

APPROVED MINUTES OF  
THE PLAINEDGE PUBLIC LIBRARY  
BUDGET HEARING MEETING OF THE BOARD OF TRUSTEES  
May 17, 2023

**Present**

Laura Oden-Bell, President  
Doreen Oliver, Vice President  
Michael Giris  
Ann Doxsey-Absent with prior notice  
Rick Fiumara  
Susan Santa, Library Director  
Michael Dietz, Systems Integrator  
Diana Weir, Personnel Clerk

**Guest**

There were no guests present.

**Call to Order**

The meeting was called to order at 7:10 PM, by Laura Oden-Bell.

**Pledge of Allegiance**

The President led us in the Pledge of Allegiance.

**Library Correspondence**

**Minutes**

A motion was made by Michael Giris and seconded by Laura Oden-Bell to approve the Unapproved Minutes of the April 17, 2023, Meeting of Board of Trustees. The motion passed unanimously.

A motion was made by Rick Fiumara and seconded by Michael Giris to approve the Unapproved Minutes of the May 08, 2023 Meeting of Board of Trustees. The motion passed unanimously.

**Warrants**

**Bill Warrant**

A motion was made by Michael Giris and seconded by Doreen Oliver to approve the May 15, 2023; #11-1 bill warrant in the amount of \$50,259.02. The motion passed unanimously.

**Payroll Warrants**

A motion was made by Doreen Oliver and seconded by Michael Giris to approve payroll warrants April 27, 2023, #10-2-A, 10-2-B and May 11, 2023, #11-1-A, 11-2-B payroll warrants in the total of \$85,392.60. Motion passed unanimously.

**Financials**

Discussion of the Financial Reports for April 2023.

**Checks**

A motion was made by Rick Fiumara and seconded by Doreen Oliver to approve a overpayment check from the LICM in the amount of \$2,600.000. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Laura Oden-Bell to approve a check from NLS for E-commerce in the amount of \$100.14. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Michael Giris to approve a check from The State Insurance Fund in the amount of \$2,406.46. Motion passed unanimously.

### **Staff Reports**

The Board is happy to hear about all the exciting things that our library is offering for our patrons.

### **Incident Reports**

An email was sent to the Board of Trustees from a patron that was upset about a book that was inadvertently shelved in the wrong location.

A child tripped over a pocketbook and banged her head. Ice was offered and declined. The child was okay after a few minutes.

A patron came into the library concerned that she saw someone smoking marijuana in a car in our parking lot. As a precaution the police were called.

### **Unfinished Business**

A motion was made by Rick Fiumara and seconded by Doreen Oliver to send a check in the amount of \$2,259.00 to Sav Mor Mechanical for repairs to the HVAC unit. Motion passed unanimously.

A motion was made by Doreen Oliver and seconded by Rick Fiumara to approve Susan Santa, Library Director, as the new Records Management Officer. Motion passed unanimously.

Our parking lot is almost finished. Dependent upon weather conditions the contractor will be back on a Sunday when the library is closed to seal and paint the stalls.

### **Policies**

A motion was made by Michael Giris and seconded by Doreen Oliver to approve the Circulation Policy 2023. Motion passed unanimously.

A motion was made by Rick Fiumara and seconded by Michael Giris to approve the Plainedge Public Library Strategic Plan. Motion passed unanimously.

### **New Business**

We are happy to be awarding the Dorothy Strong Memorial Scholarships to Elizabeth O'Connell and Samantha LaCroix. Both girls are pursuing careers in the medical field.

Tumminello Plumbing was called; the shut off valves are old and worn out they will have to drain the chiller cold water line. The quote is to replace (2) valves and install approximately 30ft of pipe.

### **Statistics**

The Board is pleased with the overall statistics for the month of April 2023.

**Miscellaneous**

Nalco Water was here to take a water sample. We should have the results within the next week or so. The cooling tower was emptied, and repairs were made to enable turning the system on for the summer.

**Executive Session**

A motion to go into Executive Session for the purpose of discussing personnel and legal issues was made by Rick Fiumara at 7:26 pm. It was seconded by Michael Giris and was approved unanimously.

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver, to hire a PT Typist Clerk to replace a PT Typist-Clerk that resigned, at a salary of \$20/hr. and was approved unanimously.

A motion to come out of Executive Session was made at 8:00 PM, by Laura Oden-Bell, and seconded by Michael Giris, and was approved unanimously.

Motion to adjourn was made by Doreen Oliver, and seconded by Michael Giris, at 8:01 PM. and was approved unanimously.

The date of the next Board of Trustees meeting is Wednesday June 21, 2023.

\_\_\_\_\_ Secretary's Signature

\_\_\_\_\_ Date of Approval Secretary's Initials