

MINUTES OF  
THE PLAINEDGE PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
(Via Zoom)  
October 18, 2021

**Present**

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

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

The meeting was called to order at 7:01 PM, by the Vice President.

The Vice President led everyone in the Pledge of Allegiance.

**Library Correspondence**

There was no correspondence.

**Guest**

Nicole Mollick was in attendance.

Al Coster Accountant reported on the fiscal year end audit. The Board was pleased to hear that the Plainedge Public Library is in a good financial position. The Director thanked Al Coster, the accountant, Dennis Stoner, his associate, his assistant, Magdalena, as well as Diana Weir, for tightening up our bookkeeping. The Board was happy with the audit, and the way that we have solidified and set up our Capital Fund.

## **Minutes**

A motion was made by Ann Doxsey and seconded by Michael Giris, to approve the Minutes of the September 13, 2021 Meeting of the Board of Trustees. Motion passed unanimously.

## **Warrants**

A motion was made by Ann Doxsey, and seconded by Michael Giris, to approve Bill Warrants #4-1, and #4-2, in the amount of \$53,142.23. Motion passed unanimously.

A motion was made by Ann Doxsey, and seconded by Laura Oden-Bell, to approve the Capital Fund Bill Warrant #4-1, in the amount of \$25,847.38. Motion passed unanimously.

A motion was made by Laura Oden-Bell, and seconded by Michael Giris, to approve September/October Payroll Warrants #3-2-A, #3-2-B, #3-3-A, #3-3-B, #4-1-A, and #4-1-B, in the amount of \$185,995.29. Motion passed unanimously.

## **Financials**

Discussion of the Balance Sheet, for September 2021.

Discussion of Budget vs. Actual Statement of Revenues for September 2021.

Discussion of the Monthly Financial Report for September 2021.

Discussion of the new Capital Fund Financial Reports.

The Board thought the reports, including the new Capital Fund Report, looked good. There were no questions.

## **Staff Reports**

Report from Kathleen. An email was sent to the Director, from Kathleen Cunningham, saying that the community was so pleased with the Halloween costume giveaway. It's really a great community service, and we were happy to be able to offer it.

Report from Michael about the Security Conference. Michael Giris asked if we can reach out to our local legislators to ask if there's anything the government can do to protect us? Michael Dietz assured us that our data is safe. And, of course, the more he learns, the more he puts into practice.

## **Director's Report**

Plainedge Library was in the news yesterday, as we were interviewed by Fox5 about our (mostly) fine-free policy. I was proud to represent the library, along with Head of

Circulation/PR, Maggie Rusch, to discuss our policy. We believe that this makes us a more welcoming place and has made a difference in the interactions between the staff and the community. The return of library materials is less important to us than seeing return patrons. Although, we have found that more materials are being returned, as patrons are no longer nervous about paying a fine. It's good will all around!

Librarians, Nicole and Maggie attended the annual Italian Street Fair in September. They were there the entire day, talking to people in the community. It was a beautiful day to talk about the library!

September is Library Card Sign Up Month, and Circulation clerk, Mary, suggested a raffle for a Dunkin Donuts gift card. Everyone who applied for a new library card was given a raffle ticket. There are a total of 116 entries. The winner was a child in the community and the gift card was given to his family.

Laura Oden-Bell commented that both Michele and Maggie Rusch looked professional, and sounded eloquent. She said that they did a really great job.

### **Incident Report**

There were no Incident or Accident Reports

### **Unfinished Business**

1. Building Report  
The Director reported that we need to get the cooling tower inspected and tested.
2. A flood monitor was installed.
3. A dehumidifier was purchased for the lower level.

### **New Business**

1. Checks
  - a. Chase Closeout, \$18,409.11
  - b. Chase Closeouts, \$10,013.14, and \$239,951.34  
A motion was made by Michael Giris and seconded by Ann Doxsey to accept the funds from the Chase closeouts. Motion passed unanimously.
  - c. LLSA, \$5152.00  
A motion was made by Ann Doxsey and seconded by Michael Giris to accept the LLSA check (90%). Motion passed unanimously.
  - d. US Treasury, \$37.48  
A motion was made by Michael Giris and seconded by Ann Doxsey to accept the reimbursement check from the US Treasury. Motion passed unanimously.
2. Policies
  - a. Mission, Vision, Values

- b. Strategic Plan, 2021-2022 (first reading)
- c. Proper Conduct in the Library (first reading)
- d. Emergency Manual

**Library Statistics**

Motion to go into Executive session was made by Laura Oden-Bell, at 7:43 PM, and seconded by Ann Doxsey. Motion passed unanimously.

**Executive Session**

Motion to come out of Executive Session was made by Ann Doxsey and seconded by Laura Oden-Bell, at 7:47 PM. Motion passed unanimously.

A motion to approve the salary plan for Civil Service was made by Ann Doxsey and seconded by Michael Giris. Motion passed unanimously.

The Board was pleased with two new hires: Ariel Borkowsky, a full-time Reference Librarian, and Jeanine Prozor, a part-time Circulation Clerk. They look forward to meeting them.

The Board wants to congratulate Mario on the recent birth of his grandson, George.

Motion to adjourn was made by Laura Oden-Bell, and seconded by Michael Giris, at 7:49 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, November 15, 2021, via Zoom.

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Secretary's Signature

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Date of Approval

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Secretary's Initials