

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

September 7, 2022

**Present**

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

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

The meeting was called to order at 7:08 PM, by the President.

The President led everyone in the Pledge of Allegiance.

**Library Correspondence**

- 01) The Plainedge Library was happy to receive a 5 star Google Review in June, 2022. It said, "Friendly Staff. Easy to navigate. Looking forward to the remodel! Good things on the way!!"
- 02) A patron donated a 1973 yearbook and Southedge memorabilia. We appreciate this priceless donation, and a thank you note was sent.

**Guest**

Rick Fiumara  
Chris Kurtz and Jacqueline Giordano  
Nicole Mollick

Rick Fiumara introduced himself as a local resident, father, soccer coach, heavily involved in the Plainedge community, and a building inspector for the Town of Oyster Bay. He wanted to formally express interest in filling the empty seat on the Board.

Motion to go into Executive Session to discuss financial and legal issues, was made by Ann Doxsey, and seconded by Doreen Oliver, at 7:18 PM. Motion passed unanimously.

Motion to come out of Executive Session at 8:58 PM, was made by Ann Doxsey, and seconded by Michael Giris. Motion passed unanimously.

## **Executive Session**

A motion to accept Anna Algerio's resignation was made by Michael Giris and seconded by Doreen Oliver. Motion passed unanimously. The Board appreciates her hard work and she will be missed.

Motion to approve hiring a part time typist clerk at a salary of \$20/hr was made by Michael Giris and seconded by Ann Doxsey. Motion approved unanimously.

The Board acknowledges the death of long time (retired) employee, Catherine McCauley. We were all so sorry to hear about Cathy's death. She was a beloved member of the Plainedge Library staff and will be missed.

The Board welcomes a part time Children's Page, named Emily Brennan. She attends Plainedge High school and has been coming to Children's programs since she was little. We are happy to have her on board.

## **Minutes**

The Board convened five times in July and August, 2022: July 6, 2022, Reorganization and Regular Board Meetings, and Special Board Meetings on August 2, 4, 11 and 30, 2022.

A motion was made by Michael Giris and seconded by Doreen Oliver, to approve the Minutes of the July 6, 2022, Reorganization Minutes, and Regular Board Meeting Minutes, the Minutes of the August 2, 4, 11, and 30, 2022 Special Meetings of the Board of Trustees. (Added the word 'Wednesday' to September 7, 2022, on the board meeting calendar section of the Reorganization Minutes. Minutes approved as amended) Motion passed unanimously.

## **Warrants**

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve July/August Bill Warrants #1-2 (\$86,395.48 ) #2-1 (\$55,181.08), and #3-1 (\$34,664.30) in the amount of \$176,240.86 Motion passed unanimously.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve the July/August/September Payroll Warrants #1-2-A, (\$41,465.66) #1-2-B, (\$29,899.42) #2-1-A, (\$38,100.56) and #2-1-B, (\$334.96) #2-2-A (\$42,994.80) #2-2-B (\$27,575.88) #3-1-A \$36,413.95 and #3-1-B (\$1,114.81) in the amount of \$217,850.04. Motion passed unanimously.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to approve Capital Fund Warrants July #1 (\$16,878.75), August #2 (\$14,185.04) and September #3 (\$14,868.35), in the amount of \$45,932.14. Motion passed unanimously.

## **Financials**

Discussion of the Financial Reports for June 2022.

Discussion of the Financial Reports for July 2022.

Discussion of the Financial Reports for August 2022.

### **Staff Reports**

01) Staff Report from Circulation/Public Relations

02) Reference

03) Summer Reading Overview

04) Young Adult

05) Director's Report

We are working hard on our building project. We've had frequent meetings with the architect and project manager as well as meetings with a public relations consultant. We talk a lot to staff and patrons, and continue to research. We continue to reach out to the school district, as we need to work closely with them.

We have been preparing for Library Card Sign up Month and now it's here! We put together 'Welcome Packets.' They will be given to everyone who applies for a library card. The packets include information about what the library offers at every age and stage of life.

Children's staff headed a program called Code Adam. We will soon have a system in place to find a lost child, should that eventuality occur. Staff has been informed and now knows exactly what to do. We hope that it never happens, but if it does, we are prepared.

Summer Reading Programs were a huge success. We offered an adult program this year as well and had many happy participants. Nearly twice the number of children registered for the summer reading programs than in years past! Go Plainedge!!

### **Incident Report**

Minor accident. A child fell in the Children's Room, but was okay.

### **Unfinished Business**

1. Building Project

a. Library visits

Diana, Michele and Michael visited Half Hollow Hills Library, that had recently been built. It is beautiful. The Director gave a complete tour and generously shared her thoughts about the building, systems, furniture, etc. Michael got a behind the scenes technology tour and got a lot out of it.

b. Building Report, given by Michael Dietz

c. Surveillance System. When the work is completed, the Director will submit the invoice to the state for reimbursement. This is how we are using the \$50,000 grant from Kevin Thomas.

- d. The Director submitted a Construction Grant for the parking lot.
- e. Backup System

A motion was made by Doreen Oliver, and seconded by Michael Giris, to purchase a backup server, at a cost of \$5000 to protect our data. Motion passed unanimously.

2. Strategic Plan Report

At this point, both the staff and the Board have met with NLS Assistant Director, Nicole Scherer, regarding our Strategic Plan. Beginning in September, our Strategic Plan team (staff) will meet with her 5 more times. We will write our own Strategic Plan and we expect it to turn out very well.

3. Donation

We received a thank you note from the Director of Peninsula Public Library, thanking us for the donation of old children's chairs. They put them to good use.

**New Business**

1. Policies

- a. NLS Resolution in Support of Intellectual Freedom
- b. Sustainability Policy (first reading)
- c. Non Discrimination Policy (first reading)
- d. Policy Regarding Harassment Based on Race, Color, Religion (first reading)

2. Community Meeting

The Director spoke about the upcoming Community Meeting. We will have our architects there, as well as the project management company and the public relations consultant. A mailing is going out to the entire community, inviting them to this event.

3. Checks

- a. Construction Grant last 10%, \$475
- b. E-commerce \$68.97
- c. E-Rate \$3517.08

A motion to accept three checks was made by Ann Doxsey and seconded by Michael Giris. Motion passed unanimously.

4. Web Design

The Director interviewed different companies and shared their work with the Board. The Board expressed a preference for the work done by Electric Bricks. The Director will contact them and we will begin work on a new website.

A motion was made by Laura Oden-Bell and seconded by Michael Giris to allow the Director to hire a web designer, at a cost not to exceed \$10,000.

5. Libraries as ‘Sensitive Places’

Libraries were explicitly included as “sensitive places” where concealed weapons are prohibited in a bill passed in an extraordinary session. Credit is due to Bri McNamee at NYLA, who advocated for libraries behind the scenes immediately, and Jessica Koenig, who encouraged bringing the issue to NYLA’s attention the day after the Supreme Court ruling.

6. COVID Vaccines

The law allowing 4 hrs of leave time for public employees to receive COVID-19 vaccinations has been extended through 12/31/23.

7. Trustee Training

Beginning January 1, 2023, each trustee, elected or appointed, of a public library, association library or Indian Library will be required to complete a minimum of two hours of trustee education annually (Education Law 260-d added by Chapter 468 of the Laws of 2021). Topics for training may include financial oversight, accountability, fiduciary responsibilities and the general powers and duties of a library trustee. The State has pre-approved certain training providers: NYSL/DLD; public library systems; WebJunction; NYLA; Reference and Research Library Resources Councils; the Empire State Library Network; PULISDO; and ALA. Evidence of completion is to be filed by each trustee with the board president, and compliance will be reported to the state on the Annual Report. There are plenty of recorded trainings online. NLS can do in person trainings with the Board. The NLS annual meeting will count as well.

8. The Director reported that the accountant noted that there was an unintended increase due to an Excel error in the budget spreadsheet. (1.85% - 2.11%) We did not go over the 2% in terms of the tax cap. We’ve been fiscally responsible and there has been some carryover every year. The numbers in the spreadsheet are correct, including the budget total as well as changes and calculations.

9. NYLA Conference

- a. Are Board members interested in attending the NYLA Conference in Saratoga on November 2-5, 2022.

10. Upcoming Events

- a. Italian Street Fair on September 25, 2022. We need Board and staff representation. The Techmobile will be there as well.
- b. Neighbor Meeting on September 22, 2022. BHC will be there.
- c. Community Meeting on September 29, 2022. BHC, Calgi, Judy White, will all be there.

**Library Statistics**

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

**Miscellaneous**

1. Patrons Give a Thumbs-Up to Temporary Oceanside Public Library
2. House Passes Climate, Tax and Health Package
3. How Efforts to Ban Books Impact Public Libraries – The Takeaway – WNYC Studios
4. A 17 Acre Peek into LI’s Past

**Adjournment**

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey at 9:29 PM.  
Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, October 17, 2022.

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Secretary's Signature

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Date of Approval

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Secretary's Initials