

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

(Via Zoom)

September 21, 2020

**Present**

Ellen Ryder, President  
Laura Oden-Bell, Vice President - Joined the meeting at 7:25 pm  
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 7:02 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 Ann Doxsey, to approve the Minutes of the July 23, 2020 Special meeting of the Board of Trustees. Motion passed unanimously.

A motion was made by Ellen Ryder, and seconded by Doreen Oliver, to table the Minutes of the August 5, 2020 Special Meeting of the Board of Trustees, so that they can be transcribed. Motion passed unanimously.

**Guests-**

Rachel Sferlazza was a guest at the meeting.

**Community Comments**

There were no community comments.

**Warrants**

A motion was made by Michael Giris, and seconded by, Doreen Oliver, to approve August/September Bill Warrants #2-A, #2-B, and #3-A, in the amount of \$86,244.79 .  
Motion passed unanimously.

A motion was made by Michael Giris, and seconded by, Ann Doxsey, to approve August/September Payroll Warrants #2-1-A, #2-1-B, #2-2-A, #2-2-B, #3-1-A, #3-1-B, 3-2-A, and 3-2-B, in the amount of \$ 214,438.21. Motion passed unanimously.

## **Financials**

Discussion of the Statement of Revenues for July 2020

Discussion of the Balance Sheets, for August 2020.

Discussion of the Monthly Financial Reports for August 2020.

Discussion of the Statement of Revenues for August 2020.

There was a question about the boiler maintenance line. Some of those funds should come out of unanticipated repairs. This will be corrected.

Our audit may not be complete by our October meeting. We may need a special meeting with the accountant, Al Coster, later in October.

## **Library Correspondence**

It is so nice to get compliments from patrons, in writing. The Board expressed appreciation for those who take the time to let us know how much they enjoy the library.

## **Staff Reports**

### **Director's Report**

We opened to the public on August 17th, allowing people ½ hour in the building. Following New York State guidelines, we require a mask. We also requested the use of hand sanitizer. We had a greeter at the door for the first two weeks, explaining how our building and rules are different now. On September 2nd, we opened four computers for use, as well as notaries, scanning, faxing and copying. We are continuing to limit time in the building to ½ hour. Our community has been so happy to be back in the building, though many continue to utilize our curbside service. The response has been overwhelmingly positive. There is a steady flow of people all day long.

The middle school has required that each student have and use a library card. So, we've been particularly busy getting cards to our teen patrons. This is great news! Yay Plainedge!

Our digital statistics continue to be high, even as our physical books continue to circulate as well. Our staff is committed to offering the best virtual programs for all ages. They've been incredibly creative -- coming up with innovative craft programs and learning how to make professional looking videos of them being made.

Our custodial staff -- Mario and Eddie, have been working hard to get the building in tip top shape. Everything needed to be rearranged for our new setup -- inside as well as outside. There were repairs that had to be done on the mezzanine, the roof, and on the lower level, and they have been proactive in making that all happen. My deep appreciation to all staff for their dedication to the library and community. They are doing an excellent job.

### **Additions to the Director's Report:**

We put a power cord outside after the storm that took power out in the neighborhood. Patrons were so appreciative of that gesture. We were thanked over and over again.

First National Bank of Long Island let us know that due to the current economic conditions, the bank reduced the rate on the Library's interest bearing accounts from 0.50% to 0.40% (APY). The resulting market rate remains competitive in the current landscape.

We (together with the staff, and the union) have decided to remain closed on Sundays through the end of 2020. The majority of people who use the library on Sundays want to sit and study. Since we don't have seating available at this time, it seemed prudent to remain closed.

Michele and Michael Dietz are discussing preparations to close the building, in case we have to do so. We want to be sure that we will be in a position to continue to provide services seamlessly.

The Board is happy to hear that the School District is requiring that all Middle School children all have Library cards.

On behalf of the Board, thanks to staff for all that they've done in preparation for reopening. It is noticed and appreciated.

### **Incident Report**

There were no incidents/accidents.

### **Unfinished Business**

1. Reopening
  - a. We will be closed on Sundays, at least through 2020.
  - b. Going well – open ½ hour visits, no seating available.
  - c. Planning for another closure, should that become necessary
2. Construction Grant Update
  - a. Should be hearing by the end of October.
  - b. The application is for Thermal Scanner

**\*\*\*\*Laura Oden-Bell arrived at 7:25 PM**

3. Basement Leak Update

- a. Loss isn't covered by insurance
- b. Ducts were rewrapped
- c. Negative for asbestos

### **New Business**

#### 1. Accept Checks

##### a. Ecommerce

Motion was made by Doreen Oliver to accept Ecommerce check in the amount of \$38.80 and seconded by Ann Doxsey, to put money towards ecommerce.

##### b. MetLife

Motion was made by Laura Oden-Bell to accept MetLife a reimbursement check in the amount of \$300.94 and seconded by Doreen Oliver to put money towards employee benefits.

##### c. Unattended Child Policy (first reading)

##### d. Code of Ethics – board members agree to comply with the Board's Code of Ethics Policy.

##### e. Retention Schedule – board members must approve a retention schedule for the year 2020-2021.

A resolution was made by Michael Giris, and seconded by Doreen Oliver, to approve the 2020-2021 retention schedule. Motion passed unanimously.

##### f. Strategic Plan Goals

- i. The Board chose to work on Strategic Plan Goal #9 to focus on in 2020-2021. "Provide an inviting, comfortable facility that meets the need for convenient access to Library collections, resources and technology." "The Library enriches the community by providing a well maintained, comfortable and safe multi-use facility where residents can meet, share ideas and be educated, entertained and informed." The objective is to "maintain the facilities and make repairs and upgrades to the building and equipment as needed."

##### g. Technology Plan Goals

- i. The Board chose to work on two Technology Plan Goals: # 1 and 4. Goal #1 is about Assessment. "Provide, update and evaluate library computers and other electronic devices used to access information for educational, informational and recreational use." Goal #4 is about Publicity. "Use technology to promote traditional and new library services to the community."

As we think about renovating the building, the Board and Administration gives thought to what we will be needing. We'll need to assess where we are and where we're headed – technologically speaking, and otherwise. We are thinking a lot about our building, and community needs. And, we will be reaching out to the community repeatedly this year, asking for feedback.

### **Library Statistics**

It is clear from the statistics that the virtual programs are going well, and our digital services are being used. Now that we are open, we are seeing the circulation of our physical materials grow as well.

**Miscellaneous**

NLS July/August reports

Article on Virus Responsive Design, from American Libraries

**Executive Session**

Motion to go into Executive Session was made by Laura Oden-Bell, and seconded by Michael Giris at 8:01 PM.

Motion to come out of Executive Session was made by, Michael Giris and seconded by Ann Doxsey, at 8:52 PM.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey to accept the resignation of Stephen Fuller. We thank him for his years of Sunday service. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve increases in salary for administrative staff. Salaries are on file in the Office. Motion passed unanimously.

Motion to adjourn was made by Doreen Oliver, and seconded by Laura Oden-Bell, at 8:55 PM.

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

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Secretary's Signature

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Date of Approval

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Secretary's Initials