

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

(Via Zoom)

March 21, 2022

Ellen Ryder, President (absent with prior notice)
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 7:03 PM, by the Vice President.

The Vice President led everyone in the Pledge of Allegiance.

Library Correspondence

A library patron called to compliment one of our employees. She said that she was treated kindly, with patience and respect. She wanted to let us know how much it was appreciated. The Board is always happy to hear this about our employees.

Guest

There were no guests present.

Minutes

A motion was made by Ann Doxsey and seconded by Michael Giris, to approve the Minutes of the February 23, 2022 Meeting of the Board of Trustees. Motion passed unanimously.

Warrants

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve Bill Warrant #9-1, amount of \$31,380.69. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve February Payroll Warrants #9-1-A, #9-1-B, #9-2-A, and #9-2-B, in the amount of \$122,123.96. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve Capital Fund Warrant #9-1, in the amount of \$13,356.82. Motion passed unanimously.

Financials

PUFSD Wire Transfers

Balance Sheet, for February 2022.

Monthly Financial Report for February 2022.

Budget vs. Actual Statement of Revenues for February 2022.

Capital Fund Financial Reports.

Staff Reports

The Board enjoys these reports, and noted that Head of Reference, Nicole Mollick has been busy. They especially liked the Data Privacy report.

- 01) Fiona Gorham, YA Report
- 02) Data Privacy Meeting
- 03) Book Challenges
- 04) Director's Report

Director's Report

This has been an incredibly busy month. The library has been busier than it's been in a very long time. It's exciting to see it pick up again. We're doing in person programs and people are just so happy to be back.

Carolyn Gusoff, a CBS journalist, came to interview parents and children about the impact of Daylight Savings Time. When she called, she said that she wasn't sure where to find parents and children, but then thought of coming to the library. I was so glad that she thought of us and knew that's where people hang out on a snowy wintery day.

Libraries have long been considered to be 'third places.' This is defined as a comfortable place that's not home (first place) or work (second place). Ray Oldenburg coined the term to mean a 'home away from home.' He also defined it by 8 characteristics: neutral ground (people have no obligation to be there and are free to come and go as they please), leveler (there is no hierarchy of importance in a third place, allowing for a sense of commonality), conversation is the main activity, accessibility and accommodation (third places should be accessible to the community, providing what it's occupants want/need), the regulars (the people who regularly visit set the tone of the space), a low profile (third places aren't fancy, but have a homey feel, the mood is

playful (conversation shouldn't be tense or hostile), and a home away from home (visits should feel warmth, possession and belonging, as they would if they were at home).

This description of a library as a third place is particularly fitting for Plainedge Library. We are all of those things and more. We hope that the community feels it too.

Incident Report

No incidents or accidents

Unfinished Business

1. Building Report

Michael Dietz reported on the replacement of the fire alarm communications panel by Johnson Controls. We had been dealing with a defective alarm sounding every few days. The technician replaced the panel and was able to see clean phone signals, the system was reset and is now normal.

Michael Dietz discussed the proposal to install a surveillance system, for which we expect to receive a grant. We plan to contract with Johnson Controls after we receive the Letter of Intent from the state, regarding the \$50,000 grant from Senator Kevin Thomas.

2. Policies

- a. Code of Ethics Policy, Correction (second reading)
- b. Conflict of Interest Policy (second reading)
- c. Conflict of Interest, Ethics Agreement (second reading)

A motion was made by Ann Doxsey and seconded by Michael Giris to approve the Code of Ethics Policy, the Conflict of Interest Policy, and the Conflict of Interest, Ethics Agreement. Motion passed unanimously.

- d. Personal Protective Equipment Policy 2022 (second reading)

A motion was made by Doreen Oliver and seconded by Ann Doxsey to approve the Personal Protective Equipment Policy. Motion passed unanimously.

3. Budget Discussion

A motion was made by Ann Doxsey and seconded by Doreen Oliver to approve the proposed 2022-2023 budget, with a 1.85% increase. Motion passed unanimously.

4. Covid Update

We began in person programming. Masks are optional in the building, as well as for programs. Numbers in the area are thankfully quite low. We've started having our outside groups back into the library as well.

New Business

1. Policies

a. Board of Trustees Bylaws 2022 (first reading)

The Board wanted to amend the Bylaws to reflect the reality of virtual meetings. There is currently a Bill in the Senate that will reflect that change in Open Meetings Law. We had a discussion about the policy and will bring it back for a second reading.

b. Current Circulation Policy, 2021

c. New Circulation Policy, 2022

There are minor changes between the two policies, a few clarifications, and to ensure consistency between loanable items.

d. Plainedge Procurement Policy

The Director sent this policy to the attorney to look over, as it hasn't been updated since 2010. The Board discussed the revisions from the attorney and asked for clarification. The Director will reach out for clarification and will bring it back for discussion next month.

2. Records Management

The Director told the Board of her application for a Local Government Records Management Improvement (LGRMIF) Grant. It will help us to get our inactive records, dating back to 1963 in order, prior to any possible change or renovation to our building. These grants assist local governments to establish records management programs or develop new program components. It is a competitive program, awarding grants based on the merits of applications.

A motion was made by Laura Oden-Bell to appoint the Director, Michele Lipson, as the official Records Management Officer. It was seconded by Michael Giris. Motion passed unanimously.

3. Community Meeting

We will be inviting the community to a meeting with the architectural firm Beatty Harvey Coco, to discuss what the community would like to see in a new building. This will be the first of several meetings and will take place on 4/11 at 7:00 PM.

Library Statistics

- 01) Programming and Reference Statistics
- 02) Database and Programming
- 03) NDD February 2022 Status Report
- 04) Plainedge Public Library
- 05) Programming Stats

Motion to go into Executive session to discuss personnel issues was made by Ann Doxsey, at 7:48 PM, and seconded by Michael Giris. Motion passed unanimously.

Executive Session

Motion to come out of Executive Session was made by Ann Doxsey and seconded by Michael Giris, at 8:07 PM. Motion passed unanimously.

A motion was made to hire part time cleaner, Larry Dupkin, at an hourly wage of \$20.00 was made by Michael Giris and seconded by Doreen Oliver.

Miscellaneous Articles

01) Syosset Library Unveils ‘Little Free Libraries’ – Jericho News Journal

Motion to adjourn was made by Doreen Oliver and seconded by Ann Doxsey, at 8:08 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, April 18, 2022.

Secretary's Signature

Date of Approval

Secretary's Initials