

MINUTES OF  
THE PLAINEDGE PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
(Via Zoom)  
December 20, 2021

Ellen Ryder, President  
Laura Oden-Bell, Vice President  
Ann Doxsey, absent with prior notice  
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**

There was no correspondence.

**Guest**

Nicole Mollick was a guest.

Charlie Montana and Quirene Greco, from Montana Insurance Agency were also in attendance. We had our annual review of our insurance policies. There were modest increases across the board, mostly due to inflation, and the cost of (and difficulty of) rebuilding after a disaster at this time, but Charlie feels that it is reasonable, and we are well covered. We discussed cyber insurance, and how to protect our online data, and Charlie will look into this for us.

**Minutes**

A motion was made by Michael Giris and seconded by Laura Oden-Bell, to approve the Minutes of the November 15, 2021 Meeting of the Board of Trustees. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Michael Giris, to approve the Minutes of the December 3, 2021 Special Meeting of the Board of Trustees. Motion passed with one abstention. Laura Oden-Bell wasn't at the December 3<sup>rd</sup> meeting.

### **Warrants**

A motion was made by Doreen Oliver, and seconded by Michael Giris, to approve Bill Warrants #6-1, and #6-2, in the amount of \$160,127.91. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Michael Giris, to approve November/December Payroll Warrants #5-2-A, #5-2-B, #6-1-A, #6-1-B, #6-2-A and #6-2-B in the amount of \$202,866.47. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Laura Oden-Bell, to approve the Capital Fund Bill Warrant #6-1, in the amount of \$6,895.69. Motion passed unanimously.

### **Financials**

PUFSD Report, as of November 2021.

Discussion of the Balance Sheet, for November 2021.

Discussion of the Monthly Financial Report for November 2021.

Discussion of Budget vs. Actual Statement of Revenues for November 2021.

Discussion of the Capital Fund Financial Reports.

There were no questions.

### **Staff Reports**

Since we had to close for a heating repair in November, we had work from home reports from nine employees. They are always interesting and informative.

### **Director's Report**

You asked for it, and we're delivering. We are excited to announce that coming soon we will be loaning Roku streaming sticks, fully loaded with subscriptions to HBOMax, Hulu, Disney+, ESPN, Netflix and AppleTV. Keep an eye on our website and social media pages for more information.

As 2021 comes to a close, we look back in awe and pride at how far we've come. This year has been a challenge in so many ways. We still struggle with covid, but it's a bit less scary now. We've had the opportunity to get vaccinated, and at this time we remain masked indoors. We know how to navigate this new strange world that we're living in. And, through all of that, the library continues to thrive. I am so proud of our staff for doing all that we can to offer great programs in creative ways to the community at every step of the way. We've done outdoor

children's programs (that were also streamed live), we went ahead with the Fall Festival, offered virtual cooking and crafting programs, and in person book discussions. Thank you to our staff and the Plainedge community for your support and participation. Wishing you all a very happy and healthy 2022.

### **Incident Report**

We had a staff member cut her finger using a scraper. She was okay and didn't require stitches. We had an unattended backpack. A patron left a backpack on a table and left the building. The police were called. It was determined that there was nothing dangerous in the backpack, and the patron returned in time for the police to ask him not to do it again.

### **Unfinished Business**

#### 1. Policies

##### a. Circulation Policy, Correction (second reading)

A motion was made by Michael Giris and seconded by Doreen Oliver to accept the Circulation Policy, as corrected, and with the addition of Rokus (streaming media devices). Motion passed unanimously.

##### b. Proper Conduct in the Library (second reading)

A motion was made by Doreen Oliver and seconded by Laura Oden-Bell to accept the Proper Conduct in the Library Policy. Motion passed unanimously.

#### 2. Plainedge Charter Amendment

##### a. Plainedge Resolution

###### Resolution

"We, the undersigned, being the president and vice president of the Plainedge Public Library, a corporation organized and existing pursuant to an absolute charter granted by the Regents of the University of the State of New York, hereby certify that the following is a true and complete copy of a resolution duly adopted by the affirmative vote of not less than three-fourths of the whole number of trustees at a meeting held on the twentieth day of December 2021, and that such resolution remains in full force and effect."

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver to accept the following resolutions.

RESOLVED: That the board of trustees of Plainedge Public Library hereby requests that the Board of Regents of the University of the State of New York amend the absolute charter of such corporation to designate the service area to the Plainedge Union Free School District; to state that trustees shall be elected by the qualified voters of the Plainedge Union Free School District; to state that vacancies due to cause other than the expiration of term shall be filled by the board of trustees until the next election; to add the Internal Revenue Service language necessary for tax exempt status under section 501c(3); and to designate the Commissioner of Education as the representative of the corporation upon whom the process in any action or proceeding against it may be served.

RESOLVED: That the president and secretary of the corporation, on behalf of the board of trustees be and they hereby are authorized to execute a petition to be addressed “To the Regents of the University of the State of New York” for such purpose.

In Favor: 4    Opposed: 0    Motion carried.

### 3. Building Report

- a. Savmor quote re; alarm and shut off furnace \$5000 We decided to install a sensor alarm and do a wait and see approach.
- b. Breakers tripping, called Trius to take a look at the lights in the parking lot. They’ve determined that it’s a problem underground. Estimate is for \$2200 to run a line from the basement to the first light in the parking lot. We asked them to hold off, as we hung solar lights. We’re going to make sure they’re bright enough and sufficient for our needs.
- c. There was a small oil leak. SavMor had to repair.
- d. MAI replaced the cap on the oil tank. We just need someone to remove water, and then we’re all set for awhile.
- e. Fire Alarm Communications Panel is chirping every couple of weeks. Contracting a company to run new lines to the demarc point where fiber enters the building.

### New Business

1. Checks
  - a. NLS, \$476.05, for reimbursement of PPE.
  - b. NLS Crown Castle Fiber, \$3417.08, for E-Rate reimbursement.
2. Policies
  - a. Computer Use Policy 2021 (first reading)
  - b. Internet Policy (first reading)
3. Roku Streaming Sticks and Services

We have fielded many requests over the past couple of years for access to streaming shows that air on one of the streaming services. Until now, we didn’t have a way of offering it. DVD Circulation has been declining over the past years. The Library has begun purchasing Roku Sticks for loan. Each stick will have a subscription to Netflix, Apple TV, HBO Max, Hulu, Disney+, and ESPN. We are excited to offer access to a massive television, movie, and documentary collection, and continue to fulfill our mission.

Streaming services continue to rise in popularity and they’ve really changed the landscape of entertainment and media. Roku sticks are the ideal way to continue to provide avenues of education and entertainment to the community.

We have purchased 4 Roku sticks so far, and will monitor their circulation, popularity, and demand.

We have spoken to other libraries who have been circulating streaming devices, and gotten positive feedback. We expect to have the same success. Jericho has over 30 streaming devices, Port Washington has over 20, Syosset has 20, Manhasset has 5, and Suffolk Libraries have similar numbers.

Cost:

Cost of the Roku is  $\$29.99 \times 4 = \$119.96$

Hulu, Disney +, ESPN bundle  $\$19.99/\text{month}$  for the bundle =  $\$239.88$  annually

HBO Max  $\$149.99$  annually

Netflix  $\$17.99/\text{month} = \$215.88$  annually

AppleTV+  $\$4.99/\text{month} = \$59.99$  annually

Total first year cost:  $\$449.86$  for streaming,  $\$479.85$  including the Roku

Annual cost for one loaded Roku =  $\$479.85$

(It will cost  $\$1919.40$  for 4)

Our Adult DVD budget is  $\$12,000$ . We've spent 26% since July, 2021. We feel that this is an excellent investment for our community.

### **Library Statistics**

No comments.

Motion to go into Executive session was made by Laura Oden-Bell, at 7:55 PM, and seconded by Michael Giris. Motion passed unanimously.

### **Executive Session**

Motion to come out of Executive Session was made by Laura Oden-Bell and seconded by Michael Giris, at 8:01 PM. Motion passed unanimously.

A motion to approve an extension of maternity leave for Grace Vanatta for three additional months, with a return date of April 26, 2022, was made by Michael Giris and seconded by Laura Oden-Bell. Motion passed unanimously.

### **Miscellaneous Articles**

- 2021 NLS Annual Meeting Agenda and Handouts
- Calls for School Book bUrnings, Bans from Conservative Parent Groups on the Rise
- Librarians, educators Warn of 'Organized' Book Banning Efforts
- M. Miskiewicz Herald 12.2.21
- NYLA Position Statement on the Defense of Intellectual Freedom
- There were 155 Efforts to Censor Books in US Schools and Libraries

Motion to adjourn was made by Doreen Oliver, and seconded by Laura Oden-Bell, at 8:02 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Wednesday, January 19, 2022, via Zoom.

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Secretary's Signature

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Date of Approval

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Secretary's Initials