

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
(Via Zoom)
August 9, 2021

Present

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

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

The meeting was called to order at 7:07 PM, by the President.

The President led everyone in the Pledge of Allegiance.

Library Correspondence

The Director wrote a complimentary email to the staff members who were working the day that a patron drove into the bollard in front of the library. The Board echoed the Director's feelings, and wanted to thank the staff for the way everything was handled that day. The Board is aware that the Library is in good hands with our staff.

There was a lovely Facebook comment, about how wonderful the Library staff, and in particular, the Children's staff has been throughout the pandemic. Ellen Ryder noted that this isn't the first compliment we've received about our children's staff. "They're awesome," she said.

Guest

There were no guests present.

Minutes

A motion was made by Doreen Oliver and seconded by Michael Giris, to approve the Minutes of the July 1, 2021 Meeting of the Board of Trustees. Motion passed unanimously.

A motion was made by Ann Doxsey and seconded by Michael Giris, to approve the Minutes of the July 1, 2021 Reorganization Meeting of the Board of Trustees, as amended. (The start time of the meeting was missing. It began at 7:05 PM.) Motion passed unanimously.

Warrants

A motion was made by Ann Doxsey, and seconded by Michael Giris, to approve July Bill Warrant #1-2, in the amount of \$84,250.20. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve the July/August Payroll Warrants #1-2-A, #1-2-B, #2-1-A, #2-1-B, in the amount of \$104,127.18. Motion passed unanimously.

Financials

Discussion of the Balance Sheet, for June 2021.

Discussion of Budget vs. Actual Statement of Revenues for July 2020 - June 2021.

Discussion of the Monthly Financial Report for June 2021.

Discussion of the new Capital Fund Reports for June 2021

It was a little confusing to look at our end of year report. But, the new Capital Fund Reports need to be looked at in conjunction with the regular financial reports to see that we have a healthy fund balance, and all is well.

Staff Reports

Nicole, our Head of Reference, attended a meeting at NLS, for Best Sellers Club and High Demand Holds. She found it informative, and we have started a Best Sellers Club for our patrons!

Director's Report:

We are in the process of hiring a children's page. We had an opening that we're now going to fill. We are also hiring a Librarian I, for the Reference Department. We will open on Sundays, beginning in the Fall. We have scheduled in person as well as virtual and hybrid programs, beginning in September. Obviously, we're keeping a close eye on the COVID situation, and will proceed with caution.

Our 2020 Annual Report has been reviewed and approved by the state.

Our attorney, Peter Fishbein emailed to say that he is healing, and hopes to be back in the Fall. To that end, I will start copying him on emails to the lawyers.

Incident Report

A teen volunteer cut their finger on a tape dispenser. She put a bandaid on it, and was fine.

Patron hit the bollard with her car. There were minor injuries. Police and EMS were called, but patron didn't want to go to the hospital. The Director followed up with her the following day. She and her children were okay.

Unfinished Business

1. Library Modernization Project
 - a. Library visits
 - b. Sharing information, including photos via google docs

The Director visited Northport/East Northport, South Huntington, Commack, Half Hollow Hills, and Levittown, this month. She uploaded commends and photographs to a document that is shared with the Board.

2. Discussion of Project Managers

Both SCC and Calgi are experienced and skilled. We got good feedback from other libraries about their work. We chose to hire Dominic Calgi, pending permission from the school board's attorney to go ahead with our library modernization project. We also decided to hire Munistat, as our bond advisors, pending the go ahead from the attorneys.

A motion was made by Doreen Oliver, and seconded by Michael Giris, to hire Dominic Calgi, pending approval from the school district's attorney. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to hire Munistate, as our bond advisors, pending approval from the school district's attorneys. Motion passed unanimously.

New Business

1. Building Report, given by Michael Dietz
 - a. Emergency stairs finally complete, including heated treads.
 - b. Michael Dietz separated our wifi networks.
2. Checks
 - a. Refund from Oriental Trading
 - b. Checks for accounts closed in Chase.
3. Trustee Training – trustees will need to complete 2 hours of training, annually, beginning in January of 2023. There will be many opportunities to fulfill this requirement, but below are a few.
 - a. NYLA in Syracuse, October/November

Ellen Ryder and Laura Oden-Bell may choose to attend this conference. Other Board members may want to attend as well.

- b. Trustee Training book club, with Jerry Nichols, October 19th – December 14th.
The book is online, but the Director has copies if you need them.

c. Legislative Breakfast is on September 24th at 8:30, at NLS

4. Bank Resolutions

A motion was made to dissolve our relationship with Chase Bank, upon closure of the last two accounts. The motion was made by Ann Doxsey and seconded by Michael Giris. Motion passed unanimously.

A motion was made by Michael Giris and seconded by Ann Doxsey to open at TD Bank, a checking and money market account in the Capital Fund. Motion passed unanimously.

A motion was made by Michael Giris and seconded by Ann Doxsey to transfer funds from FNBLI to our new capital fund in TD Bank. Motion passed unanimously.

The below motion was from our May 2021 meeting. The total of \$3,426,366.39 will be deposited into our new TD Bank accounts, and reflected in next months financial statements.

A motion is hereby made to:

- 1. Unassign the fund balance in the General Fund for Capital Improvements Costs of \$1,926,366.39 and transfer said amount to the Capital Fund.*
- 2. Approve the transfer of \$1,500,000.00 from General Fund unassigned balance to the Capital Fund.*

The motion was made by Doreen Oliver and seconded by Michael Giris. Motion passed, Ann Doxsey abstained.

5. Upcoming Events

a. Street Fair

We will take shifts at the street fair. We have requested a corner spot, with a canopy, tables and chairs. It is a great opportunity to speak with the community, and ask their opinions about a new building. We are brainstorming things we can do to engage the community at this event.

Library Statistics

No specific comments.

Executive Session

No executive session.

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey at 8:15 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, September 20, 2021, via Zoom.

Secretary's Signature

Date of Approval

Secretary's Initials