Island Trees Public Library  
Board of Trustees Meeting Minutes  
Thursday, August 31st, 7pm

IN ATTENDANCE:
John Mikulin, President  
Gerry Schmotzer, Vice President  
Ann Harris, 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  
Phyllis Kelly, absent with excuse

CALL TO ORDER:
John Mikulin called the meeting to order at 7:00pm.

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

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. Ann Harris made a Motion to approve the Minutes of August 3, 2017, as written. Gerry Schmotzer seconded the Motion. All in favor: unanimous. Motion passes.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion. Discussion followed. John Mikulin made a Motion to accept Warrant #589, which was reviewed by Sal Rinaldi, ITPL Treasurer, from check numbers 13416 – 13494 in the total amount of $44,863.51. Ann Harris seconded the Motion. All in favor: Unanimous. Motion passes.

Correspondence:
none
DIRECTOR’S REPORT:

1. Lillian Rosa, one of the founders of the Friends of the Library, passed away August 6th. The family has asked that in lieu of flowers, donations be made in her name to the Island Trees Public Library. To date, we have collected $485 as of August 31. Books have also been donated by her family. Michelle suggested we dedicate a bench with a plaque in her name, which could be moved after the completed construction project.

2. We are participating in Senator Kemp Hannon’s back to school backpack supplies drive; the supplies will be picked up by September 7.

3. The Library’s audit is done. The auditor, Al Coster, will be here to present the results at the next board meeting.

4. Applied for a $100,000.00 legislative construction grant through Assemblyman Thomas McKevitt’s office; the preliminary application was approved.

5. As of August 31st we began work on the GASBY 75 report, we are working with USI and are part of a group order through the Suffolk County Library System; this group order is saving us approximately $800.00. This report calculates the retiree health insurance costs, and must be done every 2 years.

6. Today, we received a $4,113.00 LLSA grant (Local Library Services Aid) from the Nassau Library System; the initial payment is 90%, and we will receive the remaining 10% at a later date.

7. NYS Office of Developmental Disabilities was here on August 18th to videotape employee Nicole Perlongo who is receiving a “Works for Me” award from NYS. The video will be made available on youtube.

8. The window in the library’s back door has been repaired; the cost was $415.

9. New cash register has been received, training is ongoing, and we will go live on September 11. All employees that use it have been assigned their own codes when using it.

10. Received our new laptop.

11. Met with Joe Price regarding our insurance policy.

12. Received training on creating reports on our patron stats along with Marilyn Adamo, Head of Reference.

13. RFID tagging 6/21-8/17 added over 1000 tagged. 6460 items tagged total.

NEW BUSINESS:

Trustee Schmotzer suggested that once a week a Librarian be available to assist patrons with all our website has to offer and how to navigate through it.

Trustee Mikulin stated that it would be taken into consideration and perhaps our IT person could also help.
2017 / 2018 BOARD MEETING DATES:

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

2017:
July - ----- ---- No Meeting
August 3, Thursday 7:00pm Re-Organization
August 31, Thursday 7:00pm
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
Director Young will check on the actual usage of tablets. 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 reports that Legislator Dunne is no longer with County, so he will reach out to Police Commissioner. *(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:**
Carole Bergman: “Will anything be done about employee lounge door being open and public being able to get in?” “Some buildings have keypads, code”
Director Young: “We will look into it”
Trustee Mikulin: “Do not think we can afford to spend funds on that. Let’s look into it and make sure it is an actual safety problem.”

**ADJOURNMENT TO EXECUTIVE SESSION:**
Gerry Schmotzer made a Motion at 7:25pm to go into Executive Session to discuss personnel issues. Ann Harris 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 9:01pm. No voting took place.

**ADDITIONAL NEW BUSINESS:**
Motion made by John Mikulin to accept Jennifer Poll as a substitute Librarian at the rate of $20 per hour. Gerry Schmotzer seconded motion. All in favor: Unanimous. Motion Passes.

Motion made by Gerry Schmotzer to accept Procurement Policy as amended. Ann Harris seconded motion. All in favor: Unanimous. Motion Passes.

Motion made by John Mikulin to purchase a new Berber mat for entryway at the cost of $612. Gerry Schmotzer seconded motion. All in favor: Unanimous. Motion Passes.

**ADJOURNMENT:**
Gerry Schmotzer asked for a Motion to adjourn the August 31st, 2017 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:05pm.

The next Island Trees Public Library Board Meeting will be held on Thursday, September 28th, 2017 at 7:00pm.

Respectfully submitted,

Salvatore Rinaldi

Secretary-Treasurer to the Board of Trustees