

MINUTES OF THE
PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

December 19, 2016

Present

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

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

The President led the Board in the Pledge of Allegiance.

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

- 1.1 A motion was made by Michael Giris and seconded by Ann Doxsey to approve the Minutes of the November 21, 2016 meeting of the Board of Trustees. Motion unanimously approved.
- 1.2 A motion was made by Dave Gottlieb and seconded by Michael Giris to approve Payroll Warrant No. 16, dated December 1, 2016 in the amount of \$68,612.64. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to approve Payroll Warrant No. 17, dated December 15, 2016 in the amount of \$46,295.73. Motion unanimously approved.

A motion was made by Michael Giris and seconded by Ann Doxsey to approve Bill Warrant No. 15, dated November 21, 2016 in the amount of \$40,325.77. Motion unanimously approved.

Special Warrant No. 463, dated November 30, 2016: there was no activity.

1.3A Finance

1. There were no questions or comments concerning the Library financial reports.
2. Library Operating Budget 2017/2018 (brief discussion)

The Director told Board members that she had started to work on the 2017/2018 Library Operating Budget. She asked them to consider an increase of 1/4% over last year's budget.

Dorothy Klotz added that the Union Contract will be in negotiations for a three year period starting July 2017. (The current contract ends June 2017).

1.3B Library Correspondence

The Board reviewed the letter sent by the Girl Scout Leaders who had originally proposed placing personalized benches with literary quotes outside of the Library. Unfortunately, the Troop does not have the funds for such a project. Since their goal (a Silver Award) is to inspire young readers they would like to create a canvas with an inspiring quote instead. Each of the handprints of the girls in the Troop would surround the quote. Marilyn Kappenberg and the Board thought it was a good idea. The Director will gladly display it in the Library.

1.3C Library Statistics

There were no questions comments.

1.3D Incident Reports

Board members reviewed the Incident Report regarding a toddler who had fallen during a Program. Laura Oden-Bell asked the Director if the child was feeling better. The Director said she had contacted the parent. The child was okay.

The remaining Incident Reports concerned the disruptive behavior exhibited by the same patron over a period of several weeks. As the last incident reported concerned menacing behavior, the Director said action was warranted to prohibit this patron from using the Library for a period of two years.

Marilyn Kappenberg personally handed a letter to the patron which stated that he had lost all Library privileges for a period of two years. He would not be permitted in the Library or on Library property. A certified letter was also delivered to his residence.

Laura Oden-Bell called for an Executive Session to further discuss the Incident Reports regarding the disruptive and menacing behavior by a patron.

A motion was made by Dave Gottlieb and seconded by Ann Doxsey to enter Executive Session at 7:25pm. Motion unanimously approved.

A motion was made by Ann Doxsey and seconded by Dave Gottlieb to end Executive Session at 7:50pm. Motion unanimously approved.

1.4 Director's Report

Ann Doxsey asked about the change of payroll companies for the Library. The Director said ADP was no longer meeting the needs of the Library. Principal Account Clerk Dorothy Klotz was experiencing major problems. A small independent vendor, Star Pay, will now transfer our accounts starting with the January 12, 2017 payroll.

II. Unfinished Business

1. Installation of Parking Bollards

Laura Oden-Bell thought it best to delay the installation of the bollards until the weather is more appropriate for the work to be done.

Michael Giris said the bollards should be placed on the sidewalk in concrete. They cannot be installed in winter. As the building was constructed well, the bollards should also be installed in the proper way, and in concrete not asphalt.

Laura Oden-Bell suggested tabling the installation until the Spring 2017. The Director said she may have to go out to bid again. She would like to use grant funds, if possible. Dave Gottlieb and the Director also suggested including repavement of the entire parking lot, as well as installing the bollards.

Ann Doxsey pointed out that the bollards are imminent. The Director agreed and will start getting new proposals no later than May 2017. Dave Gottlieb hoped the lot might be reconfigured for additional parking spots, but the Director was unsure if this was possible.

2. HVAC Project Update

Marilyn Kappenberg said she has been communicating with the architect regarding the HVAC Project. Everything is moving forward and it was proposed that all of the exterior work be done before the ground freezes. The completion of the project should be toward the end of February, if all goes according to schedule.

III. New Business

1. Nassau Library System Funding 2017

The Director reported that the Library's fees for NLS Member Library Support have decreased for this year (2017) and the next (2018).

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to approve the Plainedge Library's Member Library Support of the Nassau Library System for the calendar year 2017 in the amount of \$14,356.00 and for the calendar year 2018 in the amount of \$13,384.00. Motion unanimously approved.

2. Library Trustee Association Membership

Board members would like to continue their membership in the Library Trustee Association. The Director said she will renew their membership for 2017.

3. Plan of Service

The Nassau Library System is in the middle of a strategic planning process and is asking Trustees of member Libraries for input regarding NLS services. Two Trustee Roundtable Discussions will be held in January. Laura Oden-Bell will attend the Roundtable on Friday, January 20, 2017 at 10am.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to adjourn the meeting at 8:30pm. Motion unanimously approved.

Date of next Trustee meeting is Wednesday, January 18, 2017.

Secretary's Signature

Date Approved

Secretary's Initials