Island Trees Public Library  
Board of Trustees Meeting Minutes  
August 19, 2016

IN ATTENDANCE:
John Mikulin, Trustee  
Ann Harris, Trustee  
Gerry Schmotzer, Trustee  
Michele Vaccarelli, Director  
Ann L. Boiallis, Board Secretary  
Sal Rinaldi, Treasurer  
Chris Ostuni, I.T.P.L. Attorney

ABSENT:
Bill Fitzgerald – With Excuse

CALL TO ORDER:
John Mikulin called the meeting to order at 7:30pm.

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

WELCOME:
The Board welcomed Phyllis Kelley to tonight’s Board Meeting

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

John Mikulin asked for a Motion. Gerry Schmotzer asked for a Motion to accept the Minutes of July 26, 2016. Ann Harris made a Motion to accept the July 26, 2016 Board of Trustees Meeting Minutes, as written. All in favor. Unanimous.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion to accept Warrant #577 for check numbers 12543 – 12597 in the amount of $25,695.25, and Addendum # 577 for check numbers 12598 – 12605 in the amount of $10,028.19 for a total of $35,723.44. Ann Harris seconded the Motion. All in favor. Unanimous.
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August 19, 2016

DIRECTOR’S REPORT:

Announcements – Job Search Help at the Library:
Michele V. expressed thanks to the Nassau Library System for the flash drives which were loaded with helpful information for the job seeker. Sample resumes, cover letters as well as, job search resources, and forms to keep track of the job applications, and job interviews are all available on the flash drives (the job seeker keeps the flash drive). The job seeker can use the flash drive to load up their completed resumes or any other pertinent information pertaining to the job search. The flash drives are available at the Adult Reference Desk. Michele stated that if we need additional flash drives, we can ask for more at any time.

Narwocki & Smith (Library’s Accountant):
Plans to report the findings on the Financial Statement / Audit will be given at the October 25th Board Meeting.

Departmental Report:

Adult Reference: The Summer Reading Program is now officially over. As of August 17th there were 18 participants who completed the Bingo Card. Michele stated that completed cards will be accepted through Friday. There were fewer participants than last year, but this year we had patrons who had never participated in previous years, and were happy to learn about what the Library has to offer. The raffle will be held on August 23rd. Prizes will be gift certificates to area restaurants. Marilyn wanted it stated that Travel books have been updated with a most recent copy of each. As time permits, the pocket collections will be updated.

Young Adult: 25 participated by reading at least 1 book. 21 completed the Program by reading 2 books and were then invited to the party. We had 18 YAs who RSVP’d yes to the party, of which 15 attended. There was pizza, snacks, ice pops; they played games, and listened to music. It was stated that everyone who attended had a wonderful time. Everyone left the party with an end of Summer Reading prize that they picked out themselves. Prizes were games purchased by Michele, or sports memorabilia donated by some of the NY teams that were contacted in the spring for donations. A great time was had by all !!

Children’s: There was 100% attendance for our first Quidditch game. There were three games played, everyone had lots of fun. A “Special Thanks” to Tim Harris for constructing the goal posts and prepping the field for the event.

Summer Reading ended on August 6th. There were 328 children who signed up this summer, ages ranged from 3-11 (35 more than last year). There were 222 children invited to the End of Summer Reading Party which was held on August 12th (30 more than last year), 1,066 books were read this summer (104 more than last year). There were 117 attendees along with their adults and younger siblings, for a total of 212 attendees, including Assemblyman McKevitt and his two children, and the Town Clerk who came with pencils for the children. Michele expressed “thanks” to Andrea Crivello, Paula Strickland, Tim Harris, Joe Lane, Trevor Mullen, and all of the hardworking teen volunteers that helped make the day such a huge success. Thanks again !!
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DIRECTOR’S REPORT - Continued:

Statistics:
Circulation stats for July - 8,913 / last year – 10,167 (down by 1,254)
Overdrive – 599
Door Counter stats for July – 5,769, with one day closed during the month - July 4th (walk-ins from the parking lot entrance)
Facebook – 536 followers (up 2 from July) & 500 visits (10 more visits from July)
ITPL Mobile App – 211 users (down 21 users from July) / (137 iPhone users, 74 iPad users)
Registered cardholders’ for June: 9,305. Our Library will promote “Get your Library Card” in September.

Service Contracts & Maintenance Savings:
Michele V. will compare WB Mason to Staples for office supplies and report back to the Board at the September Board Meeting.

Mobile Print Station Solution:
This is still a work in progress. There were ports which had to be opened up and communications with NLS were necessary. Greg from CCP Solutions will coming in next Thursday to finalize the Mobile Print Station Solution. Hopefully this will be up and running by the end of next week.

RFID:
This was approved in the Long Range Plan of Service 2016 – 2020 – Goal #4. Michele V. stated that this is the best time to start this project. Everything in our Library needs to be tagged in order for the RFID to work, which is the self-checkout and checkout system at the desk. Phase 1 starts the process of tagging all the new items. (Phase 1 has to be completed by the summer of 2018). For Phase 2 (which will be done once we move next door), you go back and tag everything else in the Library. Once we move next door, the self checkout stations, as well as the front desk, will be Phase 2. There will be pads at the front desk or at the self checkout stations, once the books have been tagged you pile them up, you slide your library card at which time all the books will be scanned at once. It gives the patrons the ability to check out and do their own services, if they wish. This new process will now speed up productivity at the front desk, and will also give security. Once a patron finishes the process and walks through the Lucite station, it informs the front desk or Reference desk which items were not checked out, if any.
According to Narwrocki & Smith (Library’s Accountant) the monies for this project have already been committed to, in the amount $70,000 under the category of Technologies, and would not be coming from our Budget. Phase 1 will cost our Library $18,308.50 out of the committed $70,000. The Board asked if there were other companies that offer this service. Michele stated that NLS works with this company, but she will get 2 other price comparisons and report back to the Board.
DIRECTOR’S REPORT - Continued:

Member Library Directors – Library Reinvention Committee:
Billboard on Wheels: can be rented for a day (8 hrs.) for $450 up until 2017. May be used for fairs, summer reading, special events, etc. – purpose of the Billboard on Wheels is to make people more aware of public libraries. Ann H. suggested we might want to rent this Billboard on Wheels for our “Grand Opening” of our Library.

Facility:
Michele V. reported that on July 29, 2016 one of the CO2 detectors started to beep; we had the Bethpage Fire Department test for Carbon Monoxide. A faulty meter was reported, the entire building was checked. A carbon monoxide level of zero (0) PPM was discovered. Michele V. will be reaching out to Activated Systems to see what the Library’s options are with new CO2 detectors that would be monitored via Central Station, since it was discovered that the ones around the building have expired. We were told that there is a shelf life of 5 years.

The water fountain in our Library has malfunctioned, and is currently out of order. Awaiting some quotes to repair the water fountain.

Back to School Health Fair:
The Back to School Health Fair will take place Saturday, August 20th from 1:30pm-3:30pm, weather permitting on our lawn, if not the school district will work with us for the use of the gymnasium.

The following companies will be present at the Health Fair:
- DJ who is donating 2 hours of his time (CoCo Entertainment),
- YK Park – Taekwondo Academy who will be performing live action display,
- Levittown Fire Department with definitely 1 truck, possibly 2 trucks,
- Safety Swim,
- Wantagh/Levittown Ambulance- with their ambulances so the children can take pictures in front of the ambulance – or go inside the ambulance,
- Dairy Queen,
- Advantage Care Physicians who will be taking blood pressure and BMI testing,
- TransAmerica for financial information,
- The 2 healthcare companies - United Healthcare & Emblem Health. One of the healthcare companies will have balloon twisting and face painting, and the other will have interactive games for the children,
- Gurwin Health Care will explain their services and have application to those interested,
- Island Trees Public Library will have a table for handouts for the children,

There will be a Welcoming Table for raffles to win a $25.00 gift card from Shop Rite.

Resource Sharing Code (NLS):
Jackie Thresher will call Irene (Director of Sea Cliff – committee) end of September and October for a General Meeting instead of an area meeting then they will schedule for a vote.
CORRESPONDENCE:
Michele V. received a voicemail message from a patron stating that her child and her child’s friend could not stop talking about a Program they attended at our Library on August 18th. The children had an amazing time at the Percy Jackson Program. The mom wanted to make it known that the two people running the Program were wonderful, one was the Children’s Librarian, Liz Spoto, and her husband - who was helping out).

UNFINISHED BUSINESS:

Resource Sharing Code (NLS): - WORK IN PROCESS
Jackie Thresher will call Irene (Director of Sea Cliff – committee) end of September and October for a General Meeting instead of an area meeting then they will schedule for a vote. (Prior Minutes: Director, Michele stated to the Board that she has yet to receive the draft for the new Resource Sharing Code from Jackie Thresher. Once this has been received Michele will share the information with the Board. Also it was stated that once the meeting date has been announced pertaining to the Resource Sharing Code, a Board Member will be needed to go to the meeting with Michele.)

Friends of the Library: - WORK IN PROCESS
The week of October 16 – 22, 2016 is National Friends Week. On October 22nd from 2:30pm – 3:30pm the Friends of the Library will be holding a chocolate contest called “Chocolate Friendzy”. The Friends of the Library are looking for people to participate in this event by making chocolate items (no nuts allowed in entry). Deadline for entries will be October 5, 2016. There must be at least 5 entries submitted to have this event take place. Michele V. asked the Board for volunteers for judging the chocolate entries. Tasting will be from 2:30pm to 3:30pm with winners being announced at 4:00pm. Jerry Schmotzer volunteered to be a judge at this event. The Public will be judging for the “People’s Choice Award”.

PUBLIC:
None.
NEW BUSINESS:

St Jude Fundraiser:
John Mikulin asked Michele V. to post the following event: September 17th there will be a St Jude Fundraiser where 100% of the proceeds go to childhood cancer.

Bill to Allow Libraries to Maintain and Administer Narcan:
“Senator George A. Amedore, Jr., co-chair of the NY State Senator Task Force on Heroin Addiction and Opioid Abuse, June 22, 2016 announced that Governor Cuomo signed into law a bill he sponsored (S.7860) to allow public libraries to maintain and administer opioid antagonists, such as Narcan, for the treatment overdoses.” – Jackie Thresher.

Discussion centered on the above. Michele V. stated that the Library has the option to have this in the our Library in case someone has an overdose, then an employee of the Library can administer it. There would be training on how to administer this by the County. Juliette F. asked how this would affect our insurance if we treat someone on our premises? Chris, our attorney will research this.

There was an email from Kevin Verbesey (SCLS Director) which states some information on Narcan: “recognizing the symptoms of an opioid overdose and administering the injection are both extremely easy and take very little time, and the best part of all is that you cannot make a mistake. Narcan does one thing and one thing only; it reverses the impact opioid’s have on the brain. Narcan has NO negative “side effects” whatsoever under any circumstances so if you were to “misdiagnose” someone and administered Narcan there would be no harm at all done to the person. The best thing about this new law is that it is not mandatory but rather optional for both the library and library staff.”

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NEW BUSINESS - Continued:

Ethics / Civics:
Gerry S. would like to see if our Library could promote an Ethics / Civics course (1 to 1 1/2 hour class), whereby we would hire a grad student for appx. $1,000 ($100 a class) to give 10 classes to 10 students (the school would select the student for the course). At the end of the course the students would get a gift certificate ($100 given to each student) to be used at the college book store where the student will attending. The cost per year would be $2,000.00. Gerry S. stated he went and spoke with Dr. Murphy about his idea – Dr. Murphy stated that he thought this was a great idea, and that Gerry S. should make a proposal and give it to the head of Social Studies Dept. Gerry S. stated that perhaps we could look into obtaining grant money for this.

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Gerry Schmotzer made a Motion at 8:05 pm to adjourn the Meeting to go into Executive Session for the purpose of personnel matters and contract negotiations. Ann Harris seconded the Motion. All in favor. Unanimous. John Mikulin asked Phyllis Kelley to join the Board in Executive Session.

I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:
The Board returned from Executive Session at 9:25 pm. The following voting took place out of Executive Session:

John Mikulin made a Motion to appoint Phyllis Kelley to the Island Trees Board of Trustees to fill the vacancy. Gerry Schmotzer seconded the Motion. All in favor. Unanimous.

OFFICIAL OATH OF OFFICE:
Juliet Feeley swore in Phyllis Kelley as Trustee. Congratulations Phyllis !!!

ADJOURNMENT:
John Mikulin asked for a Motion. Gerry Schmotzer made a Motion to adjourn the August 19, 2016 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:30pm. The next Island Trees Public Library Board Meeting will be held on Friday, September 23, 2016 at 7:30pm.

Respectfully submitted,

Ann L. Boiallis
Secretary to the Board of Trustees
/alb