

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

July 1, 2019

Present

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

Michele Lipson, Director
Michael Dietz, Systems Integrator
Diana Weir, Senior Library Clerk, absent with prior notice

The meeting was called to order at 7:31 PM by the President.

Minutes

A motion was made by Laura Oden-Bell, and seconded by Ann Doxsey, to approve the Minutes of the June 17, 2019 Meeting of the Board of Trustees. Motion passed. Michael Giris abstained.

Community Comments

There were no community comments.

Guests

No guests were present.

1.2 Warrants

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to approve Bill Warrant No. 12-C, dated, June 28, 2019, in the amount of \$4,649.00. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to approve Bill Warrant No. 1-A, dated, July 1, 2019, in the amount of \$1,884.52. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to approve Bill Warrant No. 1-B, dated, July 3, 2019, in the amount of \$1,880.37. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to approve Payroll Warrant No. 12-2-B, dated, June 27, 2019, in the amount of \$41,139.00. Motion passed unanimously.

1.3A **Finance**

Discussion of the Balance Sheets, for June 2019.

Discussion of June Financial Report.

Discussion of the Statement of Revenues for June 2019.

President noted that we have a decent fund balance at the end of this fiscal year. We will decide where the money will be allocated, after speaking to the accountant.

Transfers from PUFSD this month. We have received the final check from the school district, for this fiscal year.

1.3B **Library Correspondence**

We received two separate suggestions. One patron has trouble reaching the top shelves, the other has trouble reaching the bottom shelves. Our suggestion is to ask our staff for help.

1.4 **Staff Reports**

Director's Report

Summer programs have gotten started, Summer Reading Club has started off strong, and we're enjoying seeing the teens get involved. Thank you to our wonderful staff, for listening to the needs of our community, and making it all happen. The Nassau Library Tour has just begun. We are excited to see how many people visit us in the next few months.

Our Summer newsletter, 'From the Director's Desk' column, highlighted specific services. The wifi hotspots are very popular. In fact, we've purchased two more to keep up with demand. The Kindles, filled with popular titles, are often checked out (but can be reserved!). Wowbrary is our email newsletter, that showcases our new materials. We have a variety of museum passes that keep Plainedge residents busy all year long. And, of course, we have downloadable magazines, music, audiobooks and ebooks. Check our website for new downloadable movie options, through RB Digital, as well!

Please note that we have increased notary hours.

The mezzanine, and our non-fiction collection is open! The work was completed on June 20th - 21st.

Thank you to Senator Kevin Thomas, for visiting our library, for a Town Hall Meeting, and patiently answering our questions.

The Board spoke about Senator Thomas' visit and we talked about how to get more attendance next time.

The Board President remarked on some of our great programs. All Board members like the new calendar format.

1.5 **Incident Report**

There were no accident/incident reports.

1.6 **Library Statistics**

There were no statistics this month.

II. **Unfinished Business**

01) Wifi Hotspot Policy

A motion was made by Laura Oden-Bell, to pass the Wifi Hotspot Policy. The motion was seconded by Michael Giris, and passed unanimously.

02) Staff calendar discussion tabled until next meeting.

03) Fire Alarm Estimate

Tabling to get another estimate we make a decision.

04) Security Quotes

Discussion about how to proceed with security cameras and equipment. To be determined.

05) Strategic Plan Goals

The Board decided on our goals for 2019-2020. The Board, Staff and Administration will work towards this goals in the coming year.

Technology Goals are: Patron Training, and an emphasis on Electronic Resources – both databases, and ereaders, hotspots, downloadable media, etc.

Long Range Plan goal is to “provide an inviting, comfortable facility that meets the need for convenient access to Library collections, resources and technology.”

III. **New Business**

01) Accept Checks

a. Reimbursement

A motion was made Michael Giris, to accept a check in the amount of \$314.92, and put the money in the Payroll account. The motion was seconded by Laura Oden-Bell, and passed unanimously.

b. Shelterpoint

A motion was made by Doreen Oliver, to accept check in the amount of \$78.20, and put the money in the short term disability fund. The motion was seconded by Michael Giris, and passed unanimously.

c. Staff Calendar 2019, Draft
Tabling the discussion and vote

01) Policies

- a. No Smoking Policy, 2019 – First Reading
- b. Policy for Use of the Community Room – First Reading

Executive Session

A motion was made by Ann Doxsey, and seconded by Michael Giris, to go into Executive Session at 9:15 PM to discuss personnel issues. Motion unanimously approved.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to come out of Executive Session at 9:50 PM. Motion unanimously approved.

A motion was made by Michael Giris, to increase salaries for non-union personnel. It was seconded by Laura Oden-Bell, and approved unanimously.

A motion to adjourn the meeting was made by Doreen Oliver, and seconded by Michael Giris, at 9:52 PM. Motion unanimously approved.

The date of the next Meeting of the Board of Trustees is September 16, 2019.

Secretary's Signature

Date of Approval

Secretary's Initials