

MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
September 26, 2023

Present

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

Susan Santa, Library Director
Michael Dietz, Systems Integrator

The meeting was called to order at 7:02 PM, by Ann Doxsey

The President led us in the Pledge of Allegiance.

Roll Call

All members of the Board are present.

Guest

Al Coster – Baldessari and Coster
Mario Cacioppo

Mario Cacioppo, Plainedge Resident, discussed the need for a building renovation with the board.

Report from Annual Audit, 2022-2023

Al Coster reported that the Plainedge Library is in good financial shape.

Minutes

A motion was made by Doreen Oliver and seconded by Laura Oden-Bell to approve the Minutes of July 6, 2023. The motion was approved. Rick Fiumara abstained, as he was not present at the meeting.

A motion was made by Doreen Oliver and seconded by Laura Oden-Bell to approve the Minutes of the July 6, 2023, Reorganization meeting. The motion was approved. Rick Fiumara abstained as he was not present at the meeting.

Warrants

Bill Warrants

A motion was made by Michael Giris, and seconded by Laura Oden-Bell to approve the following warrants in the amount of \$198,937.11.

Bill Warrant (July 2023 #1-2) [\$80,424.48]
Bill Warrant (August 2023 #2-1) [\$31,258.46]
Bill Warrant (September 2023 #3-1) [\$87,254.17]

The motion was approved unanimously.

Payroll Warrants

A motion was made by Michael Giris, and seconded by Rick Fiumara to approve the following payroll warrants in the amount of \$305,894.63.

Payroll Warrant (July 2023 #1-2-A)[\$42,968.50]
Payroll Warrant (July 2023 #1-2-B)[\$30,911.13]
Payroll Warrant (August 2023 #2-1-A)[\$42,518.17]
Payroll Warrant (August 2023 #2-1-B)[\$] \$2,389.05
Payroll Warrant (August 2023 #2-2-A)[\$43,156.65]
Payroll Warrant (August 2023 #2-2-B)[\$30,442.51]
Payroll Warrant (August 2023 #2-3-A)[\$41,782.81]
Payroll Warrant (August 2023 #2-3-B) [\$1,355.09]
Payroll Warrant (September 2023 #3-1-A) [\$39,931.42]
Payroll Warrant (September 2023 #3-1-B) [\$30,439.00]

The motion was approved unanimously.

Capital Fund Warrants

A motion was made by Michael Giris and seconded by Rick Fiumara to approve Capital Fund Warrant July 2023#1-1 in the amount of \$2,988. The motion was approved unanimously.

Financials

Discussion of financial reports for July 2023 and August 2023.

Checks

A motion was made by Michael Giris and seconded by Dorren Oliver.

BE IT RESOLVED that the Plainedge Public Library Board of Trustees accepts the State of New York FEMA Check #09416989 in the amount of \$36,260.14 deposited into the Refunds of Prior Year expenses. The motion was approved unanimously.

A motion was made by Doreen Oliver and seconded by Rick Fiumara.

BE IT RESOLVED that the Plainedge Public Library Board of Trustees accepts the Wester Suffolk BOCES check #390160 in the amount of \$10.84 for 2019 unused funds deposited into miscellaneous income. The motion was approved unanimously.

Library Correspondence

The Board received a thank you letter from Samantha LaCroix for her Dorothy Strong Scholarship. We are happy to have been able to be able to award it to her and we wish her well in her studies.

Staff Reports

The Board is happy to see that the summer reading program did so well and that programs have been running with great success!

Incident Reports

1. A tree branch fell on a car in the parking lot causing minor damage to a vehicle. A report was filed with our insurance company.
2. Patron Complaint regarding speakers of other languages. We are in the process of adding a device that will translate conversations real time with patrons.
3. Patrons not abiding by the Code of Conduct approved by the Board of Trustees.

Unfinished Business

Policies

Nursing Mothers in Workplace (second reading)

After discussion and review, a motion was made by Doreen Olver, and seconded by Michael Giris.

BE IT RESOLVED that the Plainedge Public Library Board of Trustees approved the Nursing Mothers in Workplace Policy. The motion was passed unanimously.

Social Media Policy (second reading)

A motion was made by Doreen Olver, and seconded by Rick Fiumara.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approved the Social Media Policy. The motion passed unanimously.

Cancer Screening Policy (second reading)

A motion was made by Michael Giris, and seconded by Rick Fiumara.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approved the updated Cancer Screening Policy. The motion passed unanimously.

New Business

Contracts –Building

Maintenance Agreement with Island Elevator. We would like to continue our elevator maintenance with Island Elevator for 2 years.

A motion was made by Laura Oden-Bell, and seconded by Michael Giris.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approved the maintenance agreement with Island Elevator for the agreed 2-year period. The motion was passed unanimously.

Snowplow Contract 2023-2024 Season C&S Nursery.

A motion was made by Rick Fiumara, and seconded by Doreen Oliver.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approved the 2023-2024 contract for snow removal from C&S Nursery. The motion was passed unanimously.

Building

01) Building and Grounds Report

01) We are dealing with several locations with water infiltration in the building including.

- i) Assorted floor-level windows that allow water in and cause slippery floors due to necessary repointing, caulking and slope of the exterior soil.
- ii) The exterior east entrance to the basement and the mezzanine ceiling causing corrosion failure on a nearby I-beam as well as some basement puddling.

02) Our aging HVAC system, in combination with the design of the building structure, has revealed more issues over the summer, including multiple system errors. Some of the other more recent common problems include condensation falling from ductwork, oversaturation of newly installed insulation leading to water accumulation in the basement hallway and furnace floor, and extensive water streaming and puddling due to corrosion in the water tower. The repair of the water tower is scheduled to be completed in early fall.

02) Discussion Regarding 5 Amherst. The Board has approved investigating the next steps and advice on a possible purchase.

03) Discussion Regarding library construction project. The Board is aware of the many issues regarding the state of the building. The Board had hoped to address all of the ongoing and potential issues of a building that is over 50 years old with an entire building renovation. Unfortunately, the bond referendum did not pass. The Board has continued to maintain the building and repair or patch as practical, and will prioritize these issues to ensure the safety of patrons and staff as well as protect the collection.

Copier Contract

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver to approve the copier contract with PMA. BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approved the copier contract with PMA at \$619.48 per month for the time period of 4 years commencing on October 1, 2023. The motion was passed unanimously.

Delayed opening

A motion was made by Laura Oden-Bell, and seconded by Michael Giris to approve the delayed opening on October 5, 2023.

The Board approves the Library open on Thursday, October 5, 2023, at 11 AM to allow for staff training. The motion passed unanimously.

Disposal of Property

A motion was made by Rick Fiumara, and seconded by Doreen Oliver.

ITEM: Disposal of Records

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"

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

ITEM: Disposal of Property

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver.

Resolution regarding the disposal of library property that is no longer needed.

- Two magazine shelving units
- One atlas stand
- One dictionary stand

Whereas, the Plainedge Public Library owns the property identified in the attached Appendix "B".

Whereas, the Library Director has advised the Board of Trustees that the Library has no present or future use for property identified in Appendix "B".

Whereas, the Board of Trustees has now determined that the items identified in Appendix "B" have no present or future use to the Library; and,

Whereas, the Library researched the value for each item identified in Appendix "B" and has included that value in Appendix "B".

Whereas, the Board of Trustees accepts the values attributable to each item identified in Appendix "B".

Now, therefore, it is hereby RESOLVED that the Library Director is directed to arrange for the disposal of the items identified in Appendix "B" to a non-profit, or a library that could use them, given that the value would be less than the cost to advertise them for sale. It is further RESOLVED that the Library Director is hereby authorized to execute and process such documents that are necessary to dispose of said items consistent with this resolution. The motion passed unanimously.

Civil Service Salary Schedule

A motion was made by Laura Oden-Bell, and seconded by Rick Fiumara.

The Board approves that the Salary Schedule be submitted to the Nassau County Civil Service Commission. The motion passed unanimously.

Personnel

Resignation of Maureen McTiernan

A motion was made by Laura Oden-Bell, and seconded by Doreen Oliver.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees accepts the resignation of Maureen McTiernan effective August 31, 2023. The motion passed unanimously.

Part-Time Typist Clerk

A motion was made by Laura Oden-Bell, and seconded by Michael Giris.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approves the appointment of Sandra Curatolo to replace the vacated position of 17 hours/week. The motion passed unanimously.

Senior Library Clerk Position

A motion was made by Laura Oden-Bell, and seconded by Rick Fiumara.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approved the appointment of Maria Jaramillo to the Senior Library Clerk position. The motion passed unanimously.

The Board welcomes Sandra and Maria. We are thrilled to welcome you to Plainedge.

Minimum Wage Updates

The Board reviewed the correspondence from our attorney.

Construction Grant

We have been notified that the New York State Education Department/New York State Library has announced that our application for the 2022/2023 State Aid for Library construction Program to replace the existing parking lot has been approved for the amount of \$166,356. The project will be funded in accordance with Education law Section 273-a and Commissioner's Regulations 90.12.

Trustee Training

The Board discussed the new trustee training requirements of two hours per year and will complete the training by the end of 2023.

Statistics

The Board looked over the internal Library statistics, Nassau Digital Doorway statistics, and the TechOps Report from NLS, for June, July and August 2023.

Miscellaneous

The Board reviewed the article.

Executive Session

A motion to go into Executive Session for the purpose of discussing personnel issues was made by Laura Oden-Bell, at 9:08 PM and seconded by Doreen Oliver.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees shall enter into an Executive Session to discuss the employment of a particular individual. The motion was approved unanimously.

A motion to come out of Executive Session was made at 9:44 PMPM, by Laura Oden-Bell, and seconded by Rick Fiumara

A motion was made by Michael Giris, and seconded by Doreen Oliver.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approves the salary increases as discussed for the non-union employees. The motion passed unanimously.

A motion to go into Executive Session for the purpose of discussing personnel issues was made by Rick Fiumara, at 9:45PM and seconded by Doreen Oliver.

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees shall enter into an Executive Session to discuss the employment of a particular individual. The motion was approved unanimously.

A motion to come out of Executive Session was made at 10:05PM, by Doreen Oliver, and seconded by Rick Fiumara. The motion was approved unanimously.

No action was taken.

Motion to adjourn was made by Doreen Oliver, and seconded by Rick Fiumara, at 10:06PM. The motion was approved unanimously.

The date of the next Board of Trustees meeting is Monday, October 16,2023.

_____ Secretary's Signature

_____ Date of Approval Secretary's Initials