

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

(Via Zoom)

July 1, 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 7:20 p.m. by the President.

The President led the Board in the Pledge of Allegiance.

Guests

There were no guests present.

Minutes

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve the Minutes of the June 15, 2020 meeting of the Board of Trustees. Motion passed, with Doreen Oliver abstaining.

Community Comments

There were no community comments.

Warrants

A motion was made by Laura Oden-Bell, and seconded by Michael Giris, to approve June Payroll Warrant #12-2-B, in the amount of \$36,929.26. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Michael Giris, to approve July Bill Warrant #1-A in the amount of \$12,449.82. Motion passed unanimously.

Library Correspondence

A Facebook comment was shared by Children's Librarian, Kathleen Cunningham. It was from the first story hour that she conducted from inside of the building, when we first had some staff back. The mother and children were so very excited to see her back in the library!

Megan McGovern, wrote a lovely thank you note, for receiving the Dorothy Strong Scholarship.

Staff Reports

1. Anna Lasala
2. Director's Report
3. Gina Guzzardi
4. Kathleen Cunningham
5. Maggie Rusch
6. Mike Dietz
7. Rachel Sferlazza, 2 reports

The Board is impressed with all that the Plainedge Staff has come up with to engage our community. They are particularly looking forward to the Escape Room. Doreen Oliver said, and the rest of the Board agreed, that the staff has done a tremendous job, during this time. The Director echoed these sentiments, and pointed out that everyone contributed something of value. Rose Stucchio, who is a Page, was instrumental in keeping up with our social media pages. Laura Oden-Bell suggested doing some sort of thank you celebration when we reopen the building.

Incident Report

There were no incidents/accidents.

Unfinished Business

1. Coronavirus Library update
 - a. Curbside service going smoothly
2. COVID-19 Related Expenses
 - a. Glass installed on June 30, 2020
 - b. Touchless soap dispensers, installed in June
 - c. Touchless toilet/faucets coming
 - d. Coil Cleaning
 - e. LED Light in HVAC
 - f. PPE from NLS, all received by the end of June
 - g. Cloth masks, hand sanitizer stations, and hand sanitizer separate (having trouble getting hand sanitizer)
 - h. Replacing locks on public bathroom doors

- i. Signage – indoors and out
- j. Washable keyboard covers – we are currently testing them out
- k. Contactless payment system
- l. Laptops – two were purchased
- m. Keyless entry, linked to timeclock
- n. VOIP phone system

The above is a list of COVID-19 related expenses. The Director is submitting an application to FEMA to recover some of these unanticipated expenses.

Michael Dietz outlined the last two items – the keyless entry system, as well as the VOIP phone system. He explained all options. We will make a decision on both of these items, and report back at the next meeting.

Doreen Oliver left the meeting at 7:49 PM.

New Business

- a. Personal Protective Equipment Policy (first reading)

Miscellaneous Articles

- All by Ourselves, Publishers Weekly, June 8, 2020
- The Grand Reopening, Publishers Weekly, June 8, 2020

Executive Session

Motion to go into Executive Session was made by, Laura Oden-Bell and seconded by Ann Doxsey at 8:30 PM.

Motion to come out of Executive Session was made by Ann Doxsey and seconded by Michael Giris, at 8:33 PM.

Motion to adjourn was made by Laura Oden-Bell, and seconded by Michael Giris, at 8:34 PM. The Board decided to postpone raises for non-union personnel until such time as we could meet in person.

The date of the next Board of Trustees meeting is September 21, 2020, unless we need to meet sooner.

Secretary's Signature

Date of Approval

Secretary's Initials