

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
(Via Zoom)
September 13, 2021

Present

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

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

The meeting was called to order at 7:06 PM, by the President.

The President led everyone in the Pledge of Allegiance.

Library Correspondence

We received a thank you, from our annual Volleyball umpires. It was a lovely card, with a Pappallardo's gift certificate to share with the staff. A special thank you went to Michael, for helping him set up the technical end. The Board agreed that this was a sweet gesture, and will be appreciated by the staff.

Maggie Rusch received a complimentary phone call from a patron, thanking her for all of our wonderful programs. The Board is pleased at the variety of programs that we offer to all ages in the community.

Guest

Nicole Mollick-Pulaski was in attendance.

Minutes

A motion was made by Laura Oden-Bell and seconded by Michael Giris, to approve the Minutes of the August 9, 2021 Meeting of the Board of Trustees. Motion passed unanimously.

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey, to approve the Minutes of the September 2, 2021 Special Meeting of the Board of Trustees. Motion passed, Michael Giris abstained.

Warrants

A motion was made by Ann Doxsey, and seconded by Michael Giris, to approve August/September Bill Warrants #2-1 and #3-1, in the amount of \$121,695.54. Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Laura Oden-Bell, to approve the August/September Payroll Warrants #2-2-A, #2-2-B, #3-1-A, and #3-1-B, in the amount of \$109,053.05. Motion passed unanimously.

Financials

Discussion of the Balance Sheet, for August 2021.

Discussion of Budget vs. Actual Statement of Revenues for July 2021 - August 2021.

Discussion of the Monthly Financial Report for August 2021.

Discussion of the new Capital Fund Reports for August 2021.

Staff Reports

Two reports from Fiona Gorham, about Young Adult programming. The Board is grateful for the creativity that Fiona showed in having volunteers get in their hours, while maintaining distance and staying safe. Kudos to Fiona.

Great report from Mike Dietz about the Tidy Data Seminar that he attended. Mike elaborated on all that he learned during this four day, four hour a day, seminar. He is working to apply his new knowledge with some new technology at the library.

Director's Report:

The Fall newsletter was mailed out during the Summer. Our excellent programming staff planned for all eventualities, with in person, virtual, and hybrid programs. Unfortunately, we've had to revert to mask wearing in our building, and virtual programming. The staff was able to make those changes quickly and easily, because we knew that was a possibility. Everyone is disappointed not to be able to be together, but we are listening to professional, legal, and medical guidance, as we navigate this crazy time. Plainedge is lucky to have staff who are flexible and creative enough to pivot when necessary, and still offer excellent programming to the community. We are looking forward to the outdoor Fall Festival, and many other wonderful programs.

Incident Report

No incidents or accidents.

Unfinished Business

1. Library Modernization Project
 - a. Library visits
 - b. Sharing information, including photos via Microsoft 365
 - c. The Board ipads have aged out, and could no longer be updated to use the programs they needed. They are being given Chromebooks that can be easily be used for sharing in Google or Microsoft 365, as well as virtual meetings, etc.
2. NYLA Conference
 - a. Laura Oden-Bell and Ellen Ryder are still deciding whether to attend or not. It's in Syracuse from November 3 – 6, 2021.

New Business

1. Building Report, given by Michael Dietz
 - a. Nothing new – just standard maintenance to the building.
2. Checks
 - a. Checks for accounts closed in Chase
 - b. Local Library Service Aid (90%)
3. Upcoming Events – Italian Street Fair
 - a. The Street Fair is on September 26, 2021. Many of us feel uncomfortable about congregating, even out of doors. The Director and Laura Oden-Bell will go, but it's going to be small scale. We hope to speak with members of the community about the library, and our building project. COVID is a threat, and the thought of a crowded space is still frightening.
4. Policies
 - a. Board of Trustees Bylaws, 2021

A motion was made by Laura Oden-Bell and seconded by Ellen Ryder to approve the change to the bylaws of the Board of Trustees of the Plainedge Public Library. The new line reads, “As an amendment to the Plainedge Public Library’s Provisional Charter, the vacancy will be filled until the next election.” Motion passed unanimously.
5. 2022 Calendar

A motion was made by Michael Giris and seconded by Ann Doxsey to approve the 2022 calendar for the Plainedge Public Library. Motion passed unanimously.
6. Strategic/Technology Goal for 2021-2022
 - a. Strategic Plan Goal #4: In tandem with and support of the Library 2018~~2~~ Technology Plan, the staff will stay abreast of the new technology and electronic resources and how the new technology can be implemented to enhance and expand service to the community.
 - b. Technology Plan Goal #3: Patron Training - Provide residents with instruction and training in using current technologies.

Library Statistics

1. Nassau Digital Doorway/Overdrive August
2. Nassau Digital Doorway/Overdrive July
3. Plainedge Public Library, NLS

Motion to go into Executive Session to discuss legal issues, was made by Laura Oden-Bell, and seconded by Michael Giris, at 7:59 PM. Motion passed unanimously.

Motion to come out of Executive Session at 8:15 PM, was made by Michael Giris, and seconded by Ann Doxsey. Motion passed unanimously.

Executive Session

Ariel Burkowsky was hired as a Librarian I. We are happy to welcome Ariel to Plainedge!

A motion was made by Michael Giris, and seconded by Laura Oden-Bell, to amend our 2021 Calendar, and close on Christmas Eve Day.

Adjournment

Motion to adjourn was made by Ann Doxsey, and seconded by Michael Giris at 8:17 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, October 18, 2021, via Zoom.

Secretary's Signature

Date of Approval

Secretary's Initials