

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
(Via Zoom)
October 19, 2020

Present

Ellen Ryder, President
Laura Oden-Bell, Vice President
Ann Doxsey
Doreen Oliver
Michael Giris

Michele Lipson, Director
Michael Dietz, Systems Integrator, absent with prior notice
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.

Minutes

A motion was made by Michael Giris and seconded by Doreen Oliver, to approve the Minutes of the August 5, 2020 Special 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 September 21, 2020 Meeting of the Board of Trustees. Motion passed unanimously.

Guests-

Charlie Montana was a guest at the meeting. He discussed the decision to change our policy from Philadelphia to Utica National. We will have increased coverage at basically the same cost.

Community Comments

There were no community comments.

Warrants

A motion was made by Michael Giris, and seconded by, Laura Oden-Bell, to approve October Payroll Warrants #4-1-A, #4-1-B, #4-2-A, #4-2-B, in the amount of \$123,909.29. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by, Michael Giris, to approve October Bill Warrants #4-A, in the amount of \$35,921.44. Motion passed unanimously.

Financials

Discussion of the Statement of Revenues for September 2020

Discussion of the Balance Sheets, for September 2020.

Discussion of the Monthly Financial Reports for September 2020.

There were no questions about the financial statements this month.

There was one question about the cost of the Wall Street Journal. Diana was able to confirm that we were paying our average annual increase.

Library Correspondence

Michele took a phone call from a patron who wanted to put a commendation in Maggie Rusch's file. She said that Maggie always helps her with 'her whole heart,' and that the Board should be proud to have Maggie representing our library. We all agree 'with our whole hearts,' and a letter will go into her personnel file.

Staff Reports

Director's Report, October 19, 2020

Michael and I both attended Computers in Libraries. It is a week long conference, usually in Virginia, with technology librarians from around the world. This international conference was 5 full days of online meetings. This was the first time that it was done virtually, and it was very well done. As always, they had amazing speakers, and because it was virtual, it was easy to jump from one lecture to the next. I even skipped from track to track, as I was interested in the technology, but also community engagement. I did an excellent workshop on becoming a 'super searcher,' and passed the recording on to our Reference Department. There was talk about the library being a 'digital branch, remote learning, rapid change, strategic planning, social media and lots more. There was a lot of discussion about the future of libraries, and how important they are in the communities.

Lee Rainie, from PEW Research, gave a keynote speech. He spoke, as he often does, about how trust in government has gone down, but trust in libraries has remained steady. He always makes us proud of our profession.

Senator Kevin Thomas came to the library on October 8th, to present us with a 'big check' for \$50,000. It's for a SAM grant that we will use to install a new surveillance system. Ellen and Laura were there. We took photographs and thanked him profusely.

We ordered and installed a feather flag in front of our building. Patrons were confused as to whether or not the building was open. Now there won't be any reason to guess.

Libraries around the world are making sure that the public has access to wifi. Our wifi can be reached from our parking lot, and in the Spring, we would often see cars parked, using our wifi. This is the crux of the digital divide. It's all good for everything to go digital, unless someone doesn't have access. Thinking about partnering with the schools, I texted Ed Salina to ask if he had wifi hotspots to give out to the kids. He doesn't plan to do that. So, we will monitor our use, and purchase a few more to have available if we need to.

Michael and I worked with staff to make sure that if we have to close the building again, we are all set to work from home.

Staff has been doing an amazing job with our patrons, programs, etc. This is a challenging time to work with the public, but we have had a very cooperative community.

Incident Report

Mario closed his finger in his car door. He was okay. No stitches required.

Unfinished Business

- a. Unattended Child Policy, Second Reading

Michael Giris moved to adopt the Unattended Child Policy. It was seconded by Ann Doxsey, and unanimously approved.

New Business

1. Accept Checks
 - a. Elmont Public Library
Motion was made by Doreen Oliver to accept Elmont Public Library check in the amount of \$24.95 and seconded by Ann Doxsey to put money towards our book budget.
 - b. Policies Relating to COVID-19
 - i. FFCRA Letter
 - ii. Work From Home Agreement
 - iii. Work From Home Policy, First reading
 - c. ILS/NLS Budget

Motion for Participating Libraries

The Board of Trustees of the Plainedge Public Library, upon due consideration of the proposed 2021 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolves to vote in favor of said recommended budget and schedule of fees and hereby appoints Michele Lipson to submit this authorization to NLS prior to the November 19th, 2020 deadline.

Motion was made by Ann Doxsey and seconded by Michael Giris to vote in favor of the ILS Budget for the year 2021-2022. Motion passed unanimously.

The Board of Trustees of the Plainedge Public Library voted to approve NLS' request for Member Library Support for calendar year 2021 in the amount of \$41,460 at a meeting held on October 19, 2020. The vote was: # For 5 # Against 0 # Abstained 0

Motion was made by Laura Oden-Bell and seconded by Michael Giris to accept the NLS Member Support Request for the year 2021-2022. Motion passed unanimously.

Library Statistics

Virtual Program/Social Media statistics

The social media statistics explanation.

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

Miscellaneous

Beyond the Pandemic article

Kevin Thomas

Executive Session

Motion to go into Executive Session to discuss personnel issues was made by Ann Doxsey and seconded by Michael Giris at 8:03 PM. Motion passed unanimously.

Motion to come out of Executive Session was made by Ann Doxsey and seconded by Doreen Oliver at 8:42 PM. Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to hire a substitute cleaner at an hourly rate of \$17.00 per hour. Motion passed unanimously.

There was a Board discussion about reaching out to the architects at BHC and continuing to plan for a building renovation. The Director will reach out to BHC and get their input.

There is an Area 4 vote for a nominee on October 21, 2020. Ann Doxsey, Ellen Ryder, and Michele Lipson will attend. The Board decided to vote for the nominee from Seaford. Michael Giris made a motion, seconded by Laura Oden-Bell, to give Ellen Ryder or Ann Doxsey a vote of confidence to change their vote if they so choose.

Motion to adjourn was made by Doreen Oliver, and seconded by Michael Giris, at 8:53 PM.

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

Secretary's Signature

Date of Approval

Secretary's Initials