

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

(Via Zoom)

May 18, 2020

**Present**

Ellen Ryder, President  
Laura Oden-Bell, Vice President  
Ann Doxsey  
Doreen Oliver-arrived 7:25pm  
Michael Giris

Michele Lipson, Director  
Michael Dietz, Systems Integrator  
Diana Weir, Senior Library Clerk

The meeting was called to order at 7:05 PM by the President.

The President led the Board in the Pledge of Allegiance.

**Guests- No Guests**

**Minutes**

A motion was made by Ann Doxsey and seconded by Doreen Oliver , to approve the Minutes of the April 20, 2020 meeting of the Board of Trustees. Motion passed unanimously.

**Community Comments**

There were no community comments.

**Warrants**

A motion was made by Laura Oden-Bell, and seconded by, Mike Giris, to approve April/May Payroll Warrants 10-3-B, and #11-1-A, #11-1-B, in the amount of \$36763.28. Motion passed with one absence.

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A motion was made by Mike Giris, and seconded by, Ann Doxsey, to approve May Bill Warrants #11-A and #11-B, in the amount of \$42,164.97. Motion passed with one absence.

### **Financials**

Discussion of the Balance Sheets, for April 2020.

Discussion of the Monthly Financial Reports for April 2020.

Discussion of the Statement of Revenues for April 2020.

Wire transfers from PUFSD in April/May 2020.

Ellen Ryder asked if the wire transfers from the school were correct because there were two for the exact same amount. The director confirmed.

Mike Giris asked if there will there be a delay on the money we get from the schools because of the pandemic? The director didn't expect that to occur this year, but there is a possibility of an issue next year, depending on how much funding is cut at the state level, and how it comes in.

There were no questions about the financial statements this month.

### **Library Correspondence**

Kathleen Cunningham, Children's Librarian, compiled social media comments. It was wonderful to read all of the great comments from Plainedge patrons. Ellen spoke for the Board, and said how happy they all are with both the virtual programs, as well as the comments. That was great to see!

### **Staff Reports**

1. Cathy Kilkenny
2. Maggie Rusch
3. Mike Dietz
4. Nicole Mollick
5. Peggy Gorman
6. Director's Report

Ellen Ryder was very happy to see how staff has adjusted to the circumstances, and added that everyone is doing a great job!

Mike Giris said that he is very impressed at how the Library staff rallied and came together virtually!

### **Incident Report**

There were no incidents/accidents.

## **Library Statistics**

Virtual Program/Social Media statistics

The social media statistics are confusing.

Michael Dietz came prepared to explain them:

**Reach is when sliding down your own Facebook and see Plainedge Library**

**View is when you click on the post**

**Engagement is when you like or share a post**

The Board of Trustees was happy with the explanation, and excited to see how many patrons we are reaching with our social media efforts.

## **Unfinished Business**

1. Coronavirus Library update – We will follow the Executive Order of Governor Cuomo, and remain closed until at least 6/15.
2. Director is on MLD reopening committee. They are meeting weekly. Department Heads are also meeting weekly to discuss how to reopen safely. We have a basic reopening plan, but are still discussing facility. Michele is heading the facilities committee. Todd Harvey will be speaking to Directors, Board members and facilities managers on Thursday, from 10-12. We are planning on a phased reopening. We don't expect to have in person programs until the end of the summer, at the earliest. All virtual programs will be continued. We may elect to do curbside pickup. Director will keep the Board informed, as we move forward.

## **New Business**

1. Accept checks
  - a. Ecommerce

A motion was made by Ann Doxsey and second by Doreen Oliver to accept a \$250.40 check from NLS for e-commerce to be added to Library fines. Motion passed unanimously.

- b. NYLA

A motion was made by Doreen Oliver and seconded by Ann Doxsey to accept a check from NYLA in the amount of \$140.00 to be added to conferences. Motion was passed unanimously.

- c. NYSIF check

A motion was made by Ann Doxsey and seconded by \_\_\_\_\_ to accept a check from NYSIF in the amount of \$2948.44 to be added to the NYSIF line. Motion passed unanimously.

- d. Voided check (Status)

Library Director explained that there was an overpayment to Stratus that was corrected.

2. Dorothy Strong scholarships
  - a. Caitlin Doody
  - b. Megan McGovern

Ann Doxsey would like to know what the candidates will be studying in the Fall.  
Library Director will find out.

**Miscellaneous Information**

1. ILS Advisory Report

**Executive Session**

There was no Executive Session.

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey, at 7:55 PM.

The date of the next Board of Trustees meeting is May 26, 2020. It is the Budget Hearing. The next regular board meeting is June 15<sup>th</sup>.

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Secretary's Signature

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Date of Approval

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Secretary's Initials