Island Trees Public Library  
Board of Trustees Meeting Minutes  
August 12, 2015  

IN ATTENDANCE:  
John Mikulin, Trustee  
Ann Harris, Trustee  
Jerry Schmotzer, Trustee  
Bill Fitzgerald, Trustee  
Salvatore Rinaldi  
Ann L. Boiallis, Board Secretary  
Chris Ostuni, I.T.P.L. Attorney  
Michele Vaccarelli, Director  

ABSENT:  
None  

CALL TO ORDER::  
Bill Fitzgerald called the meeting to order at 7:35pm.  

PLEDGE OF ALLEGIANCE:  
Pledge of Allegiance was recited.  

CORRECTION to the July 24, 2015 Meeting Minutes: 
Page 5 of 7, 2nd and 3rd paragraph: Grant Writing:  

It states...... 
The amount for the course is $575, and the purchase of the pdf manual i/a/o $99 for a total amount of $674.00  

It should state:  
There was not an extra charge of $99 for the pdf manual for Marilyn. The course amount was $575 x 2 = $1,150 plus $99 for the pdf manual for a total amount of $1,249., which was $99. less than originally stated in the July’s Meeting.  

Bill Fitzgerald made a Motion to adjust the Grant Writing cost incurred to the Library to the new amount of $1,249. Jerry Schmotzer the Motion. All in favor. Motion carried unanimously.
CORRECTION to the July 24, 2015 Meeting Minutes:
Page 6 of 7 : Launch pad:

NOTE: Initially the Launch pad was not something our Library wanted to pursue. While in Executive Session this was brought up again, and the Board changed their decision to pass and will now purchase the Launch pads.

It states.....
Michele, Director spoke about this pre-loaded, ad-free learning tablet with apps installed in it which would be available for check out. After much discussion, it was felt that we will pass on this Launch pad.

It should state:
After further discussion it was decided that our Library will purchase 6 pre-loaded Launch pads, 2 for each grade. The Launch pads are not to be checked out of the Library, they are to be used in our Library only.

Bill Fitzgerald made a Motion to purchase 6 Launch pads 2 for each grade, as agreed in Executive Session. Sal Rinaldi seconded the Motion. All in favor. Motion carried unanimously.

APPROVAL OF MINUTES:
These minutes represent a summary transcription of the topics and conversations that occurred at the ITPL Board of Trustees meeting.

Jerry Schmotzer asked for a Motion to accept the Minutes of July 24, 2015. Bill Fitzgerald made a Motion to accept the July 24, 2015 Board of Trustees Meeting Minutes, as adjusted. All in favor. Unanimous.

APPROVAL OF WARRANT:
Bill Fitzgerald asked for a Motion. Sal Rinaldi made a Motion to accept Warrant #565 for check numbers 11619 – 11641 in the amount of $10,979.94, and Addendum #565 for check numbers 11642 – 11662 in the amount of $8,300.92 for a total of $19,280.86. Jerry Schmotzer seconded the Motion. All in favor. Unanimous.

CORRESPONDENCE:
A thank you letter was received praising the “Read to Dog” Program. Preschooler reads to a specifically trained dog for 15 minutes.
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**DIRECTOR’S REPORT:**
(See attached Director’s Report)

**Financials:**
Michele, Director will look into getting someone to do an asset assessment, which our accountants, Nawrocki and Smith stated is required.

**Copier Machine:**
Michele, Director stated she was looking to change companies the Library uses for our 2 copiers, but once the company found out we were looking to make a company change they came back with an offer too hard to refuse. The Library will be saving more money, getting newer machines, and will be saving $444 a year. In the past the Library was paying $234 for both machines now the Library is paying $197 a month for both machines. (A difference of $37 a month x 12 = $444).

**HVAC:**
Bill Fitzgerald will look into getting a company to do an Engineer’s Report on the HVAC units. This should give us an unbiased report on the condition of both units and their life expectancy and will report back to the Board.

**Counter Statistics:**
This report will be provided at next Board Meeting since it is not a full month to report.

**Board of Elections Services:**
Juliet Feeley and Michele, Director attended the Guidelines for Board of Elections Services meeting. Michele, Director stated that there are 2 printers that were recommended for the printing of the ballot card: Phoenix Graphics and Fort Orange Press. The Library can use their own printer but the ballot has to be approved by the BOE since the paper has to be a certain weight (80 lbs. optical scan paper) otherwise the paper can get stuck in the machine. For those who work the vote they must go for training and be certified (cost for training $25). BOE anticipates training to start sometime in January / February 2016.

**Grant Writing Workshop:**
Michele, Director and Marilyn A. attended the Grant Writing Workshop at YMCA Huntington through Grants USA. Michele, Director stated this workshop was all day, very informative, and very intense. It was stated that your research has to back up your idea for the grant. Michele, Director stated she will try to devote 1 hour a week, in addition to her normal work activities to start working on the things which were suggested – just to start off, starting off small. Michele, Director stated that Marilyn A. has an idea for a sign. Bill Fitzgerald suggested that perhaps we could look into paying someone who would only be responsible for grant writing for our Library. There are some Libraries who have people who only do grant writings.
Facebook:
It was reported there are 471 followers and 370 visits.

Fingerprint Clock:
The staff has been punching in using the new fingerprint clock beginning, Monday, July 27th. With this new fingerprint clock payroll will now be sent via the web-based software, iSolve. This has been a learning curve, but for the most part, everything is going well.

WiFi Filtering:
Tuesday, August 4th Corstar installed Barracuda, (WiFi filtering system) which took longer than anticipated to install. In the end all went well with the installation.

Read IT:
November 19, 2014 Marissa Giammanco came to the Board to speak about her Silver Award proposal. Marissa’s Girl Scout Troop 3635 would like to build a sign “Read IT” (Read Island Trees) for the Summer Reading Program. Marissa stated that the sign would be made up of recycle bottle tops, which is also good for the environment. This sign would be mobile so the Library can put anywhere.

Michele, Director met with Troop Leader, Shannon to discuss where the project could be hung. It was decided that the sign could be hung on the fence that is located upon entering the parking lot. The project is not completed as of this report.

UNFINISHED BUSINESS:

Season Ducks Baseball Tickets: - WORK IN PROCESS
Jerry Schmotzer asked Michele, Director to look into getting season tickets for 2 home games a month for the Ducks. Michele stated she will look into this and get back to the Board.

Request To Declare Library Property Obsolete: - WORK IN PROCESS
Michele, Director discussed with the Board that there is a total of approximately 95 boxes of withdrawn books, CDs, DVDs, and donated books, CDs, DVDs in surplus. She would like to dispose 75 of the boxes and hold on to 20 boxes.

Bill Fitzgerald suggested that we should look into donating the boxes to our soldiers overseas, send to the VA Hospital, etc. Once this is done, we should then announce it in our newspapers including pictures.

It was suggested to hold this until our next Board Meeting of August 12 for further discussion. Michele, Director will report back to the Board with further information on this topic.
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PUBLIC:
None

NEW BUSINESS:
None

ADJOURNMENT TO EXECUTIVE SESSION:
Bill Fitzgerald asked for a Motion. Jerry Schmotzer made a Motion at 8:30pm to adjourn the meeting to go into Executive Session for the purpose to discuss personnel matters. Ann Harris seconded the Motion. All in favor. Motion carried unanimously.

*John Mikulin arrived in Executive Session at 8:40pm*

I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:
The Board returned from Executive Session at 8:51pm. No voting took place out of Executive Session. Sal Rinaldi made a Motion to adjourn the meeting. Bill Fitzgerald seconded the Motion. All in favor. Motion carried unanimously.

ADJOURNMENT :
John Mikulin asked for a Motion. Jerry Schmotzer made a Motion to adjourn the August 12, 2015 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 8:53pm.

The next Island Trees Public Library Board Meeting will be held Friday, September 25, 2015 at 7:30pm.

Respectfully submitted,

*Ann L. Boiallis*

Secretary to the Board of Trustees
/alb