

MINUTES OF  
THE PLAINEDGE PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
(Via Zoom)  
December 21, 2020

**Present**

Ellen Ryder, President  
Laura Oden-Bell, Vice President, absent with prior notice  
Ann Doxsey  
Doreen Oliver  
Michael Giris, arrived at 7:25

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

The meeting was called to order at 7:02 PM, by the President.

The President led the Board in the Pledge of Allegiance.

**Minutes**

We had to table the Minutes of the October 26, 2020 meeting of the Board of Trustees because we need Ann, Michael and Laura to approve them.

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve the Minutes of the November 16, 2020 meeting of the Board of Trustees. The director will rephrase the line about the December 7<sup>th</sup> meeting, to say that the meeting was to vote Mr. Scarparro in as a Trustee of the Nassau Library System. Motion passed unanimously, as amended.

A motion was made by Ann Doxsey and seconded by Michael Giris, to approve the Minutes of the December 9, 2020 Special Meeting of the Board of Trustees. Motion passed with one abstention, as Doreen wasn't present at that meeting.

**Guests**

We welcomed guests Todd Harvey and Christopher Sepp, from Beatty, Harvey, Coco, Architects, and thanked them for joining us.

Todd Harvey gave a presentation called The Future of Libraries in a Post-Covid World: Planning for Uncertainty. He talked about how things have changed, and reminded us that we're in a good position to rethink and reimagine the direction we want to take our library. We can begin to reinvent ourselves physically as well as programmatically. This is at the heart of our new future.

We talked about the possibility of social distancing being here to stay... at least for awhile. We will need near term and longer term design solutions to create social distancing. We have to think about how design can help make patrons feel safer when engaging in a public building.

What's next? How people live/work/play has changed. More people are working from home, and using the library as a home office. Work at home parents are looking for space. Group events will be different. Utilize the outdoors, natural light and ventilation. We need to provide the community with a sense of safety and health in our building.

We ended the presentation with a discussion of next steps. The Board will review the drawings from BHC, with fresh eyes, then will reach out to BHC for another meeting. Todd and Chris left at 8:00 PM.

### **Community Comments**

There were no community comments.

### **Warrants**

A motion was made by Doreen Oliver, and seconded by, Ann Doxsey, to approve December Bill Warrants #6-A, #6-B, and #6-C, in the amount of \$134,125.27. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to approve the November /December Payroll Warrants #5-2-B, #6-1-A, #6-1-B, #6-2-A, and #6-2-B, in the amount of \$121,383.55. Motion passed unanimously.

### **Financials**

Discussion of the Statement of Revenues for November 2020

Discussion of the Balance Sheets, for November 2020.

Discussion of the Monthly Financial Reports for November 2020.

It was noted that we started getting wire transfers from PUFSD.

There were no questions about the financial statements this month.

### **Library Correspondence**

A patron asked that a commendation be given to, and put in Peggy Gorman's file. Peggy deserves the compliment for her hard work, and the Board were pleased to hear it. They know that we have a terrific staff, and are very appreciative.

## **Staff Reports**

Michael Dietz attended the NYLA Conference. He reported attending sessions, and learning a lot about security, privacy, unemployment law, and a session about HR. He said that although it was virtual, it was no less informative and enjoyable.

## **Director's Report, November 16, 2020**

As we near the end of this crazy year, we are counting our blessings. Our biggest blessing, and what sets us apart from other libraries, is our staff. Plainedge staff is doing an amazing job, working together to offer the community great virtual programs and services. Reference Librarians have gotten accustomed to answering chat reference questions. Adult, Young Adult, and Children's Librarians have become quite skilled at creating craft videos. Story Hours continue, virtually. Our ebooks and audiobooks, through the app, Libby, continue to be extremely popular.

COVID numbers in the neighborhood continue to rise, but, for the time being, we are allowing people into the building -- 15 people at a time, with a half hour limit. We've started to offer a Winter Loan. You can now check out most items for two months at a time!

We are grateful to the community for following our safety protocols and policies, when entering our building. In an effort to keep both the community, and our staff safe, we require social distancing and mask wearing. This is not an easy time for any of us, but with safety and common sense, we are getting through this historic pandemic. We will look back years from now, and know that the Plainedge Library and our staff did a great job of serving our community... virtually, and in person.

## **Incident Report**

An employee had a heart attack. Paramedics were called, and she is now at home, doing well.

## **Unfinished Business**

1. Technology Committee (Ellen Ryder, Michael Giris, and Doreen Oliver), along with the Director and Michael Dietz, will begin meeting after the New Year.
2. Investment Policy (first reading)

## **New Business**

1. Building Report
  - a. The masonry repair work was done on the foundation by C&S.
2. Calendar 2021, draft
  - a. A motion to approve the 2021 Calendar was made by Ann Doxsey, and seconded by Michael Giris. Motion passed unanimously.
3. New York State Minimum Standards

#### 4. Phones, Wiring, Tech Cabinet

- a. We need to replace our old phone system, and our server cabinet. In order to do that, we need to have new wiring done. Michael Dietz did the research and talked about the order that we have to do the work, the work involved, and the cost. He made the recommendation that we use TechsonDuty for the server cabinet and wiring, and Lightpath for the phones.

A recommendation was made to use TechsonDuty, at a cost of not to exceed \$6000, to replace our server cabinet.

A motion was made by by Ann Doxsey, and seconded by Doreen Oliver to do the data wiring, at a cost not to exceed \$11,500. Motion passed unanimously.

A motion to switch to Lightpath for our new cloud based phone system was made by Doreen Oliver, and seconded by Ann Doxsey. Motion passed unanimously.

### **Library Statistics**

Comments on statistics

### **Miscellaneous**

Laura Curran Property Tax article

Our Towns – Why Some Libraries are Ending Fines, from The Atlantic

The Board congratulated Mike Dietz on the completion of the two and a half year Library Administrative Certificate Program, and all drank a virtual toast to him. It's a huge achievement, and we are grateful for the knowledge Mike brings to the library.

### **Executive Session**

Motion to go into Executive Session to discuss personnel and legal issues was made by Michael Giris and seconded by Ann Doxsey at 8:39 PM. Motion passed unanimously.

Motion to come out of Executive Session was made by Ann Doxsey, and seconded by Michael Giris at 8:45 PM. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Laura Oden-Bell, to accept the resignation of Jeanine Klein. The Board thanks her for the work that she's done for the Plainedge Library. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Michael Giris, to hire Mike Boye, for the position of substitute cleaner. Motion passed with Ann Doxsey abstaining.

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey, at 8:47 PM.

The date of the next Board of Trustees meeting is Wednesday, January 20, 2020, via Zoom.

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Secretary's Signature

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Date of Approval

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Secretary's Initials