

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

February 19, 2020

Present

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 7:00 PM by the President.

The President led the Board in the Pledge of Allegiance.

Guests

Rachel Sferlazza came in at 7:55 PM.

Al Coster, the Accountant, was present, to discuss our 2019 Financial Report.

Ellen Ryder told Al how much she has liked seeing things come together. Michele reiterated that his expertise and willingness to answer questions has been much appreciated.

Al went over the Management Letter, recommendations, and then the entire Financial Report. We are in good financial shape, and have been budgeting responsibly.

A motion was made by Laura Oden-Bell, and seconded by Ann Doxsey, to accept our 2019 audit, prepared by Baldessari and Coster. Motion passed unanimously.

Minutes

A motion was made by Ann Doxsey, and seconded by, Doreen Oliver, to approve the Minutes of the December 16, 2019 meeting of the Board of Trustees. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by, Ann Doxsey, to approve the Minutes of the January 22, 2020 meeting of the Board of Trustees. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by, Laura Oden-Bell, to approve the Special Minutes of the February 1, 2020 meeting of the Board of Trustees, as corrected. Motion passed unanimously.

Community Comments

There were no community comments.

Warrants

A motion was made by Doreen Oliver, and seconded by, Laura Oden-Bell, to approve February Payroll Warrants #8-1-A, #8-1-B, and #8-2-A, #8-2-B, in the amount of \$136,939.84. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by, Doreen Oliver, to approve February Bill Warrants #8-A and #8-B, in the amount of \$69,828.02. Motion passed unanimously.

Financials

Discussion of the Balance Sheets, for January 2020.

Discussion of the Monthly Financial Reports for January 2020.

Discussion of the Statement of Revenues for January 2020.

Transfer from PUFSD for January 2020.

There were no questions about the financial statements this month.

Library Correspondence

Jon Logerfo, the local graphic designer, who designed our logo, emailed to say that he liked the new newsletter. The Board is pleased with it, too.

Staff Reports

1. Director's Report

The Board wanted to extend thanks to the staff for getting statistics together for the Annual Report. They realized that it is a lot of work and it is appreciated.

2. Strategic Thinking and Decision Making

An interesting workshop, outlining how to think about strategic thinking and how to approach the discussion and decision making with staff and the community.

Incident Report

There were no incidents/accidents.

Library Statistics

Discussion of January Statistics

Unfinished Business

1. Art Exhibit/Display Space, combined Policy, Second Reading
Will reword the new line, and bring it back next month.
2. Hours of Operation, Second Reading
A motion was made by Michael Giris, and seconded by Doreen Oliver, to approve the Library Hours of Operation. Motion passed unanimously.
3. Gift Policy, Second Reading.
The Director will check with the accountant, about receipts for gifts/donations, reword policy accordingly, and bring it back to the Board.
4. Board Committees
Discussion of the benefits of Board committees. The Board members came up with a few committees to start: Ellen Ryder and Doreen Oliver will serve on the Policy Committee. Laura Oden-Bell and Michael Giris will be on a Building Committee. A future option could be a Community Outreach committee to reach out to schools and preschools that we don't tend to reach.
5. Budget 2020-2021

The Board discussed the Director's proposal of the Budget for fiscal year 2020-2021.

A motion was made by Doreen Oliver, and seconded by, Laura Oden-Bell, to approve the 2020-2021 Budget, with a 1.6% increase. Motion passed unanimously.

New Business

1. Accept Checks
 - a. A motion was made by Michael Giris, and seconded by, Ann Doxsey, to accept a Bullet Aid check, in the amount of \$7500.00, to be put into the capital fund for future library projects. Motion passed unanimously.
 - b. A motion was made by Ann Doxsey, and seconded by, Michael Giris, to accept a check for \$270.00, to be put into the Dorothy Strong Memorial Fund. This will allow us to offer two \$250.00 scholarships to Plainedge students, seeking an education in healthcare. Motion passed unanimously.
2. Report from Ann Doxsey, on the Trustee Workshop, offered by Jerry Nichols. Her report included guidelines for Board members, as well as questions to ask, such as 'why' you choose to be a Board member.

Miscellaneous Information

1. 2020-2021 NYLA Budget Priorities
2. 'A Revolutionary Act' – The Power of a 21st Century Library Card
3. Beyond Books
4. Governor Cuomo released his FY2020-2021 Executive Budget proposal

5. Libraries Turn the Page, Newsday 2020
6. Library Visits Outpaced Trips to the Movies
7. Top Ten Challenges

Advocacy Day – Michael Dietz and Ellen Ryder are going this year. Maybe next year, they will go up the day before to attend workshops.

Michele Lipson will be attending the Public Library Association Conference next week, in Nashville, TN. She is sure to return with lots of great information.

Ellen Ryder commented that it was nice to see Plainedge on the Town of Oyster Bay calendar. Kudos to Peggy Gorman, for teaming up with the Town to present a Children’s Program.

Executive Session

There was no Executive Session.

Motion to adjourn was made by Doreen Oliver, and seconded by Michael Giris, at 9:25 PM.

An additional Special Board meeting has been scheduled for March 4th, 2020.

The date of the next Board of Trustees meeting is March 16, 2020.

Secretary's Signature

Date of Approval

Secretary's Initials