

MINUTES OF  
THE PLAINEDGE PUBLIC LIBRARY  
MEETING OF THE BOARD OF TRUSTEES  
DECEMBER 18, 2023

**Present**

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

**Call to Order**

The meeting was called to order at 7:03 PM, by Ann Doxsey

**Pledge of Allegiance**

The President led us in the Pledge of Allegiance.

**Roll Call**

Doreen Oliver- absent with prior notice.  
Rick Fiumara-absent

**Guest**

Todd Harvey and Christopher Sepp from BHC Architects  
Mario Cacioppo, Plainedge resident

**Minutes**

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

Approval of the Minutes of October16, 2023.

The motion passed unanimously.

Approval of the Minutes of November 18, 2023, was tabled.

**Warrants**

**Bill Warrants**

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

**In the amount of \$34,576.82**

Bill Warrant (December 2023 #6-1) [\$34,576.82]

The motion passed unanimously.

### **Payroll Warrants**

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

**In the amount of \$305,509.47**

Payroll Warrant (December 2023 # 6-1-A) [\$41,693.72]  
Payroll Warrant (December 2023 #6-1-B) [\$172,914.49]  
Payroll Warrant (December 2023 # 6-2-A) [\$49,186.09]  
Payroll Warrant (December 2023 #6-2-B) [\$41,715.17]

The motion was approved unanimously.

### **Capital Fund Warrants**

There were no warrants this month.

### **Financials**

Discussion of financial reports for November 2023.

The Library Director explained that Retirement expense had gone up significantly.

### **Library Correspondence**

None

### **Staff Reports**

The Board discussed the reports. The Board is so glad the Fall Festival was such a success, and happy to see class visits back in the Library. We are grateful to the Adult and YA staff for all the positive changes made. We are so grateful for our staff members and wish them a Happy and Healthy New Year.

### **Incident Reports**

None

### **Unfinished Business**

#### **Policies**

Hours of Operation (Second Reading)

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

The motion passed unanimously.

## **Building**

- Tom Mirabele, TDM Engineers, was onsite on December 6 to evaluate the water infiltration issues by the emergency exit on the lower level.
- Discussion Regarding 5 Amherst-The Library Director sent a letter to the homeowner to see if he is still interested in selling the property to the library. As of today, we have had no further contact with the owner.

## **New Business**

### **Policies**

Whistleblower Policy (First Reading)

## **Building**

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

The Library Board approves the yearly maintenance for 2024 with SAV Mor Mechanical Services Inc. in the amount of \$4,600.

The motion passed unanimously.

## **Personnel Report**

A copy of the Plainedge Public Library Organizational Chart was included in the board packet.

## **Disposal of Records**

A motion was made by Michael Giris and seconded by Laura Oden-Bell to approve the disposal of the items identified in Appendix "A."

### **Resolution**

**Whereas, the Plainedge Public Library has adopted 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."**

The motion passed unanimously.

## **Disposal of Property**

A motion was made by Michael Giris and seconded by Laura Oden-Bell to approve the disposal of the items identified in Appendix "B."

## **RESOLUTION**

### **ITEM: Disposal of Property**

#### **PROPOSED RESOLUTION:**

**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.

### **Long Island Library Conference**

Early registration for the Long Island Library Conference opens on January 1, 2024

The Director seeks permission to allow 2 staff members to attend this all-day conference at a fee not to exceed \$95 per registrant.

### **Public Library Association Conference**

PLA Annual Conference will take place in Columbus, Ohio, April 3-5, 2024. Early bird registration is available until January 12, 2024.

### **Statistics**

The board reviewed the statistics for November 2023.

### **Miscellaneous**

### **Executive Session**

A motion to go into Executive Session for the purpose of discussing collective bargaining negotiations was made by Laura Oden-Bell at 8:34 PM and seconded by Michael Giris.

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 PM by Laura Oden- Bell at 8:50 PM and seconded by Michael Giris.

The motion was approved unanimously.

No action was taken.

Motion to adjourn was made by Michael Giris, and seconded by Laura Oden-Bell, at 8:52PM.

The motion was approved unanimously.

The date of the next Board of Trustees meeting is Wednesday, January 17, 2024.

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

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