statement of Revenues for October 2020

Discussion of the Balance Sheets, for October 2020.

Discussion of the Monthly Financial Reports for October 2020.

Chart of accounts will be tightened up, after our audit is complete.

There were no questions about the financial statements this month.

Library Correspondence

Thanks to the Buchman and Banks families for their very sweet email to our Children's Librarians. The Board always enjoys hearing input from the community, and sends compliments to our fabulous children's librarian staff.

Staff Reports

Michael Dietz attended the NYLA Conference. He reported attending sessions, and learning a lot about security, privacy, unemployment law, and a session about HR. He said that although it was virtual, it was no less informative and enjoyable.

Instructional Video, from Children's

Miss Kathleen and Miss Peggy made instructional videos about navigating our website and catalog. They were terrific! The Board loves the collaboration between the Library and the schools.

Great Giveback

On October 17th, Children and Teens participated in writing cards and sending them to special people in their lives and the community. The Great Giveback is an annual program that libraries across Nassau and Suffolk County participate in.

Director's Report, November 16, 2020

This has been a busy month. The Girl Scouts decorated the front of our building with beautiful 'kindness stones.' They're bright, cheery, and colorful -- exactly what we all need right now! Thanks to all of the kids and their families, from the Plainedge Public Library.

The Great Giveback was on October 17th. Our community decorated cards, and sent them to special people in their lives or community. It was a collaborative effort, between Children's and Young Adult programming. Community service was offered for participation.

On October 21, 2020, I attended a Presentation by NLS: Nicole Scherer, Grace Palmisano and Shakema Miller. It was called Didn't mean it like that: Microaggressions & Cultural Humility. It was offered several times, and staff was encouraged to take it also. Lots to think about, and take away from, this session.

Long Range Planning in a Crisis, presented by Tom Tarantowicz, Director at Brentwood and Todd Harvey, on October 30, 2020. There is so much to think about in terms of where we are now, and where we anticipate being 2-5 years from now. How do we plan for uncertainty?

On November 5th and 6th, Michael and I attended the New York Library Association conference. Traditionally, set in scenic Saratoga Springs, this year it was virtual. We both got a lot out of the conference sessions. There were some great presentations.

We are planning for the future, even as we prepare for whatever is to come this winter. We remain cautious and prepared.

Incident Report

No incidents or accidents.

Unfinished Business

- a. Area 4 Nominee Vote – Ann Doxsey and Michele Lipson attended the Area 4 meeting. Ann cast the Plainedge vote for John Scarparro. There is a meeting on December 7th to officially vote him in as an NLS trustee.
- b. The Board decided to add a self evaluation section to the Director Evaluation.
- c. Policies Relating to COVID-19
 - i. FFCRA Letter
 - ii. Work from Home Agreement
 - iii. Work from Home Policy, Second Reading

Laura Oden-Bell moved to adopt the Work from Home Policy. It was seconded by Doreen Oliver, and unanimously approved.

New Business

1. Accept Checks
 - a. 2020 Local Library Service Aid
Motion was made by Ann Doxsey, to accept LLSA check in the amount of \$4122.00 and seconded by Doreen Oliver, to put money towards our building.
Motion passed unanimously.
 - b. E-Commerce
Motion was made by Doreen Oliver to accept Ecommerce check in the amount of \$31.08 and seconded by Ann Doxsey, to put money towards our book budget.
 - c. SED, Construction Grant

- d. Motion was made by Laura Oden-Bell, to accept SED, Construction Grant (90% from 2019) check in the amount of \$4,090.00, and seconded by Ann Doxsey, to put money towards our building.
2. Policies
 - a. Investment Policy, First Reading
3. Virtual Meetings, extended at least through December.
4. Sundays – We decided to remain closed on Sundays, through March. We will revisit in February and decide about April and May.
5. Technology Committee – Ellen Ryder and Doreen Oliver volunteered to sit on our Technology Committee. We will set up a meetings in December/January.
6. Retention Schedule – Need Board approval for new NYS Retention Schedule

RESOLVED, By the Board of Trustees of the Plainedge Public Library that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods describe therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Motion was made by Doreen Oliver, and seconded by Laura Oden-Bell, to vote in favor of resolving the Retention and Disposition Schedule for New York Local Government Records (LGS-1). Motion passed unanimously.

Library Statistics

The Board noted that Tutor.com should get more usage. We talked about ideas for how to call attention to it.

Board liked the key to the social media terms to read the statistics.

Miscellaneous

ILS Statistics

Executive Session

Motion to go into Executive Session to discuss personnel and legal issues was made by Doreen Oliver and seconded by Ann Doxsey at 7:40 PM. Motion passed unanimously.

Motion to come out of Executive Session was made by Laura Oden-Bell, and seconded by Ann Doxsey at 8:22 PM. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Laura Oden-Bell, to accept the resignation of Anna LaSala. The Board thanks her for the work that she's done for the Plainedge Library. Motion passed unanimously.

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to hire a part time page at a salary of \$15.00 per hour, at such time that we are more certain that we will not close the building again. Motion passed unanimously.

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey, at 8:23 PM.

The date of the next Board of Trustees meeting is December 21, 2020.

Secretary's Signature

Date of Approval

Secretary's Initials