

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

March 13, 2023

Present

Laura Oden-Bell, President
Doreen Oliver, Vice President
Ann Doxsey
Rick Fiumara
Michael Giris (arrived at 7:34 p.m.)

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

The meeting was called to order at 7:20 PM, by the President.

The President led everyone in the Pledge of Allegiance.

Library Correspondence

No correspondence

Guest

There were no guests present.

Minutes

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to approve the Minutes of the February 22, 2023 meeting of the Board of Trustees. Motion passed unanimously.

Warrants

A motion was made by Ann Doxsey, and seconded by Laura Oden-Bell, to approve March Bill Warrant #9-1 (\$24,824.61). Motion passed unanimously.

A motion was made by Rick Fiumara, and seconded by Ann Doxsey, to approve the March Payroll Warrants #9-1-A, (\$45,779.73) #9-1-B, (\$494.82) in the amount of \$46,274.55. Motion passed unanimously.

Financials

Discussion of the Financial Reports for February 2023.

Staff Reports

01) Children's Report

The Children's Department had fun celebrating all of the February holidays with book displays and fun activities. The PARP Pizza Party was a hit, as always. It's great to see how the Children's Room has taken seriously the call to Sustainability. They have made practical changes that will have a large impact on the library's effort.

02) Reference Monthly Report

Reference added to the Library of Things that have proven to be very popular. The new items include Jumbo Pong, a mini Sega genesis, a portable DVD player, badminton set, a foldable portable studio and happy birthday lawn signs. We are also adding a Seed Library including a few different kinds of seeds such as kale, zucchini, green beans, basil, parsley, cucumbers, tomatoes, zinnias and sunflowers.

03) Director's Report

We are just finishing the budget newsletter (as well as the Annual Report). We have done incredibly well this year. Our Circulation of physical items is up by 32%. Checkouts of ebooks and audiobooks are on target to be at our all time high. We have welcomed 939 new cardholders, and now have a system for reaching new homeowners.

There are a few building issues that we've been working on. The most pressing is the parking lot that is in desperate need of some repairs, and we're going to address that as soon as possible.

We've added a number of new items to our Library of Things collection - a studfinder tool, badminton, yard signs, a Sega genesis, and more. Sharing easily reusable and often expensive items is part of our sustainability mission and easily fits a public library model. We're so happy to be progressing in our Sustainable Library Initiative. Plainedge staff has come together to work as a team on this very worthwhile and important project. It is having a positive impact on what we purchase, how we plan programs, the tools we use, and nearly everything that we do.

The budget vote is coming up in May. As always, we vote with the school. Now is a good time to make sure that everyone is registered to vote. There are two trustee seats up and we'll ask the community to vote for that as well.

Incident Report

1. No incidents/accidents.

Michael Giris arrived.

Unfinished Business

2. Policies
 - a. AHA Participating Libraries Release Form (second reading)

b. AHA Patron Release Form (second reading)

A motion was made by Doreen Oliver and seconded by Ann Doxsey, to lend blood pressure cuffs through our Library of Things collection, after patrons sign the release forms. Motion passed unanimously.

c. Museum Pass Policy (second reading)

A motion was made by Ann Doxsey and seconded by Rick Fiumara to pass the Museum Pass Policy. Motion passed unanimously.

New Business

1. Policies

a. Circulation Policy (first reading)

Policy wasn't attached to the packet – Circulation Policy will be brought to the next Board meeting.

2. Retirement

a. We would like to separate our retirement account from the school. This will make our estimates more accurate and will be less cumbersome.

A motion was made by Ann Doxsey and seconded by Laura Oden-Bell to complete paperwork necessary to separate our retirement account from the Plainedge Union Free School District. Motion passed unanimously.

3. 2023-2024 Budget Discussion

The Director presented a final budget, with an increase of 2.4% or \$65,175. The Director also provided a draft of the budget message for the newsletter. There are two trustee seats up. Ann Doxsey is running for another 5 year term. Rick Fiumara will be running for the remainder of Ellen Ryder's term – 2023-2025. Ann and Rick will pick up the necessary forms from the school.

A motion was made by Laura Oden-Bell and seconded by Rick Fiumara to put forth the budget to be voted on by the community on May 16, 2023. Motion passed unanimously.

4. Quickbooks update

The Board discussed the new pricing model for Quickbooks. Michael Dietz will be updating our Quickbooks at a cost of \$1700/year.

5. Checks

- a. NYSIF
- b. Reimbursement for surveillance system
- c. LLSA

A motion to accept checks for NYSIF, reimbursement and LLSA, for a total of \$57,778.70 was made by Ann Doxsey and seconded by Doreen Oliver. The motion passed unanimously.

6. Annual Report

The Director reported that the staff has been working hard on gathering data for the Annual Report. It is submitted to NLS and then to New York State.

A motion was made by Ann Doxsey and seconded by Doreen Oliver to approve the 2022 Annual Report. Motion passed unanimously.

7. Parking Lot

The Director reported that the parking lot has gotten worse. There are numerous cracks, sections of broken pavement, and uneven dips. We currently have two parking spots blocked off for safety reasons. We've gotten several estimates for repair. The Board discussed the estimates and chose Meadowbrook company, contingent upon a few details in the contract. The Director will reach out and let them know they can start the work.

A motion was made by Michael Giris and seconded by Laura Oden-Bell to hire Meadowbrook firm to repair our parking lot at a cost of \$8650. Motion passed unanimously.

Library Statistics

1. Board looked over internal Library statistics, Nassau Digital Doorway statistics, and the TechOps Report from NLS, for February 2023.

Miscellaneous

1. In Online Digital Doorway Breaks Library Lending Records
2. Library Asks for Input on Redesign Plan
3. NLS Techmobile

Executive Session

A motion to go into Executive Session to discuss personnel matters was made by Laura Oden-Bell and seconded by Ann Doxsey at 8:06 p.m.

A motion to come out of Executive Session was made by Laura Oden-Bell and seconded by Michael Giris at 9:00 p.m.

A motion was made by Michael Giris to accept the resignation of the Director, Michele Lipson. Her last day will be April 10, 2023. Ann Doxsey seconded. Laura Oden-Bell, Michael Giris, Ann Doxsey, and Rick Fiumara voted in favor. Doreen Oliver abstained.

The Board unanimously agreed to hire a new Director at a salary range of \$130,000-145,000. The search will begin immediately.

Adjournment

Motion to adjourn was made by Doreen Oliver, and seconded by Ann Doxsey at 9:11 p.m. Motion passed unanimously.

The date of the next Board of Trustees meeting is Monday, April 17, 2023.

Secretary's Signature

Date of Approval

Secretary's Initials