

UNAPPROVED MINUTES OF
THE PLAINEDGE PUBLIC LIBRARY
MEETING OF THE BOARD OF TRUSTEES
November 20, 2023

Present

Ann Doxsey, President
Doreen Oliver
Rick Fiumara
Susan Santa, Library Director
Michael Dietz, Systems Integrator
Diana Weir, Personnel Clerk

Call to Order

The meeting was called to order at 7:00 PM, by Ann Doxsey

Pledge of Allegiance

The President led us in the Pledge of Allegiance.

Roll Call

Laura Oden-Bell, Vice President and Michael Giris absent with prior notice.

Guest

There were no guests.

Minutes

Approval of the Minutes of the October 16, 2023 meeting tabled until the December 18, 2023 meeting.

Warrants

Bill Warrants

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

In the amount of \$44,136.63

Bill Warrant (November 2023 #5-1) [\$3,862.00]

Bill Warrant (November 2023 #5-2) [\$40,274.63]

The motion passed unanimously.

Payroll Warrants

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

In the amount of \$174,194.06

Payroll Warrant (October 2023 # 4-2-A) [\$49,461.47]
Payroll Warrant (October 2023 #4-2-B) [\$1,393.03]
Payroll Warrant (November 2023 # 5-1-A) [\$44,260.85]
Payroll Warrant (November 2023 #5-1-B) [\$31,416.81]
Payroll Warrant (November 2023 #5-2-A) [\$47,217.02]
Payroll Warrant (November 2023 #5-2-B) [\$444.88]

The motion was approved unanimously.

Capital Fund Warrants

There were no warrants this month.

Financials

Discussion of financial reports for October 2023.

The Board President mentioned that one million dollars was transferred for building repairs.

Library Correspondence

None

Staff Reports

The Board is pleased with the results of the Great Give Back, and the positive changes that have been made to the Adult area by the Adult Reference staff.

We want to thank Gina Guzzardi for her 30 years as a librarian at the Plainedge Library. She has been an asset to our library and the community, and we wish her a long and happy retirement.

Incident Reports

Elevator

Fire alarm

Unfinished Business

Policies

Collection Development Policy (Second Reading)

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

The motion passed unanimously.

Building

The Library will hire a structural engineer to evaluate the water infiltration issues by the emergency exit on the lower level.

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

BE IT RESOLVED, the Library hire TDM Engineers in the amount of \$2,500.00.

The motion passed unanimously.

- Discussion Regarding 5 Amherst-The Library Director will send a letter to the homeowner to see if he is still interested in selling the property to the library.
- Discussion Regarding library construction project-The Architects are working on new plans to bring to the Board in early December.

New Business

Policies

Hours of Operation (First Reading)

Building

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

The Library will hire Corkrey Electric to repair and replace lighting fixtures in the rear parking lot as well as a light fixture on the south side of the building in the amount of \$3,431.25.

The motion passed unanimously.

November Building Report

Discussion of the November Building Report regarding the new coping/printing system and its functionality. In addition, the Board discussed the elevator technicians report regarding ongoing issues with the existing elevator. Mike also explained the oil tank level gauge and monitoring system issue.

Equipment Purchase

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

The Library will purchase five Lenovo ThinkCentre computers in the amount of \$5,797.05 to replace four machines at the Circulation Desk and provide a computer at the YA desk.

The motion passed unanimously.

Personnel Report

Substitute Librarian I Position

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

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees approves the Library Director to hire a Substitute Librarian I at a salary of \$25.00-\$30.00 per hour.

The motion passed unanimously.

Statistics

The board reviewed the statistics for October 2023. A question was raised regarding lack of data for wifi whenever. All of the data for our usage is located under "Library's wifi."

Miscellaneous

Executive Session

A motion to go into Executive Session for the purpose of discussing collective bargaining negotiations was made by Doreen Oliver at 7:40 PM and seconded by Rick Fiumara.

BE IT RESOLVED that the Plainedge Public Library Board of Trustees shall enter Executive Session to discuss Collective Bargaining negotiations.

The motion was approved unanimously.

A motion to come out of Executive Session was made at 7:49 PM by Doreen Oliver and seconded by Rick Fiumara.

The motion was approved unanimously.

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

BE IT RESOLVED, that the Plainedge Public Library Board of Trustees adopt the contract between Plainedge Public Library Board of Trustees and Susan Santa, Library Director.

The motion was approved unanimously.

Motion to adjourn was made by Doreen Oliver, and seconded by Rick Fiumara, at 7:53 PM.

The motion was approved unanimously.

The date of the next Board of Trustees meeting is Monday December 18,2023.

_____ Secretary's Signature

_____ Date of Approval Secretary's Initials