

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

October 17, 2022

Present

Laura Oden-Bell, President
Doreen Oliver, Vice President
Ann Doxsey
Michael Giris (absent with prior notice)

Michele Lipson, Director
Michael Dietz, Systems Integrator
Diana Weir, Personnel Clerk

The meeting was called to order at 7:07 PM, by the President.

The President led everyone in the Pledge of Allegiance.

Library Correspondence

Guest

Rick Fiumara
Magdalena Michalik, from Al Coster's Office

Report from Annual Audit, 2021-2022

Magdalena reported that the Plainedge Library is in good financial shape.

A motion to go into Executive Session at 7:40 was made by Laura Oden-Bell and seconded by Doreen Oliver. Motion passed unanimously.

A motion to come out of Executive Session was made by Ann Doxsey and seconded by Laura Oden-Bell at 7:50. Motion passed unanimously.

The Board and administration congratulated Rick Fiumara on his appointment to the Board, as he was sworn in as a Trustee. His term will run until June 2023. Congratulations and welcome to Rick!

Minutes

A motion was made by Ann Doxsey and seconded by Doreen Oliver, to approve the Minutes of the September 7, 2022. Motion passed. Rick Fiumara abstained, as he wasn't present at that meeting.

The Minutes of the Special Meeting on September 28, 2022 were tabled until next month.

Warrants

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve September Bill Warrant #3-2 (\$17,649.36) and October Bill Warrant #4-1 (\$88,100.48), in the amount of \$105,749.84. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to approve the September/October Payroll Warrants #3-2-A, (\$39,254.83) #3-2-B, (\$27,942.80) #3-3-A, (\$41,800.23) and #3-3-B, (\$9,485.86) #4-1-A (\$47,245.62) and #4-1-B (\$929.26) in the amount of \$166,658.60. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Ann Doxsey to approve Capital Fund Warrants September #3-2 (\$2213.75) and October #4-1 (\$17,487.41), in the amount of \$19,701.16. Motion passed unanimously.

Financials

Discussion of the Financial Reports for August/September 2022.

Staff Reports

- 01) Children's
- 02) Reference
- 03) Young Adult
- 04) Director's Report

This has been a very busy month of talking to architects and visiting and thinking about library buildings. Our Children's and Young Adult Librarians, as well as Trustees and Director attended PTA meetings to let parents know about the building and remind them of the great services we have in and out of this building. We attended the Italian Street Fair and spoke to patrons attending our library programs and visiting our library.

Diana and I attended the Legislative Breakfast at the Island Trees Library. We sat with Assemblyman John Mikulin and heard from all of the legislators about how important libraries are to our communities. The hope is to increase funding to support our libraries.

I am learning a lot about Sustainability, as I attend monthly virtual meetings with people from around the country. We will be rethinking our purchases and policies. I'll be putting together a team of staff members to work on this large, ongoing and exciting project together.

Incident Report

1. Minor accident. A child caught a finger in a toy. The child was given an ice pack and was fine.
2. Unattended package.

Unfinished Business

1. Building Project

a. Building Report

- i. We are dealing with several active leaks in the building.
- ii. The boiler computer isn't working. It is a \$4000+ repair. We're going to try to get through the winter.
- iii. Water Cooling Tower was shut down for the winter.
- iv. Soil boring was done in the parking lot. We haven't received results yet.

2. Strategic Plan Report

We met with Nicole Scherer 5 times, as a group. We now have a draft working document. We are in the process of drafting activities to support our goals and objectives. This has been an incredible process and we are excited to share it with the Board and the public when it is complete.

3. Policies

a. NLS Resolution in Support of Intellectual Freedom (second reading)

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to support the NLS Resolution in Support of Intellectual Freedom. Motion passed unanimously.

a. Non Discrimination Policy (second reading)

A motion was made by Ann Doxsey and seconded by Doreen Oliver to pass the Non Discrimination Policy, as amended. Motion passed unanimously.

a. Policy Regarding Harassment Based on Race, Color, Religion (second reading)

A motion was made by Rick Fiumara and seconded by Doreen Oliver to pass the Policy Regarding Harassment Based on Race, Color, Religion. Motion passed unanimously.

b. Sustainability Policy (second reading)

A motion was made by Ann Doxsey and seconded by Doreen Oliver to pass the Sustainability Policy. Motion passed unanimously.

4. Community Meeting

The Director spoke about the Community Meeting on September 29, 2022. The Board was there, Chris Sepp and Todd Harvey from BHC, Dominic Calgi and David Chen, from Calgi, Michael LoGuercio from Munistat, and Judy White, from cj2. The meeting was well attended by the community, somewhere around 50 people. Laura Oden-Bell, made the presentation to the

community and introduced Todd Harvey. Todd did a virtual walkthrough of the new design. The Director fielded questions after that. We plan to have a display in the library with renderings of the new design, and a Building Newsletter will go out to the community.

5. Web Design

The Director hired Renaissance Web Solutions to design our new website. Work has begun and it looks clean, neat and easily navigated.

6. Report on Recent Events

- a. Italian Street Fair on September 25, 2022. Michele Lipson was there, along with Gabriel Kane, from NLS and the Techmobile to set up. Rachel Sferlazza and Trustee, Doreen Oliver, were there as well. We spoke to many many people and told them about the upcoming community meeting. Gabe gave them tours of the Techmobile. We heard from Plainedge patrons who love our library and got a lot of supportive comments.
- b. BHC, Michele Lipson, and Trustee, Doreen Oliver attended the Neighbor Meeting on September 22, 2022. We discussed the possible impact of the building on their homes.

7. COVID

Director reported on updated COVID guidelines from the CDC. This is helpful as we get through the Fall/Winter season.

Additionally, The Governor did not extend the disaster emergency. That means that our board meetings must be held in person and trustees may only participate remotely under extraordinary circumstances if the board has passed a resolution/policy on the use of videoconferencing. Additional information about Open Meetings Law was sent to Trustees.

New Business

1. Policies
 - a. Ereader Policy (first reading)
 - b. No Smoking Policy (first reading)
2. ILS Resolution

A motion was made by Doreen Oliver and seconded by Ann Doxsey to approve the ILS Resolution. Motion passed unanimously.

The Board of Trustees of the Plainedge Public Library, upon due consideration of the proposed 2023 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 Director, Michele Lipson to submit this authorization to NLS prior to November 17th, 2022.

3. 2023 Calendar

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver to approve the 2023 calendar.

Library Statistics

1. Board looked over internal Library statistics, Nassau Digital Doorway statistics, and the TechOps Report from NLS, for September 2022.

Miscellaneous

1. The Critical Role of Outdoor Spaces for the 21st Century Library
2. Sustainability
3. Caroline Ashby, NLS Director, 40 Under 40

Motion to go into Executive Session to discuss financial and legal issues, was made by Doreen Oliver, and seconded by Ann Doxsey, at 8:35 PM. Motion passed unanimously.

Motion to come out of Executive Session at 9:17 PM, was made by Laura Oden-Bell, and seconded by Ann Doxsey. Motion passed unanimously.

Executive Session

The Board welcomes full time Adult Programming Librarian, Narissa Palmer. We are thrilled to welcome her to Plainedge.

A motion was made by Laura Oden-Bell to transfer \$45,010 from the General Fund into the Capital Fund, and to look into a short term cd. It was seconded by Ann Doxsey and passed unanimously.

The Director noted that our bank will raise our interest rate. We will see the new rate on next month's statement.

Adjournment

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey at 9:20 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, November 21, 2022.

Secretary's Signature

Date of Approval

Secretary's Initials