Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, August 3rd, 7pm

IN ATTENDANCE:
John Mikulin, President
Gerry Schmotzer, Vice President, arrived 7:15
Ann Harris, Trustee
Phyllis Kelly, Trustee
Michelle Young, I.T.P.L. Director
Chris Ostuni, I.T.P.L. Attorney
Salvatore Rinaldi, Secretary-Treasurer

ABSENT:
Bill Fitzgerald, Trustee, absent without excuse

CALL TO ORDER:
John Mikulin called the meeting to order at 7:05pm.

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion. John Mikulin made a Motion to accept Warrant #588, which was reviewed by Sal Rinaldi, ITPL Treasurer, from check numbers 13343 – 13415 in the total amount of $50,460.44. Ann Harris seconded the Motion. All in favor. Unanimous.

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. Phyllis Kelly made a Motion to approve the Minutes of June 27, 2017, as written. Gerry Schmotzer seconded the Motion. All in favor. 3 yeas, 1 Abstain, Motion passes.

Correspondence:
Outgoing letter from Trustee Schmotzer in response to patron letter. (Mrs. R.)
DIRECTOR’S REPORT:

1. Received Old Bethpage Village Restoration pass.
2. American Air Power Museum became available July 1st.
3. Friends of the Library sponsored the Vanderbilt pass, and stickers indicate such have been put on pass.
4. On July 11th audit began by Baldessari & Coster, they are working with Juliet and Michelle Young.
5. Nicole Perlongo has received a “Works for Me” award from the NYS Office of Developmental Disabilities. An Award Ceremony will take place in Albany this October 18th.
6. New web page is under construction, will have blog, and other features and will be linked to our Pinterest and Facebook accounts.
7. On June 27th, Library building lost power and we closed building early.
8. Tim Harris did a great job cleaning up the back of library, landscaping etc.
9. We need a new cash register, went to company and priced some equipment, they sell, service and repair their equipment.
10. We are in need of new Library laptop, working with Mike C. I have researched and found a Dell Inspiron with a good price.
12. Spoke with Architect and confirmed plans have been delivered in Albany, and bids may go out as soon as March-April 2018.
13. On July 12th attended Levittown Community Action Coalition meeting. Learned about Narcan training and issues with drug abuse in our community. Received Narcan kit, and I am officially trained in its use.
14. Staff meeting was held last week, and I updated staff on plans and process for new construction
15. Received letter from State Senator Kemp Hannon, re bullet aid and it is a block grant. I have responded in writing.
16. RFID update: tagged 1033 additional books since last month.

NEW BUSINESS:

Motion made by Ann Harris to accept Old Bethpage Village Restoration pass. Phyllis Kelly seconded the Motion. All in favor: Unanimous. Motion Passes.

Motion made by John Mikulin to purchase new Sam4s ER-5200M Electronic Cash Register for $775. Ann Harris seconded the Motion. All in favor: Unanimous. Motion Passes.

Motion made by Ann Harris to purchase new Dell Inspiron 5000 laptop for $649.99. Gerry Schmotzer seconded the motion. All in favor: Unanimous. Motion Passes.

Reorganization motions attached
2017 / 2018 BOARD MEETING DATES:

MEETING START TIME 7:00PM FOR NEW FISCAL YEAR 2017

2017:
July -
August 3, Thursday 7:00pm No Meeting
August 31, Thursday 7:00pm Re-Organization
September 28, Thursday 7:00pm
October 26, Thursday 7:00pm
November 16, Thursday 7:00pm
December 14, Thursday 7:00pm

MEETING START TIME 7:00PM FOR YEAR 2018

2018:
January 13, Saturday 12 Noon Budget Workshop / Board Meeting
February 22, Thursday 7:00pm
March 22, Thursday 7:00pm
April 10, Tuesday 7:00pm Budget Hearing / Board Meeting
April 24, Tuesday 1pm – 9pm Budget Vote
May 24, Thursday 7:00pm
June 21, Thursday 7:00pm

UNFINISHED BUSINESS:

Circulation of 6 LaunchPads and 4 Google Nexus Tablets: - WORK IN PROCESS
At May’s Board Meeting it was stated Michelle, Director will work on this. Recommendation that the 6 LaunchPads be allowed to leave the Library for a loan of 7 days. Before this occurs a Policy must be put into place. Suggestion: Amend policy to state: the patron cannot renew the LaunchPad. (Prior Notes: John Mikulin stated that one of our Librarians will be asked to reach out to other libraries in our area to see if they check out to their patrons the LaunchPads and Google Nexus Tablets, asking what their experience has been to date, and how their policy covers this process. If they have a policy in place, we can ask if they would be willing to share it with our Library (once we receive the policy we will forward to our Chris, our attorney for his review and comments / suggestions). Previous Director, Michele stated these are not being circulated in-house, and are not being requested by our patrons. Michele asked the Board if, in a few months, they can reconsider changing the policy to allow these items to be checked out. Previous Director Michele stated that most libraries do allow the items to be checked out. A question was brought up by Rene (Public) that the Library has difficulty getting books returned and fines paid – so how are we going to get payment of a broken or lost LaunchPad or Tablet? The Board had asked Previous Director Michele to check with other Librarians to see how it works with them, what their practice is with checking out these items and to report back to the Board.)
Narcan Training:  - WORK IN PROCESS
Michelle Y. attended training is now certified.  Michelle recommends that as for staff it should be voluntary.  Probably will need policy update.  Attorney Ostuni will review.  (Prior Notes: Michele V. made note that she attended the NLS -Narcan: Opioid Overdose Prevention Information Session on Wednesday, October 26 @ 2:30pm.  She mentioned that this is an unfortunate epidemic. Michele V. read from two news reports of people overdosing in public places. Michele asks the board for Narcan training for the staff of Island Trees Public Library. Chris Ostuni will provide contact information for Michele to arrange for a date).

PUBLIC:
Renee Stacy: “Is Bill Fitzgerald ever going to attend a meeting”?  
John Mikulin: “I cannot speak for Bill, but it is a matter that will be dealt with”.  
Renee Stacy: To Director: “You should inform staff that you are trained in Narcan”  
Michelle Young: “Good point, will do”  
Gerry Schmotzer: Gave update on meeting with Architect, discussion followed.  
Renee Stacy: “It would be nice to recognize the hard work the staff has done covering others due to illness, the staff has stepped up”

ADJOURNMENT TO EXECUTIVE SESSION:
Phyllis Kelly made a Motion at 7:55pm to go into Executive Session to discuss personnel issues.  
Gerry Schmotzer seconded the Motion. All in favor. Unanimous.

I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:
The Board returned from Executive Session at 9:26pm. No voting took place.

ADDITIONAL NEW BUSINESS:
Motion made by Gerry Schmotzer to accept Alexa Dolgas as a substitute Clerk-Typist. Ann Harris seconded motion. All in favor: Unanimous. Motion Passes.

Motion made by John Mikulin to amend Procurement Policy to allow for a $2000 credit limit on library credit card. Phyllis Kelly seconded the motion. All in favor: Unanimous. Motion Passes.

Motion made by Gerry Schmotzer to accept Linda Crivello’s letter of retirement. Ann Harris seconded motion. All in favor: Unanimous. Motion Passes.

Motion made by John Mikulin to amend Emergency Chain of Command Policy as written by Director Young. Phyllis Kelly seconded the motion. All in favor: Unanimous. Motion Passes

Motion made by Gerry Schmotzer to opt out of the Paid Family Leave Act. Ann Harris seconded the motion. All in favor: Unanimous. Motion passes.

Motion made by Phyllis Kelly to accept Labor Agreement with new Arbitration Clause. Ann Harris seconded the motion. All in favor: 3 yeas (Trustees Mikulin,Kelly,Harris, 1 no (Trustee Schmotzer). Motion passes.
**ADJOURNMENT:**
Gerry Schmotzer asked for a Motion to adjourn the August 3, 2017 Board Meeting. Phyllis Kelly seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:35pm.

The next Island Trees Public Library Board Meeting will be held on Thursday, August 31, 2017 at 7:00pm.

Respectfully submitted,

*Salvatore Rinaldi*

Secretary-Treasurer to the Board of Trustees