

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
(Via Zoom)
January 19, 2022

Ellen Ryder, President
Laura Oden-Bell, Vice President
Ann Doxsey
Doreen Oliver
Michael Giris, absent with prior notice

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 everyone in the Pledge of Allegiance.

Library Correspondence

There was no correspondence.

Guest

There were no guests present.

Minutes

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver, to approve the Minutes of the December 20, 2021 Meeting of the Board of Trustees. Motion passed unanimously. Ann abstained, as she wasn't at the meeting.

Warrants

A motion was made by Laura Oden-Bell, and seconded by Ann Doxsey, to approve Bill Warrants #7-1, amount of \$42,621.33. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Laura Oden-Bell, to approve January Payroll Warrants #7-1-A, #7-1-B, #7-2-A, and #7-2-B, in the amount of \$ 112,693.00. Motion passed unanimously.

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver, to approve Capital Fund Warrant #7-1, in the amount of \$343.75.

Financials

PUFSD Report, as of December 2021.

Discussion of the Balance Sheet, for December 2021.

Discussion of the Monthly Financial Report for December 2021.

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

Discussion of the Capital Fund Financial Reports.

There were no questions.

Staff Reports

A 'work from home' report from Children's Librarian, Kathleen Cunningham, over several days, included facebook and Instagram, responding to email, recording daily program statistics, registering for upcoming programs, calculating the mid-year budget, reading reviews and ordering children's materials. She also virtually attended a webinar about the best new picture books for ages 1-6, and programs called Creating Digital Projects and Library Signage and Wayfinding. The Board is so appreciative of this peek into what staff does every day (from home or from the library).

Young Adult Librarian, Fiona Gorham reports that the Teen Community Service monthly programs have had a great response. In November all community service crafts filled up immediately and as a result 20 totes bags were hand decorated by teens, filled with toiletries, and donated to a homeless shelter. The teens also made paracord bracelets which are distributed to active soldiers for use in the field by the organization Operation Gratitude.

In December, we worked with Catherine Vidal, the librarian at Plainedge High School, and had an overwhelming response to our request for handmade get well cards for children in hospitals. The teens made wonderful cards that were then donated to the Long Island charity, the Little Saint Nick Foundation. This charity includes these get well cards in care packages for sick children.

Going forward for January we will be collecting food for Long Island Cares and in February we will collect dog toys to be donated to the local Guide Dog Foundation. I am excited to continue to connect our teens with more charitable causes going forward.

Fiona also reported on a couple of workshops that she attended, including the CSLP Summer Symposium, Instagram Basics for Libraries, and the YA Services Division Annual Event.

The Board enjoyed Fiona's report and loves what she's doing to engage the teens in our community.

Director's Report

Happy New Year! As we continue to struggle with covid related issues, we know how fortunate we are to have a wonderfully competent staff, and the support of a flexible, patient community. Our staff continues to pivot as needed. Virtual has expanded our reach from our small community room, to encompass the whole Plainedge community! We have more people than ever attending our virtual craft and cooking programs (for children, teens and adults).

We are following CDC, DOH guidelines, as well as the guidelines sent by Ed Salina. So far, while there have been positive cases, there has been no transmission of covid in our building. While we wish that we could be back in person, it's going to be awhile longer. We eagerly anticipate a spring filled with outdoor activities, while we get through the winter.

We are entering our busiest time of the year, as we prepare next year's budget, our Annual Report, submit our tax cap. And, we do all of that while keep our staff going and community happy, and juggle all that we regularly do on a daily basis. We are a very busy place!

Incident Report

No incidents or accidents

Unfinished Business

1. Policies

- a. Computer Use Policy, Correction (second reading)

A motion was made by Doreen Oliver and seconded by Ann Doxsey to accept the Computer Policy. Motion passed unanimously.

- b. Internet Policy (second reading)

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

2. Building Report

- a. Milro came to remove water from the oil tank on 1/12/22. We're all set now in case we need oil this year.
- b. A noise and temperature monitor was installed in the Boiler Room, so we will be notified if the temperature drops and risks freezing the pipes.
- c. We are planning to run new cabling for the alarm system.

- d. Progress was made towards the \$50,000 SAM grant. Ed Salina wrote an email to DASNY, letting them know that the district approves of our intent to install a surveillance system.
- e. In terms of a new building, contracts have been prepared by our attorney for the architect and project manager.

New Business

1. Policies

- a. Code of Ethics Policy 2022 (first reading)
- b. Conflict of Interest Policy 2022 (first reading)
- c. Code of Ethics and Conflict of Interest Acknowledgement

The Director is going to add that the Acknowledgement needs to be signed every year at the Reorganization meeting. These policies and Acknowledgement will be brought back next month, for a second reading.

2. Covid Update

Protocol

We are following the school district's guidance (as well as CDC and NYS), in terms of COVID protocols. If an employee tests positive, they need to isolate for 5 days and test on day 5. If they are feeling better after 5 days, they may return to work. If they aren't feeling better, they are asked to stay home until they're ready to return.

If an employee is exposed to COVID, and are unvaccinated or overdue for a booster, they need to quarantine for 5 days. Quarantine ends if they don't develop symptoms in those 5 days. If an employee is exposed to COVID, and are vaccinated and exhibiting no symptoms, there is no need to quarantine. They can continue to work. Obviously, if they are symptomatic, they should stay home until they are healthy.

Employees need to show test results as well as vaccination cards to Diana Weir.

Testing

The Board approved the acquisition of rapid antigen covid test kits. They will be used on a voluntary basis for staff, when they're not sure if it's safe for them to work. The tests will be distributed at the discretion of the Director. A log will be kept of when and to whom a kit was provided.

Kits were provided by Senator Kevin Thomas's office, as well as from the County. These kits were supplied with the understanding that libraries are essential to communities. We appreciate the support and interest in keeping staff healthy, so we can keep the library open. At this time, we are open from 9-5 Monday – Saturday, and we have remained closed on Sundays. We are hoping to resume our regular schedule as soon as possible.

3. Preliminary Tax Cap and Budget Discussion

In our first discussion about the Tax Cap, The Board and Director decided that despite the library’s increasing expenses, we would not pierce the 2% tax cap.

It was decided that the Director will prepare a preliminary budget to present at the February Board meeting for discussion.

Library Statistics

No comments.

Motion to go into Executive session to discuss legal issues was made by Doreen Oliver, at 7:37 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 Ann Doxsey, at 8:25 PM. Motion passed unanimously.

A motion to hire a full time senior library clerk at a salary range of \$20-22 was made by Doreen Oliver and seconded by Ann Doxsey. Motion passed unanimously.

A motion to hire a part time cleaner at a salary of \$20 was made by Doreen Oliver and seconded by Ann Doxsey. Motion passed unanimously.

Miscellaneous Articles

- Opinion: The Golden Age of Public Libraries

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey, at 8:27 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Wednesday, February 23, 2022, via Zoom.

Secretary's Signature

Date of Approval

Secretary's Initials