

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

June 20, 2022

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

Michele Lipson, Director (via Zoom)  
Michael Dietz, Systems Integrator  
Diana Weir, Senior Library Clerk

The meeting was called to order at 7:04 PM, by the President.

The President led everyone in the Pledge of Allegiance.

**Library Correspondence**

There was no library correspondence.

**Guest**

There were no guests present.

**Minutes**

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey, to approve the Minutes of the April 18, 2022 Meeting of the Board of Trustees. Motion passed with Michael Giris abstaining, as he wasn't there.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey, to approve the Minutes of the May 9, 2022 Budget Hearing of the Board of Trustees. Motion passed unanimously.

A motion to approve the Minutes of the May 18, 2022 Meeting of the Board of Trustees was tabled until the July meeting, as Ellen and Ann weren't at the May 18<sup>th</sup> meeting and there weren't enough Board members to approve the minutes.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell, to approve the Minutes of the June 6, 2022 Special Meeting of the Board of Trustees. Motion passed with Michael Giris abstaining, as he wasn't there.

## **Warrants**

A motion was made by Ann Doxsey, and seconded by Laura Oden-Bell, to approve Bill Warrant #12-1, amount of \$34,481.58. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve May/June Payroll Warrants #11-2-A, #11-2-B, #12-1-A, and #12-1-B, in the amount of \$ 86,324.43. Motion passed unanimously.

A motion to pass Capital Fund Warrant #12-1 for \$270.00 was made by Laura Oden-Bell and seconded by Michael Giris. Motion passed unanimously.

## **Financials**

PUFSD Wire Transfers

It was noted that the school made the Library whole. That will be reflected in next month's financial statements.

Balance Sheet, for May 2022.

Monthly Financial Report for May 2022.

Budget vs. Actual Statement of Revenues for May 2022.

Capital Fund Financial Reports.

## **Staff Reports**

01) Report from Nicole, Reference

The Board was pleased to read Nicole's report and commented that they like to see that staff is always learning new things.

02) Director's Report

## **Director's Report**

Summer is nearly here. We're looking forward to summer reading programs for children and for adults this year. We're anticipating our oversized lawn games, kindles, and rokus getting a lot of use this summer. The museum passes are incredibly popular, especially on school vacations, and of course, the summer.

It is wonderful to have people in the building again. We have been very busy with foot traffic. Our programs have been well attended. And, whether it's electronic, audio or regular paper books – everyone seems to be reading!

We are putting a lot of thought into our building. We've had two community meetings so far, with more to come. The feedback is consistently positive. Plainedge loves their library and seems in favor of improvements to come. Stay tuned for more information.

## **Incident Report**

We had a disruptive, homophobic patron, respond negatively to our beautiful Pride displays. Pride Month is federally supported and we celebrate it, as we do Women's History Month and Black History Month, Valentines Day, Mother's/Father's Day, etc. Staff handled the situation well and the patron left without further incident.

## **Unfinished Business**

### 1. Building Report

- a. The water cooling tower is up and running, with a new treatment system. There have been some issues, including a leak. We've been warned that the tower may not survive much longer. We are keeping a close eye on it.
- b. The elevator had it's annual inspection, needs a few things addressed, but is running well.
- c. BHC send us a proposal for an environmental consulting service. We will need this study to move forward with any kind of renovation or building project.

A motion to approve contracting for the environmental consulting service was made by Laura Oden-Bell and seconded by Michael Giris. Motion approved unanimously.

- d. Ellen Ryder attended the Board of Education meeting. She thanked Ed Salina and the Board for approving the Library's contracts and for always being so supportive of our building project.

### 2. Policies

- a. Videoconferencing Policy (second reading)

A few corrections were made to the policy. We changed location(s) to 'location.' We clarified that the location we needed to publicize is the location where the quorum will be meeting.

A motion was made by Michael Giris and seconded by Laura Oden-Bell to approve the Videoconferencing Policy, as amended. Motion passed unanimously.

### 3. Charter Amendment

We received word that our Charter Amendment was approved by New York State. This month, we received the actual amendment.

### 4. Covid Update

We are still dealing with Covid cases among staff. Some staff members continue to wear masks intermittently, at the service desks or offices, when they're not feeling well, or within the required 5 day period, as per the CDC.

## New Business

### 1. Policies

#### a. Board Bylaws

Board discussed redline changes from the attorney, regarding Open Meetings Law. A reference to the changes will be in the bylaws as well as in a separate Videoconferencing Policy (first reading of the Bylaws)

#### b. Library of Things Policy (first reading)

#### c. Strategic Plan, 2022-2023

The Library is embarking on a project to draft a new Strategic Plan. We are working with Nicole Scherer, Assistant Director of NLS, and hope to be finished by the end of the year. At this time, we'd like to extend our current policy for one year, to give us time to prepare the new one.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to extend the Strategic Plan until June 30, 2023. Motion passed unanimously.

### 2. Community Meeting Report/Plainedge Pride Day

The second community meeting went very well. We have some very enthusiastic patrons, some of whom had visited other libraries and had great ideas for our building. BHC walked us through a draft layout, which they put together after suggestions from earlier meetings. We are in the process of scheduling our next community meeting.

Plainedge Pride Day was a huge success. President Ellen Ryder and Vice President Laura Oden-Bell were there, along with the Director, Michele Lipson. We had a table near the entrance to the park and spoke to countless Plainedge families. Photos of BHC libraries were hung behind our table to give people an idea of what our library could look. We had speech bubbles and markers on our table and asked patrons what they'd like to see in their library. We had amazing conversations and got great ideas.

### 3. Disposition of Furniture

#### RESOLUTION

#### ITEM: Disposal of Property

#### PROPOSED RESOLUTION:

Whereas, the Plainedge Public Library owns the property identified in the attached Appendix "A."

Whereas, the Library Director has advised the Board of Trustees that the Library has no present or future use for property identified in Appendix "A."

Whereas, the Board of Trustees has now determined that the items identified in Appendix "A" have no present or future use to the Library; and,

Whereas, the Library researched the value for each item identified in Appendix “A” and has included that value in Appendix “A.”

Whereas, the Board of Trustees accepts the values attributable to each item identified in Appendix “A.”

A motion was made by Ann Doxsey and seconded by Michael Giris to approve the following Resolution. Motion passed unanimously.

Now, therefore, it is hereby RESOLVED that the Library Director is directed to arrange for the disposal of the items identified in Appendix “A” to a non profit, or a library that could use them, given that the value would be less than the cost to advertise them for sale. In the case of the broken office chairs, the Director has arranged for them to be disposed of. It is further RESOLVED that the Library Director is hereby authorized to execute and process such documents that are necessary to dispose of said items consistent with this resolution.

### **Library Statistics**

- 01) Database Statistics
- 02) NDD April 2022 Status Report
- 03) Plainedge Public Library
- 04) Statistics May 2022

### **Executive Session**

A motion to go into Executive Session to discuss personnel issues was made by Michael Giris and seconded by Ann Doxsey at 7:45 PM.

A motion to come out of Executive Session as made by Michael Giris and seconded by Ann Doxsey at 8:00 PM.

A motion to increase the Director’s salary was made by Laura Oden-Bell and seconded by Michael Giris. It will be on file in the Administrative Office.

### **Miscellaneous Articles**

- 01) HKDPL Press Release
- 02) Sustainable Libraries Initiative
- 03) New Redistricting Maps Aid GOP, Make Some Districts More Competitive - Newsday
- 04) Westbury High Student Charged with Making Terroristic Threat, Nassau Police Say - Newsday

Motion to adjourn was made by Laura Oden-Bell and seconded by Michael Giris, at 8:03 PM. Motion passed unanimously.

The date of the Reorganization meeting of the Board of Trustees is Wednesday, July 6, 2022.

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Secretary's Initials

Appendix A:

9 plastic/metal children's chairs.

They are at least 15 years old and belonged to the nursery school.