

MINUTES OF  
THE PLAINEDGE PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING  
July 06, 2023

**Present**

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

**Guest**

**There were no guests**

**Call to Order**

The meeting was called to order at 7:39 PM, by Ann Doxsey

**Pledge of Allegiance**

The President led us in the Pledge of Allegiance.

**Library Correspondence**

Elizabeth O'Connell sent a letter thanking Dorothy Strong's family and the Plainedge Library for the scholarship money.

The Board Members were happy to hear that the scholarship was appreciated.

**Minutes**

A motion was made by, Laura Oden-Bell and seconded by, Doreen Oliver to approve the minutes of the May 17, 2023 Board of Trustees Meeting and was approved unanimously.

**Warrants**

**Bill Warrants**

A motion was made by, Laura Oden-Bell and seconded by, Michael Giris to approve the June 2023 bill warrant #12-1 in the amount of \$47,826.21; July 2023 bill warrant #1-1 in the amount of \$13,704.67 with a total of \$61,530.88 and was approved unanimously.

**Payroll Warrants**

A motion was made by Doreen Oliver, and seconded by Laura Oden-Bell, to approve the May 25, 2023, #11-2-A, B; June 08, 2023, #12-1-A, B; June 22, 2023, #12-2-A, July 06, 2023, #11-1-A, B payrolls in the amount of \$239,776.53 and was approved unanimously.

**Financials**

The Board was happy to see that the taxes were made whole.

**Checks**

A motion was made by, and seconded by, to accept the Zoom Meetings Class Action Check #52923 in the amount of \$56.03 that was deposited into the Refunds of Prior Year expenses and the motion passed unanimously.

## **Staff Reports**

The Board is happy to see that Children's Services successfully collaborated with Eastplain School Media Specialist, Karin Fey to promote summer reading in the community. It is wonderful to see the staff is attending meetings, and that programs have been running with great success!

## **Incident Reports**

No incidents or accidents to report.

## **Unfinished Business**

The parking lot will be sealed and the lines for the stalls will be painted within the next few weeks.

## **New Business**

First reading of the updated Nursing Mothers in the Workplace policy.

First reading of the Social Media policy.

First reading of the Cancer Screening policy.

A motion was made by Michael Giris, and seconded by Doreen Oliver, to accept the resignation of Gina Guzzardi effective December 1, 2023, and the motion passed unanimously. The Board would like to thank Gina for her years of service and wish her a wonderful retirement.

A motion was made by Laura Oden-Bell and seconded by Doreen Oliver, to approve the resignation of Nicole M. Mollick-Polaski. The motion passed unanimously. The board wishes Nicole great success in her new position as Assistant Director of the Island Trees Public Library.

A motion was made by Michael Giris, and seconded by Laura Oden-Bell to approve the Director to fill the position of full-time Typist-Clerk at a salary of \$20.00 - \$21.00 per hour and the motion passed unanimously.

A motion was made by, Laura Oden-Bell and seconded by Doreen Oliver, to approve the contract with Baldessari & Coster LLP to conduct the 2023 year end audit and the motion passed unanimously.

## **Resolution**

**Whereas, the Plainedge Public Library has adopted a Retention and Disposition Schedule for New York Local Government Records (LGS-1).**

**Whereas, the Library Director has advised the Board of Trustees that the Library has identified the contents of Appendix "A" as eligible for disposal following the parameters of LGS-1.**

**Whereas, the Board of Trustees has now determined that the items identified in Appendix "A" is eligible for disposal; and,**

**Now, therefore, it is hereby RESOLVED that the Library Director is directed to arrange for the disposal of the items identified in Appendix "A" & "B"**

A motion was made by, Doreen Oliver and seconded by, Michael Giris to approve the disposal of the items identified in Appendix "A" and "B" and the motion passed unanimously.

A motion was made by, Michael Giris and seconded by, Laura Oden-Bell to approve the retainer set forth in the Agreement for Legal Services of Volz & Vigliotta, PLLC for the term July 1, 2023 through June 30, 2024 and the motion passed unanimously.

A motion was made by, Michael Giris and seconded by, Doreen Oliver to approve the maintenance agreement with L. I. Locksmith & Alarm Co., Inc. for the contract period of July 1, 2023 to June 30, 2024 in the amount of \$2,400 and the motion passed unanimously.

### **Building**

The Board members agreed to wait for the fall to fix the leak in the water tower to avoid the possibility of complications that may result in having to shut down the HVAC in the hot weather.

A motion was made by, and seconded by Laura Oden-Bell and seconded by Doreen Oliver to have Meadowbrook Parking Area Contractors mill and pave the Southwest parking space in the front lot of the library in the amount of \$2,988.00 and the motion passed unanimously.

### **Statistics**

There were no questions or comments on the monthly statistics.

### **Miscellaneous**

#### **Executive Session**

A motion to go into Executive Session for the purpose of discussing personnel issues was made by, Laura Oden-Bell at 8:31 PM and seconded by, Michael Giris the motion was approved unanimously.

A motion to come out of Executive Session was made at 8:50 PM, by Laura Oden-Bell and seconded by Doreen Oliver and was approved unanimously.

A motion was made by, Laura Oden-Bell, and seconded by, Michael Giris, to approve the Director increasing the salary of the Head of Reference to \$70,000.00 per year effective July 14, 2023 and was approved unanimously.

A motion was made by, Michael Giris, and seconded by, Laura Oden-Bell to approve the Director hiring of a Senior Library Clerk to fill the position of Head of Technical Processing and Circulation to \$45,578 and was approved unanimously.

Motion to adjourn was made by, Doreen Oliver and seconded by, Laura Oden-Bell, at 9:03 PM. and was approved unanimously.

The date of the next Board of Trustees meeting is Thursday July 06, 2023.

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Secretary's Signature

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Date of Approval Secretary's Initials