

PLAINEDGE PUBLIC LIBRARY
MINUTES OF THE BOARD OF TRUSTEES MEETING

APRIL, 21 2014

Present:

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

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

Pledge of Allegiance

The president led the Board in the Pledge of Allegiance.

The Meeting was called to order at 7:00 PM by the President.

Community Comments

There were no community comments.

1.1 Approval of Minutes

A motion was made by Ann Doxsey and seconded by Michael Giris to approve the Minutes of the March 17, 2014 Board of Trustees Meeting.

Motion approved. One abstention.

1.2 Approval of Warrants

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve Payroll Warrant No. 29, dated March 27, 2014, in the amount of \$48,598.23.

Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve Payroll Warrant No. 30, dated April 10, 2014 in the amount of \$78,680.85.

Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve Bill Warrant No. 28 dated March 17, 2014, in the amount of \$39,322.50.
Motion unanimously approved.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to approve Special Warrant No. 430, dated March 31, 2014 in the amount of \$4,670.00.
Motion unanimously approved.

1.3A Finance

1. Review and Approval of New York State Annual Report

Dorothy Klotz explained that this year several categories had been changed by New York State on the Annual Report. As a result, she asked the Library's accountant to look over the new procedures in reporting to make sure the calculations were correct. This delayed completion.

Marilyn Kappenberg said the accountant may also have calculated incorrectly in some of the categories. She and Dorothy Klotz reviewed the report and made the necessary corrections. They explained the corrections to Board Members. The Director asked the Board to approve the report with the changes made so that Michael Dietz could send the Annual Report to NLS for review.

A Motion was made by Ann Doxsey and seconded by Michael Giris to approve the Plainedge Public Library Annual Report for Public and Association Libraries-2013 as corrected.
Motion unanimously approved.

There were no questions or comments concerning the Statement of Revenues, Monthly Financial Report and Balance Sheet Reports for March 2014.

The Revenue/Expenditure Report for March 2014 was not distributed at the Board meeting. However, Dorothy Klotz said she would email the current report to Trustees to review. Any questions or comments would be addressed at the next Board meeting.

1.3B Library Correspondence

Judy Nilsen described the Career Day Expo that she and Children's Librarian Peggy Gorman attended at Plainedge High School in April. Several students were interested in learning about Library careers, as well as volunteering this summer at the Library.

Volunteer, local historian Tom Savage described a "Metadata for Digitalization" workshop that he would like to attend in June. The Director said the Library will pay the \$40.00 fee as Mr. Savage has been the Library's archivist/researcher for the last several years. He does not get paid for the services he performs for us, which involves digitalizing the library Local History collection.

1.3C Staff Reports

Board members reviewed the “Programs Past, Present & Future” report from Peggy Gorman and were impressed with all that the Children’s Department has done or plans to do.

There were two reports from technician Michael Dietz. The first explained the new translation station he had installed at the Circulation Desk. Laura Oden-Bell was impressed. The Director said it had already been used about four times with non-English speaking patrons.

The second report focused on the meeting which introduced “Google Sketchup” (3-D Design). 3-D printers are currently available at Suffolk County libraries. This class showed attendees how 3-D models are created, edited and printed.

Michael Giris asked if there is any liability with what a person may make with a 3-D printer. He also added that 3-D printers have come down in price now.

Marilyn Kappenberg did not believe the Library is responsible for what a person may create, and she did not see a need for Plainedge Library to purchase a 3-D printer. Board Members agreed.

1.3D Library Statistics

There were no questions or comments.

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1.4 Director’s Report, April 2014

Board members reviewed and discussed the Director’s Report.

Marilyn Kappenberg said she had spoken at two Plainedge Elementary school PTA meetings. She told PTA attendees that the Library had a sizeable fund balance so there was no need to raise money for capital improvements in the Library. This fund balance is for the community and will be used if needed. She reported that the parents were very happy with and receptive to the Library.

The Director also explained that due to safety concerns, chairs were removed from the upper level study room (Quiet Room). With the area entirely open it now provides much needed additional shelving for the fiction collection.

Dave Gottlieb said the main issue was that a student and tutor were in the enclosed area rather than at the main floor tables designated for tutoring.

The Director said she did not feel comfortable with the artificial room. She added that it was also not a quiet study space, as originally intended and it is not on the original building blueprints.

Dave Gottlieb asked that the temporary wall in that area be taken down. The Board decided that for safety reasons the wall should be removed.

Ann Doxsey asked if a mirror could be mounted in the corner of the area to better monitor the space.

Michael Giris asked if a camera could be added to the corner area. Dave Gottlieb thought this was a good idea, as it would monitor the window wall as well. The Director will look into the matter.

II Unfinished Business

New York State Tax Cap

There were no questions or comments regarding the Director's explanation of the New York State Tax Cap.

III New Business

A. Discussion of Use of the Quiet Room

Board members had already discussed this under the "Director's Report".

B. Review of Policies

Employee Disciplinary Procedure

As the original "Employee Disciplinary Procedures" was adopted by the Board of Trustees in 1983, the Director wrote a new policy that is in compliance with changes in New York State Labor Laws and Regulations. She asked Board members to review the new policy. This was a first reading of the policy.

There were no changes made to the "Public Information Program" and "Staff Attendance of Conventions/Meetings" policies.

There was a first reading of the revised "Family and Medical Leave Act" policy.

There were no changes made to the "Leave of Absence for Cancer Screening" policy.

Board members discussed the "Safety Policy". Michael Giris asked the Director if she conducted fire drills in the library. The Director did not believe she was required to, but said she would look into the matter. There were no changes made to this policy.

Marilyn Kappenberg informed the Board that she had spoken to the Fire Marshall about whether induction cooking programs might be permitted at the Library. The Fire Marshall said that anything that may be grease-laden is not allowed. Induction cooking may still produce grease and he did not recommend it.

The Director advised Board members who had suggested induction cooking programs might be possible at the Library, that she thought it best not to have the programs. Board members agreed.

There were no changes made to the following policies reviewed: “Workplace Violence”, “Transitional Duty”, “Material Loans by Employees”, “Requests for Reference”, “NYS Deferred Compensation” and “Employee Retirement Plans”.

C. Credit Card Limit/Library Computer Specialist

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to increase the Chase credit card spending limit for the Library’s Computer Specialist from \$1,800.00 to \$2,000.00.

Motion unanimously approved.

D. Library Homepage/Profile of Library Trustees

Marilyn Kappenberg asked Board members if they would consider adding a profile of themselves on the Library homepage. She had received a call from a Plainedge patron who wanted to know more about Trustees on the Board. Marilyn Kappenberg summarized Trustee qualifications for membership on the Board and invited him to attend the April Library Board Meeting where he could speak directly to Trustees.

Laura Oden-Bell did not wish to have a profile on the Library homepage. Ellen Ryder had no objection to adding her profile to the homepage. The remaining Board members abstained from making a decision.

No motion was made regarding Trustee profiles on the Library homepage.

IV. Personnel

A. Acceptance of Retirement for Library Clerk

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to enter Executive Session at 7:45 PM to discuss the retirement of a Library Clerk.

Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to end Executive Session at 7:47 PM.

Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to accept the retirement request of Library Clerk Marie Hendrickson.
Motion unanimously approved.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to adjourn the meeting at 7:48 PM.
Motion unanimously approved.

Date of Library Budget Hearing is May 12, 2014.

Date of the next Board of Trustees Meeting is Wednesday, May 21, 2014.

Secretary's Signature

Date Approved

Secretary's Initials