

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

April 17, 2023

**Present**

Laura Oden-Bell, President  
Doreen Oliver-Vice President/Absent with prior notice  
Michael Giris  
Ann Doxsey-via Zoom  
Rick Fiumara  
Michael Dietz, Systems Integrator, Acting Director  
Diana Weir, Personnel Clerk

The meeting was called to order at 7:15 PM, by the President.

The President led everyone in the Pledge of Allegiance.

**Library Correspondence**

**Guest**

There were no guests present.

**Minutes**

A motion was made by Rick Fiumara and seconded by Laura Oden-Bell, to approve the Minutes of the March 13,2023 Meeting of the Board of Trustees. Motion passed unanimously.

**Warrants**

A motion was made by Michael Giris , and seconded by Rick Fiumara, to approve March Bill Warrant #9-2 in the amount of, April Bill Warrant #10-1 in the amount of \$62,361.29. Motion passed unanimously.

A motion was made by Rick Fiumara, and seconded by Michael Giris, to approve March Capital Fund Bill Warrant #9-2, and the April Capital Fund Bill Warrant #10-1 in the amount of 36,550.00 Motion passed unanimously.

A motion was made by Michael Giris , and seconded by Rick Fiumara, to approve the March Payroll Warrants #9-2 A, #9-2-B, #9-3-A, #9-3-B, #9-3-C and April Payroll Warrants #10-1-A, #10-1-B, in the amount of \$208,198.22. Motion passed unanimously.

**Financials**

Discussion of the Balance Sheet, for March 2023.

Discussion of Budget vs. Actual Statement of Revenues for March 2023.

Discussion of the Monthly Financial Report for March 2023.

Discussion of the new Capital Fund Reports for March 2023.

There were no questions or concerns about the financials.

### **Staff Reports**

#### **Incident Report**

An employee was in the elevator and the doors did not open for a few minutes. Island Elevator was called, and the elevator was repaired. Mike Dietz will send instructions to staff on what to do it should happen again.

A child fell off one of the red chairs. The Librarian offered an ice pack and stickers. After a few minutes the child continued to play.

A patron called for a refund on a class she could no longer attend. We were able to refund her because the programmer had not yet been paid. She was happy that we will be refunding her at the next board meeting.

#### **Unfinished Business**

Circulation Policy-Tabled

The parking lot will be repaired by Meadowbrook Parking Area Contractors. They will do one-half of the parking lot at a time to allow patrons to use the Library.

Records Retention is on hold until a new RMO is appointed.

A motion was made by Laura Oden-Bell and second by Rick Fiumara to fix the water tower in the amount of \$18,000.00 dollars. Motion passed unanimously.

#### **New Business**

Strategic Plan Policy -Tabled

National Grid non-firm agreement-Tabled

Blood Pressure Monitors are now available. They are with the Library of Things collection. We will be following NLS Policy.

A motion was made by Ann Doxsey and second by Michael Giris to accept the resignation of pt clerk Laura Donelan. Motion passed unanimously.

**Upcoming Events** Saturday April 22, 2023 is Earth Day!

Adults: come in and take from out Seed Library

Teens: take home a kindness rock

Childrens: color Earth Day headbands and start your own tomato garden.

April 24, 2023 we will start the incubation of Quail eggs.

**Library Statistics**

No comments or concerns on Library Statistics

**Executive Session**

Motion to go into executive session to discuss assorted matters was made by Rick Fiumara, and seconded by Mike Giris at 8:00 PM. Motion passed unanimously.

A motion was made by Laura Oden-Bell and seconded by Ann Doxey to give Michael Dietz and Diana Weir a weekly stipend until we appoint a new Library Director. Motion passed unanimously.

A motion was made by Laura Oden-Bell and seconded by Mike Giris to come out of executive session at 8:45 pm.

**Adjournment**

A motion to adjourn was made by Rick Fiumara and seconded by Mike Giris at 8:47pm. Motion passed unanimously.

The date of the next Board of Trustees meeting is May 15, 2023.

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Secretary's Signature

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Date of Approval

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Secretary's Initials