

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES

(Via Zoom)

February 23, 2022

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 Board and Director received emails regarding the mask mandate. The concerns were addressed at our last meeting.

Guest

There were no guests present.

Minutes

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve the Minutes of the January 19, 2022 Meeting of the Board of Trustees. Motion passed. Mike Giris abstained.

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve the Minutes of the February 15, 2022 Special Meeting of the Board of Trustees. Motion passed unanimously.

Warrants

A motion was made by Ann Doxsey, and seconded by Laura Oden-Bell, to approve Bill Warrant #8-1, amount of \$75,107.36. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to approve February Payroll Warrants #8-1-A, #8-1-B, #8-2-A, and #8-2-B, in the amount of \$108,891.99. Motion passed unanimously.

A motion was made by Ann Doxsey and seconded by Michael Giris, to approve Capital Fund Warrant #8-1, in the amount of \$18,198.32. Motion passed unanimously.

Financials

PUFSD Report, as of February 2022.

Discussion of the Balance Sheet, for February 2022.

Discussion of the Monthly Financial Report for February 2022.

Discussion of Budget vs. Actual Statement of Revenues for February 2022.

Discussion of the Capital Fund Financial Reports.

Discussion of the PUFSD Wire Transfers

The Board asked about funds from the school. The Director told them that she had spoken with Teresa McCarthy, from the school. There was a deposit made in February, and additional money would be arriving until we are made whole.

Staff Reports

Michael Dietz, Digital Navigator

Director's Report

This is a very busy time of year on the administrative end of the library. We have put together a budget, and are presenting it to the Board this evening. We will submit the tax cap form to the state very soon. Our 2022-2023 budget will be below the 2% tax cap. The Annual Report to the state is always a tremendous project that requires the input from many staff members. We worked together to get it all together and submitted it to the Nassau Library System. The Report is complicated (made more so by covid), but our staff has worked hard in the past to make it easier to do each year. We are already hard at work on the budget message and annual report to the community. You can look forward to receiving that in the mail in the spring.

In terms of covid, we finally got back to regular hours on 2/1/22, now that staff is back and healthy. We are open evenings, (not just curbside service) and are open on Sundays. This was a temporary measure, as we simply didn't have enough employees to staff the building. The Board will be reevaluating our Personal Protective Policy at tonight's meeting.

Staff is planning for virtual, hybrid, and in person programs in March, April and May. We are looking forward to doing some programs outside in nice weather. The community isn't waiting for warmer weather. We've been super busy NOW! It's wonderful to see folks enjoying the library. It's what we're here for.

Incident Report

No incidents or accidents

Unfinished Business

1. Building Report

Michael Dietz brought proposals to the Board for a surveillance system. It was a project that we received a \$50,000 grant from Senator Kevin Thomas's office for. These estimates were much higher than previous estimates and they had questions about the necessity. Michael will review and see if we can get an estimate that's closer to the amount we're receiving from the grant.

2. Covid Update

We received covid test kits from Rosemarie Walker's office. We thanked her for the delivery, and are distributing them to employees, the Board, and to the community.

The Board revisited the mask discussion from the February 15th meeting. Some thought that since the numbers in our area are low, it might be a good time to make our building 'mask optional.' Other members felt that as we had previously discussed, we should wait for the governor to lift the mandate, along with the schools. It's a many faceted, difficult topic. The Board considered the concerns of the community as well as how comfortable staff might be with this change. It was noted that the Board can revisit this policy and discussion at any time and make changes should they become necessary.

A motion was made by Doreen Oliver and seconded by Laura Oden-Bell to make masks optional, effective February 24, 2022. Ellen Ryder, Doreen Oliver, and Laura Oden-Bell voted in favor, Michael Giris and Ann Doxsey voted against the motion. Motion carried.

New Business

1. Policies

- a. Board of Trustees Bylaws 2022 (first reading)
- b. Code of Ethics Policy, Correction (first reading)
- c. Conflict of Interest Policy (first reading)
- d. Conflict of Interest, Ethics Agreement (first reading)
- e. Personal Protective Equipment Policy 2022 (first reading)

2. Budget Discussion

The Board was pleased with the budget. There was a question about how much of our current budget had been spent, halfway through this fiscal year. We've spent under half of our budget to this point and are in good financial shape. The proposed 2022-2023 budget has a 1.85% increase and will be looked at again next month, before it is voted on by the Board.

The Board approved the budget message to the community that the Director wrote for the upcoming newsletter.

3. Checks

1. NLS E-Commerce Reimbursement

Library Statistics

An interesting trend was noted. Ebook circulation was up, while paper book circulation is down.

Motion to go into Executive session to discuss personnel issues was made by Michael Giris, at 8:34 PM, and seconded by Laura Oden-Bell. Motion passed unanimously.

Executive Session

Motion to come out of Executive Session was made by Laura Oden-Bell and seconded by Michael Giris, at 8:37 PM. Motion passed unanimously.

A motion was made by Michael Giris and seconded by Laura Oden-Bell, to hire Janna Hussain as a Senior Library Clerk, at a salary of \$22/hour. Janna will start work with us on March 7, 2022. Welcome to Janna!

Miscellaneous Articles

- Work Made Visible
- LJ 2022
- LJ 2022 We Must Try to Win
- Redistricting Possibility
- New House Map, Newsday
- Libraries Speak Out Against State Budget

Motion to adjourn was made by Doreen Oliver, and seconded by Michael Giris, at 8:38 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, March 21, 2022.

Secretary's Signature

Date of Approval

Secretary's Initials