

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

November 21, 2022

Present

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

Michele Lipson, Director
Michael Dietz, Systems Integrator
Diana Weir, Personnel Clerk, (absent with prior notice)

The meeting was called to order at 7:10 PM, by the President.

The President led everyone in the Pledge of Allegiance.

Library Correspondence

Guest

No guests were present.

Minutes

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve the Minutes of the October 17, 2022, and November 2, 2022 meetings of the Board of Trustees. Motion passed unanimously.

Approval of the minutes of the September 28, 2022 meeting of the Board of Trustees was tabled.

Warrants

A motion was made by Ann Doxsey, and seconded by Doreen Oliver, to approve November Bill Warrant #5-1 (\$295,191,79). Motion passed unanimously.

A motion was made by Doreen Oliver, and seconded by Ann Doxsey, to approve the October/November Payroll Warrants #4-2-A, (\$45,017.67) #4-2-B, (\$31,577.66) #5-1-A, (\$42,259.67) and #5-1-B, (\$380.30) in the amount of \$119,235.30. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Ann Doxsey to approve November Capital Fund Warrant #5-1 (\$6,553.00). Motion passed unanimously.

Financials

Discussion of the Financial Reports for October 2022.

Note that we've started getting transfers from the school district.

Staff Reports

- 01) Teen Report/Performer's Showcase
- 02) IT Report
- 03) Children's Report
- 04) Reference Report
- 05) Teen Report
- 06) Director's Report

We launched our new website (<https://plainedgelibrary.org>) on November 8, 2022. We have gotten some great feedback about the look and ease of navigation.

We started work on the Records Retention project. This is part of a grant that we had applied for and received. We will be inventorying the records that we have, learn about what can be disposed of and when, and how to properly dispose of records. We will also learn what to keep, how long, and how to safely store records. This is a big, but worthwhile project.

We had our first staff meeting of the Sustainable Libraries Initiative Team. We are excited to move forward with this project, as we begin to do internal audits of purchasing, waste, energy and sustainability.

A few interesting statistics from the Nassau Library System. Nassau Digital Doorway reports showed that 60% of our checkouts are physical, and a full 40% are digital. We are #8 in the county for the highest percentage of digital circulation.

NLS sent postcards to 1770 Plainedge residents who didn't have library cards. In this past month, we registered 134 new library cards. We hope one day to have 100% of Plainedge residents with library cards.

We are profoundly sad to report the death of long time former employee, Kathie Ellis. She passed away on Saturday, November 12, 2022. She will be missed by all who knew her.

Lastly, the School Board passed a proposition at their Board of Education meeting. We will have our bond vote on January 31, 2023. It will be held here at the Library, between 12:00 and 8:00 p.m. We will post more information as we get it.

Incident Report

1. No incidents or accidents.

Unfinished Business

1. Building Project

**RESOLUTION
BOARD OF TRUSTEES
PLAINEDGE PUBLIC LIBRARY
ELECTION ON CONSTRUCTION OF A NEW LIBRARY BUILDING**

WHEREAS, the Board of Trustees has determined that it is necessary to construct a new Library building that will expand and improve patron reading areas, collection spaces and public meeting spaces and improve the Library's delivery of services to the community; and

WHEREAS, a school district public library is authorized to require and request that the board of education call, give notice of and conduct a special district meeting for the purpose of holding an election whether to authorize construction of a new library building and raise the tax levy to cover debt service therefor, and authorize the School District to issue debt therefor; and

WHEREAS, the proposed building construction project is an Unlisted Action which, the Board has been determined by the State Regulations promulgated pursuant to the State Environmental Quality Review Act, will not to have a significant adverse impact on the environment;

THEREFORE, BE IT RESOLVED by the Board of Trustees as follows:

Section 1. The Board of Trustees hereby confirms its request that the Board of Education of the Plainedge Union Free School District ("School District") call, give notice of and conduct a special district meeting and election on January 31, 2023, at the Plainedge Public Library, located at 1060 Hicksville Road, North Massapequa, New York, to authorize construction by the Library of a new Library building, including original furnishings, equipment, machinery, apparatus, appurtenances, site work and other improvements and expenses in connection therewith at an estimated maximum cost of \$25,635,434 (the "Project"), to expend \$2,000,000 capital reserve fund monies therefor and to authorize the School District to issue obligations in the maximum principal amount of \$23,635,434 (including renewals thereof if issued in bond anticipation notes) and to raise the amount necessary to annually pay principal, interest and premium, if any, on such obligations by levy of a tax upon the taxable real property within the School District's boundaries on behalf of the Library, the maximum annual amount for debt service being \$2,350,000.

Section 2. The Board of Trustees hereby approves exceeding the tax cap of the Library as provided in Chapter 97 of the Laws of 2011, by an increase in the annual budget of the Library not to exceed \$2,350,000 for the purpose of the payment of debt service on notes and/or bonds of the School District issued to finance costs of the Project.

Section 3. The Board of Trustees hereby approves the Notice of Special District Meeting for a vote upon the proposition stated therein on the Project in substantially the form attached hereto as Exhibit A.

Section 4. This resolution shall take effect immediately and the Secretary to the Board of Trustees is hereby directed to provide a certified copy hereof to the School District.

On a motion by Trustee Doreen Oliver _____,

Seconded by Trustee Laura Oden-Bell _____, the foregoing

resolution was adopted on a vote of 3 Ayes, 0 Nays, being an affirmative vote of at least 60 per cent of the voting strength of the Board of Trustees, as follows:

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Doreen Oliver _____ VOTING

Laura Oden-Bell _____ VOTING

Ann Doxsey _____ VOTING

_____ VOTING

_____ VOTING

STATE OF NEW YORK)) ss.:)
COUNTY OF NASSAU	

I, the undersigned Secretary of the Plainedge Public Library Board of Trustees, Nassau County, New York, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Board of Trustees of said Library, including the resolution contained therein, held on November 21, 2022, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Board had due notice of said meeting.

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

Designated Location(s) of posted notice

Notice of Board meetings are posted in the Library, at least 10 days prior to the meeting. All Board meetings are also posted to the website: <https://plainedgelibrary.org>

Date of Posting: November 10, 2022

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said

Library this 21st day of November 2022.

Secretary, Board of Trustees
Library Director, as alternate

EXHIBIT A

**NOTICE OF SPECIAL DISTRICT MEETING AT SINGLE VOTING LOCATION,
REGISTRATION OF VOTERS AND AVAILABILITY OF ABSENTEE BALLOTS**

Plainedge Union Free School District,
Nassau County, New York
On behalf of
Plainedge Public Library,
Nassau County, New York

The Board of Education of the Plainedge Union Free School District and the Board of Trustees of the Plainedge Public Library, Nassau County, New York **HEREBY GIVE NOTICE** that a special district meeting of the qualified voters of Plainedge Union Free School District, Nassau County, New York, will be held at the Plainedge Public Library, 1060 Hicksville Road, in North Massapequa, New York, for voters residing in all election districts of said School District, on January 31, 2023, at 12:00 o'clock Noon Prevailing Time and the polls will be kept open between the hours of 12:00 o'clock Noon and 8:00 o'clock P.M., Prevailing Time, for the purpose of voting upon the following proposition:

PLAINEDGE PUBLIC LIBRARY PROPOSITION

Shall the following resolution be adopted, to wit:

RESOLVED, that the Board of Trustees of the Plainedge Public Library is hereby authorized to construct a new library building operated by said Board of Trustees, with the principal address of 1060 Hicksville Road, in North Massapequa, New York, including original furnishings, equipment, machinery, apparatus, appurtenances, site work and other improvements and expenses in connection therewith, at a maximum estimated cost of \$25,635,434, with a \$2,000,000 portion to be paid with capital reserve fund monies and, as to the remaining \$23,635,434 portion thereof, that the Board of Education of Plainedge Union Free School District is hereby authorized to issue obligations in the amount of \$23,635,434 (together with renewals thereof) or as much thereof as may be necessary therefor and for which said School District is hereby authorized to raise by the levy of a tax upon the taxable real property of said School District and collected in annual installments as provided in Section 416 of the Education Law, such amount as is necessary annually to pay principal, interest and premium, if any, on such obligations, and the library tax shall be raised, but in no event in an annual amount greater than \$2,350,000 to pay such debt service.

Said proposition may appear on the voting machines in abbreviated form due to space constraints; if so, the full text of the proposition will be posted at the voting site.

A copy of the full text of the proposition referred to and preliminary plans regarding the project described in said proposition is on file in the office of the Board of Trustees of the

Plainedge Library District at 1060 Hicksville Road and the offices of the Plainedge Union Free School District Clerk, located at 241 Wyngate Drive, each in North Massapequa, New York, where the same is available for inspection by any interested person during regular business hours.

Voting at said special district meeting will be by the use of voting machines.

The sole polling place where such special district meeting will be held is at the Plainedge Public Library, 1060 Hicksville Road, in North Massapequa, New York.

SEQRA DETERMINATION. NOTICE IS FURTHER GIVEN that the aforesaid project has been determined to be an Unlisted Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act (“SEQRA”), the implementation of which as proposed, the Board of Trustees of the Plainedge Public Library has determined, as lead agency, will not result in any significant adverse environmental impacts. Full SEQRA documentation is available at the office of the Board of Trustees of the Plainedge Public Library at 1060 Hicksville Road, in North Massapequa, New York, during normal office hours.

NOTICE OF REGISTRATION. NOTICE IS HEREBY FURTHER GIVEN that, pursuant to Section 2014 of the Education Law, personal registration of voters is required, and no person shall be entitled to vote at said meeting whose name does not appear on the register of said School District, or who does not register as hereinafter provided, except a person who is otherwise qualified to vote and is registered under the provisions of Article 5 of the Election Law. Voters registered for general elections under said Article 5 are eligible to vote at the January 31, 2023, election without further registration. The Board of Registration shall prepare a register for said special district meeting, except that the register prepared at the last annual meeting or election shall be used as the basis therefor, and shall include all persons who shall have presented themselves personally for registration and shall also include all persons who shall have been previously registered for any annual or special district meeting or election and who shall have voted at any annual or special district meeting or election held or conducted at any time within four calendar years prior to the preparation of said register.

NOTICE OF REGISTRATION. NOTICE IS HEREBY FURTHER GIVEN that Personal Registration for the special district meeting will be accepted at the Office of the Plainedge School District Clerk, at 241 Wyngate Drive, in North Massapequa, New York, throughout the year (except for the five (5) days preceding the special district meeting), between the hours of 9:00 A.M., and 3:00 P.M., Prevailing Time, Monday through Friday and any person shall be entitled to have his or her name placed upon such register, provided that he or she is known or proven to the satisfaction of such Board of Registration, to be then or thereafter entitled to vote at said special district meeting to be held on January 31, 2023. The last day of registration before the special district meeting on January 31, 2023, will be Thursday, January 26, 2023. Said register will be filed in the office of the Plainedge School District Clerk, in said School District and will be open for

inspection by any qualified voter on each of the five days prior to the day set for the special district meeting, between the hours of 9:00 o'clock A.M. and 3:00 o'clock P.M., Prevailing Time, except Saturday January 28, 2023 and Sunday, January 29, 2023 which days will be by appointment. The register will also be available for inspection on the date of the special district meeting at the polling place.]

ABSENTEE BALLOTS. NOTICE IS HEREBY FURTHER GIVEN that applications for absentee ballots may be applied for at the Office of the Plainedge School District Clerk, 241 Wyngate Drive, in North Massapequa, New York. Such applications must be received by the District Clerk no earlier than thirty (30) days before the special district meeting. Furthermore, such application must be received by said School District Clerk on the date seven days prior to the special district meeting, if the ballot is to be mailed to the voter, or on the date prior to the special district meeting, if the ballot is to be personally obtained by the voter of his/her designated agent. Upon receiving a timely request for a mailed absentee ballot, the District Clerk will mail the ballot to the address set forth in the application by no later than six (6) days before the special district meeting. Completed absentee ballots must be received by said School District Clerk not later than 5:00 P.M., Prevailing Time, on January 31, 2023, the date of the special district meeting. A list of all persons to whom absentee ballots shall have been issued will be available in the Office of the School District Clerk on each of the five days prior to the day of the special district meeting, except Saturday, January 28, 2023 and Sunday, January 29, 2023 which days will be by appointment, and such list shall also be posted at the voting place during the special district meeting, and any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on such list, by making his challenge and the reasons therefor known to the Inspectors of Election before the close of the polls.

MILITARY BALLOTS: Military voters who are not currently registered may apply to register as a qualified voter of the School District. Military voters who are qualified voters of the school district may submit an application for a military ballot. Military voters may designate a preference to receive a military voter registration, military ballot application or military ballot by mail, facsimile transmission or electronic mail in their request for such registration, ballot application or ballot. Military voter registration forms and military ballot application forms must be received in the office of the District Clerk of the School District no later than 5:00 pm. On January 5, 2023. No military ballot will be canvassed unless it is (1) received in the office of the District Clerk before close of the polls at the special district meeting and showing a cancellation mark of the United States postal service or a foreign county's postal service, or showing a dated endorsement of receipt of another agency of the United States government; or (2) received by the office of the District Clerk by no later than 5:00 p.m. on the date of the special district meeting and signed and dated by the military voter and one witness thereto, with a date which is associated to be not later than the day before the special district meeting.

SNOW DAY OR OTHER CLOSING: In the event that School District schools must be closed on January 31, 2023, due to weather or other emergency, the Special District Meeting will be held on February 2, 2023.

Dated: North Massapequa, New York,
December 14, 2022.

BY ORDER OF THE BOARD OF EDUCATION
OF THE PLAINEDGE UNION FREE SCHOOL
DISTRICT, NASSAU COUNTY, NEW YORK.

By: /s/ Maureen Ryan
School District Clerk

2. The Board discussed possible dates for the next Community Meeting.

3. Policies

a. Ereader Policy (second reading)

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

b. No Smoking Policy (second reading)

A motion was made by Laura Oden-Bell and seconded by Ann Doxsey to approve the No Smoking Policy. Motion passed unanimously.

New Business

1. Policies

a. Proper Conduct in the Library, (first reading)

2. Checks

a. E-Commerce, 3rd Quarter [\$262.23]

b. NYS Education (half of a grant for Records Retention) [\$4965.00]

c. Transfer to Capital Fund [\$45,010]

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

3. Tax Cap

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver to pierce the Tax Cap in the next budget cycle. Motion passed unanimously.

4. Grants

a. Be it Resolved that Board ratifies and accepts the grant from Senator Thomas in an amount of \$50,000.

Be it further resolved that the board approves the proposal from Johnson Controls, in the amount of \$59,500.

Be it further resolved that the Board ratifies & authorizes the expenditure of the extra \$9,000 for the project.

A motion was made by Doreen Oliver and seconded by Ann Doxsey to ratify, accept, approve and authorize grant money from Senator Thomas and use additional library funds for the surveillance system, already installed.

- b. The Director shared that we will receive a New York State Construction Grant in the amount of \$166,000 for Parking Lot Improvement.
- c. Work has begun on the Records Retention Grant. We received half of the amount already. We're working with a consultant, James Tamarro. Diana, Lorraine and Michele have had two trainings so far. This project will take at least until January.

Library Statistics

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

Miscellaneous

1. In Support of Removing Barriers to Access
2. In a Divided Nation, Public Libraries Offer Space to Reconnect - Bloomberg
3. Book Banners are Weaponizing Legitimate Resources
4. Referenda Roundup 2022 Initial Report
5. Concerns Linger for Libraries After Mixed Election Results
6. Library Use Goes oUp as Inflation Hits Americans' Wallets

Executive Session

A motion to go into Executive Session to discuss personnel issues and legal matters was made by Laura Oden-Bell and seconded by Doreen Oliver at 7:58 p.m. Motion passed unanimously.

A motion to come out of Executive Session was made by Laura Oden-Bell and seconded by Ann Doxsey at 8:40 p.m. Motion passed unanimously.

The Director reported new interest rates for accounts in both banks. She also investigated interest rates for short term cds. The Board selected a high yield 90 day cd and asked the Director to make that investment.

The Board decided that it is in our best interest to plan to put the parking lot in the front and side of the new building.

Decisions were made regarding an employee in regards to accumulated sick leave. The Director and Labor Negotiator will speak with the Union.

Adjournment

Motion to adjourn was made by Doreen Oliver, and seconded by Laura Oden-Bell at 8:40 PM. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, December 19, 2022.

Secretary's Signature

Date of Approval

Secretary's Initials