

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING

January 22, 2019

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

No guests were present.

Minutes

The Minutes of the December 16th meeting, will be approved at the February meeting.

Community Comments

There were no community comments.

1.2 **Warrants**

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to approve December Bill Warrant, #6-C, dated, December 20, in the total amount of \$3235.00. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Michael Giris, to approve January Bill Warrants, #7-A, dated, January 1, Bill Warrant #7-B, dated January 6, 2020, and #7-B, dated January 22, 2020, in the total amount of \$62,422.45. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Laura Oden-Bell, to approve December Payroll Warrants #6-2-A, and #6-2-B, both dated December 26, 2019, in the total amount of \$79,936.39. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to approve January Payroll Warrants #7-1-A, #7-1-B, #7-2-A, and #7-2-B, dated January 9, and January 23, 2020, in the total amount of \$116039.08. Motion passed unanimously.

1.3A **Finance**

Discussion of the Balance Sheets, for December 2019.

Discussion of the Monthly Financial Reports for December 2019.

Discussion of the Statement of Revenues for December 2019.

Transfer from PUFSD for December.

There were no questions about the financial statements this month.

1.3B **Library Correspondence**

There is no correspondence

1.4 **Staff Reports**

Annual Report Workshop, from Mike Dietz

Digital Census Report, from Nicole Mollick-Polaski

Annual Report Workshop, from Mike Dietz

It was noted that the Library staff is prepared to help the community complete the Census. We are hoping that it will bring in people that we don't normally have the opportunity to help.

Director's Report

Maggie Rusch and Peggy Gorman redesigned the newsletter, and proposed sending it seasonally, or every three months. It looks wonderful, and my hope is that the community likes it too. This gives the community a chance to plan far enough in advance, and gives us the opportunity to send additional, target mailings, publicizing specific events.

Census 2020 is upon us. Staff has been learning about this for about a year now, and are well prepared. The Census should begin to reach homes on or about March 12th. The official Census Day is April 1st. Michael has prepared our computers, with extra security, and links for easy access. We are prepared to help whoever walks through our doors.

Will Bertolotti, Plainedge teacher, together with his dad, and his robotics team, have built a 3d printer. They will be donating it to the library, and training staff and patrons how to use it. We are working on policy, and placement.

I will be attending the Public Library Association Conference, in Nashville, at the end of February. There are wonderful speakers, and I am anticipating bringing lots of great ideas back with me.

1.5 **Incident Report**

A staff member, fell, near her desk. She is okay.

1.6 **Library Statistics**

Discussion of Monthly Statistics

II. **Unfinished Business**

There is no Unfinished Business

III. **New Business**

1. Policies on Display Space, and Art Exhibits were discussed, at a first reading of the policies.
2. Gift Policy, first reading. The Director will ask the Accountant if there is a difference between a gift and a donation.
3. Hours of Operation, first reading. The Board reviewed the hours of operation.
4. Board Committees
 - a. The Board came up with a few committees that they will consider forming: budget, nomination, building, goals, legislation, policy, community outreach, technology plan, and a programming idea committee.
5. Budget 2020-2021
 - a. The Board discussed a possible 1- 1 ½ % increase in the 2020-2021 budget. The Director will present a budget in this range at the February meeting.
6. Director evaluation, which is usually done in April, will be put off until May, because of other pending business.

Miscellaneous Information

ARTICLES

1. Future Flexible
2. Libraries are Community Platforms
3. NEH, on Libraries
4. REA Generational Reading

The Board found the articles interesting and enlightening.

ILS

2020 ILS Approved Budget
2020 Approved NLS Operating and ILS Budget
2020 NLS Approved Operating Budget

Executive Session

A motion to go into Executive Session to discuss personnel and legal issues, was made by Micahel Giris, and seconded by Laura Oden-Bell, at 8:10 PM. Motion unanimously approved.

A motion was made to come out of Executive Session by Laura Oden-Bell, and seconded by Michael Giris, at 9:15 PM. Motion unanimously approved.

The Board was informed that Melissa Katz, Circulation Clerk, is no longer employed at the Library.

A motion was made by Ann Doxsey, and seconded by, Laura Oden-Bell, to accept the resignation of Ralph Gonzalez. Motion unanimously approved.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to hire Robert Centore, as a part-time cleaner, at an hourly rate of \$17.00. Motion unanimously approved.

The Board reviewed and agreed to change custodial weekend hours to 8:30-5:30 on Saturdays, and 12:30-5:30 on Sundays. The alarm company will be notified.

A motion was made by Ellen Ryder, and seconded by, Doreen Oliver, to raise Nicole Mollick-Polaski's annual salary to \$60,000, to compensate her for increased job functions. Motion unanimously approved.

A motion was made by Michael Giris, and seconded by, Ann Doxsey, to hire a Librarian II, at a salary range of \$55,000-58,000 to fill the Head of Circulation position. Motion unanimously approved.

A motion to adjourn the meeting was made by Doreen Oliver, and seconded by Michael Giris, at 9:18 PM. Motion unanimously approved.

Two additional Special Board meetings have been scheduled: February 11th, and March 4th, 2020.

The date of the next Board of Trustees meeting is February 19, 2020.

Secretary's Signature

Date of Approval

Secretary's Initials