

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

January 18, 2023

**Present**

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

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

The meeting was called to order at 7:00 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 Ann Doxsey and seconded by Doreen Oliver, to approve the Minutes of the November 21, 2022 meeting of the Board of Trustees. Motion passed, Michael Giris and Rick Fiumara abstained, as they weren't present for that meeting.

A motion was made by Rick Fiumara and seconded by Ann Doxsey, to approve the Minutes of the December 19, 2022 meeting of the Board of Trustees. Motion passed unanimously

**Warrants**

A motion was made by Michael Giris, and seconded by Ann Doxsey, to approve January Bill Warrant #7-1 (\$43,780.77). Motion passed unanimously.

A motion was made by Laura Oden-Bell, and seconded by Michael Giris, to approve the January Payroll Warrants #7-1-A, (\$42,265.41) #7-1-B, (\$470.01) #7-2-A, (\$42,794.30) and #7-2-B, (\$33,373.69) in the amount of \$118,903.41. Motion passed unanimously.

A motion was made by Ann Doxsey and seconded by Doreen Oliver to approve January Capital Fund Warrant #7-1 (\$4,113.79). Motion passed unanimously.

## **Financials**

Discussion of the Financial Reports for December 2022.

## **Staff Reports**

01) Reference Report

02) Children's Report

The Board was excited to hear about the Noon Year's Eve Program. They loved the idea and were so pleased that we offer this program to the community.

03) Director's Report

This has been an eventful month, as we prepare for the vote on January 31st. We had another meeting with our neighbors and discussed the impact of the new building on their homes. They were pleased with the changes that we made. We are eagerly anticipating the bond vote coming up quickly. Maureen Ryan, the District Clerk, has been working with us to make sure that we have everything we need. We opted to keep the library open during the vote itself (12:00-8:00), but we won't have access to the Young Adult or New books.

The second building, or 'Get Out the Vote' newsletter was mailed to the community, including the frequently asked questions that we've been collecting on the website. We have a reminder bookmark going in all materials being checked out. We've gotten many questions and tremendous support. The staff has been terrific about answering questions via chat, email, phone and in-person.

The Sustainable Libraries Initiative Team met for the second time. We did an informal waste audit as well as an energy audit. All team members added the SLI logo to their email signatures. We reminded ourselves that we aren't just doing the work, we are stewards of this important mission.

## **Incident Report**

1. No incidents or accidents.

## **Unfinished Business**

1. Building Project
  - a. The Library has been working with the fire department to make our building safe and accessible, in case of an emergency.

- b. Thanks to a grant through New York State Archives, library staff has been working with a consultant on a records retention plan. We expect that it will take several months, but we have already made tremendous progress.

## 2. Policies

- a. Wifi Hotspot Policy (second reading)
- b. Work From Home Policy (second reading)
- c. Plainedge Trustee Training Policy (second reading)
- d. Staff Attendance at Conventions, Meetings, Etc. Policy (second reading)

A motion was made by Rick Fiumara and seconded by Doreen Oliver to approve the Wifi Hotspot Policy. Motion passed unanimously.

A motion was made by Ann Doxsey and seconded by Rick Fiumara to approve the Work From Home Policy. Motion passed unanimously.

A motion was made by Michael Giris and seconded by Doreen Oliver to approve the Plainedge Trustee Training Policy. Motion passed unanimously.

A motion was made by Ann Doxsey and seconded by Doreen Oliver to approve the Staff Attendance at Conventions, Meetings, Etc. Policy. Motion passed unanimously.

## **New Business**

### 1. Vote Preparation

The Board, staff and administration has been hard at work preparing for the vote. We've met with the district clerk and know when the voting machines will arrive. A last mailing went out, that included many of the questions that residents have been asking. We have bookmarks that are reminders to vote. And, we have been answering questions and talking to many residents. We're looking forward to the vote on January 31, 2023.

### 2. Investment

Since interest rates are competitive, the Board and Director investigated investment opportunities.

A motion was made by Michael Giris, and seconded by Ann Doxsey, to put 2.5 million dollars into a 90 day cd at TD Bank.

### 3. 2023-2024 Budget Discussion

The Director asked for some guidance in terms of planning for next year's budget. We discussed what our expenses might be in the coming year, and decided to aim for a 1.85% increase. The Director will present the budget at the next Board meeting.

## **Library Statistics**

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

We had a guest come in at this point in the meeting. We were close to going into Executive Session, and it was past the time for guest comments, so we asked him to wait until after Executive Session. He said that he'd wait upstairs.

### **Miscellaneous**

1. Ten Stories that Shaped 2022
2. This Year I'm Thankful for US Public Libraries
3. Here are the Most Checked Out Books at LI Libraries in 2022
4. Glowing Green Library Draws Inspiration from the Bronx's Leafy Parks
5. Oceanside Library Work Progressing

### **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 7:34 p.m. Motion passed unanimously.

Rick Fiumara left at 8:00 p.m.

A motion to come out of Executive Session was made by Laura Oden-Bell and seconded by Doreen Oliver at 8:04 p.m. Motion passed unanimously.

Laura Oden-Bell went upstairs to look for the guest who wanted to speak, but was told that he had already left. Laura called his phone number and left a message.

A motion was made by Michael Giris and seconded by Ann Doxsey to ratify the agreement between the Board and Gina Guzzardi. Motion passed unanimously.

A motion was made by Michael Giris and seconded by Doreen Oliver to retain Thomas Volz for general counsel for the Plainedge Public Library. Motion passed unanimously.

A motion was made to hire an Assistant Director at a salary range of \$75-85,000.

Welcome to Maureen McTiernan, who was hired as a Part time Circulation Clerk, as well as a notary. We are pleased so pleased to have her on board. She will likely begin at the start of February, with scheduled notary hours.

### **Adjournment**

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey at 8:10 p.m. Motion passed unanimously.

The date of the next Board of Trustees meeting is Wednesday, February 22, 2023.

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Secretary's Signature

\_\_\_\_\_  
Date of Approval

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Secretary's Initials