Island Trees Public Library
Board of Trustees Meeting Minutes
February 26, 2016

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

ABSENT:
Sal Rinaldi, Treasurer

CALL TO ORDER:
John Mikulin called the meeting to order at 7:35pm.

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 to accept the Board of Trustee Meeting Minutes of January 16, 2016. Ann Harris made a Motion to accept the January 16, 2016 Board of Trustees Meeting Minutes, as written. Jerry Schmotzer seconded the Motion. All in favor. Unanimous.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion to accept Warrant #571 for check numbers 12022 – 12111 for a total amount of $40,461.18. Jerry Schmotzer seconded the Motion. All in favor. Unanimous.

CORRESPONDENCE:
The Library received a thank you from Long Island Cares. The L.I. Cares stated our Library raised 118 pounds of food and Long Island Harvest stated the library donated 74 items. Both food banks appreciated the donations from the I.T.P.L. These donations were gathered during the two weeks of Food For Fines.

Michele V. received an email from a patron who stated they grabbed an AA Traffic Safety Contest form from the Children’s Room. The patron’s daughter submitted the form and won First Place. The patron also thanked our Library for exhibiting flyers about different types of writing/drawing contests in the Children’s Room.
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DIRECTOR’S REPORT:

NYS 2015 Annual State Report:
Michele V. stated the deadline for the Annual Report was the February 23rd. Michele V. pointed out that she wants to thank Debbie Santiago for doing 85% of the report. This report is intense; it is all statistical data as well as financial reports. Nawrocki Smith LLP assisted in the financial part for this report.

John Mikulin asked for a Motion to accept the Annual State Report. Ann Harris made a Motion to accept the NYS 2015 Annual State Report, as written. Bill Fitzgerald seconded the Motion. All in favor: Unanimous.

Nawrocki Smith LLP Financial Report:
Nawrocki Smith LLP presented the I.T.P.L. Financial Report last month for the Board’s review.

John Mikulin made a Motion to accept Nawrocki Smith LLP Financial Statement of the I.T.P.L. as of June 30, 2015. Howard Taylor seconded the Motion. All in favor: Unanimous.

2016-2020 Long Range Plan:
Tabled for March Board Meeting.

Service Guide Dog Policy:
Tabled for March Board Meeting.

Submission of I.T.P.L. Tax Levy:
Michele V. stated the Tax Levy must be submitted on Monday, February 29th. The tax cap comes to 0.12%.

Adult Department:
Our Library is trying a new program: Adult coloring which is a free program. We are looking into a new magazine vendor for better pricing and better customer service (the current vendor did not notify our Library of ending subscriptions).

Y/A Department:
Lori Feit has been surveying Young Adults to see what best works for them, what programs they would like, times, etc. Lori reported she is preparing for the Mommy and Me Program which should be starting shortly.

Children’s Department:
There was a suggestion in the Suggestion Box about the Children’s Room being messy. Michele V. stated that we are working together to keep the Children’s room neat and orderly. Staff will also be making it easier for the patrons to find what they are looking for. There have been changes made to the Picture Book spine labels. Picture Books spine labels will now have the first two letters of the author’s name. Many thanks to Paula Strickland & Liz Spoto for taking on this huge project.
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DIRECTOR’S REPORT - Continued:

January Circulation Statistics:
Number of items went out this month: 6,690.
Number of items went out last year: 7,146
Number of e-books circulated: 559

Visits to our Library:
With the closing of the Library on New Year’s Day, Martin Luther King Day, and a snow day, the number of visits to our Library was 4,963 for the month of January, 2016.

Followers:
508 Facebook, 414 visits and 187 mobile app. users at this time.

TUTORKOM:
Tutor.com is a service for students to receive live tutoring homework help. Michele V. reported that a 5th grader had wonderful things to say in his feedback. It is great knowing that students are using this service and that it is helping them. Examples of the 5th grader’s feedback on Tutor.com:

- Is the service helping you improve your grades? 100%
- Is the service helping you complete your homework assignment? 100%
- Is the service helping you be more confident about your schoolwork? 100%
- Would you recommend this service to a friend? 100%
- Are you glad your organization offers this service? 100%

Comments (Island Trees Public Library):
Awesome

Grade: 5th

UNFINISHED BUSINESS:

2016-2020 Long Range Plan: - TABLED
Tabled for March Board Meeting.

Service Guide Dog Policy: - TABLED
Tabled for March Board Meeting.

Resource Sharing Code (NLS): - WORK IN PROCESS
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.
PUBLIC:

Discussion of the proposed Island Trees Public Library:
Renderings were brought into the Community Room. Michele V. spoke to the Public about these drawings of the future I.T.P.L.

The Library wants to have a dedicated space to honor Lt. Steven E. Karopczyc. Initially it was thought to place Lt. Steven E. Karopczyc’s memorial behind the Circulation Desk. There is currently discussion on having the memorial for Lt. Karopczyc in the vestibule, on the wall when you first come enter the Library. It would be similar to what we currently have, but with much more on Lt. Steven E. Karopczyc.

Currently in the gymnasium there are Murphy tables which will be removed to make an historical display which will house the history of the Island Trees School District & Island Trees Public Library. We have library photos from years past in storage which will be displayed allowing people to enjoy the history of their town.

John Kelty, Public member stated that the drawing is a state of the art library, and we deserve to have that. He stated that we are in a unique position since our Library is in one of the schools, owned by the building. John M. corrected the prior statement stating that we are not unique being in a school district building. Public member asked if we are paying rent. It was stated that we currently have a lease until 2017, and we do pay rent. John M. stated that when he spoke with the Superintendent about the lease he was told by Dr. Murphy, that when we move and when we complete this project that we are going to be just as the other libraries in Nassau County and the school district libraries are. Public member then asked what kind of documentation will be drawn to accomplish this. Public stated that we have one year left on the ITPL lease with the IT School District. Public member further asked if the Board is prepared to negotiate a new lease prior to the March 15, 2016 Bond Initiative vote – yes or no? John M. stated that our Library is prepared to look over the Bond Referendum to make sure we are going into a permanent home, and therefore do not need a lease because we will not be a tenant any more. Howard T. stated he felt the Public member thinks there is a going to be a gap from the time we take over the building as a permanent tenant, which Howard believes the school board is already working on a resolution for this effect that we be a permanent tenant. Howard T. stated that the Bond Issues will solve the problem of whether our Library will have this building as a permanent home or not. Howard T. stated he believes the Bond Issue will handle the matter of whether this school district will have this Library in this building permanently. Public member also wants to know the language that has been written by either the School Board or the Library Board showing the moment the Bond passes Island Trees has an iron clad in perpetuity. Our attorney, Chris O. stated we will get it and forward the document to the Public member who is asking for this. Public member then asked if the language in this document will state the following: contingent upon a vote passing on 3/15 that the Bond Issue is passed — The I.T. Board of Education, the I.T. School District, the I.T. Library Board has some sort of language written whereby at no time in the future are we ever going to revisit asking for a lease, and upon the passing of the Bond Issue, that our lease becomes null and void because we will no longer need it. Is this the type of language we will be getting? Our attorney will check into this. Public member further stated he felt that we should delay this March 15, 2016 vote for many reasons.
PUBLIC - Continued:

Discussion of the proposed Island Trees Public Library - Continued:
Bill F. stated to the Public member that the School Board is 100% ready to give a long term lease, a forever lease to our Library. If the Bond does not pass our Library will stay exactly where we are, and we will still get a long term lease.

Another member of the Public asked if our Library becomes permanent, will we pay for our utilities? John M. stated we pay utilities now. As per rent -- John's conversations with the Superintendent, Dr. Murphy, the answer to John M. was NO, we would not be paying rent.

John stated that he wants the public to realize what the mission at hand is here. This project will bring more to the community. With this project complete, the library will be able to offer not only more space for the collection, tutoring, and a teen space but it also give the library the ability to offer multiple programs at a time, and have the ability to offer theatrical performances for the community. Some theatrical performances may even create a revenue for the library. Accomplishing the project will only secure the property, preserve suburbia, and prevent it every to be sold to a developer.

Member of the Public stated that he had not seen anywhere the amount of money ($7million) being used for the Library. Responses were stated that this amount for our Library was stated on the website.

Member of the Public asked, if the bond passes will the library taxes go up and how much? John M. stated that yes, the taxes will go up – it will be in the area of $60 a year, which will be reflected on the School District taxes.

Member of the Public asked if the Bond passes what transpires. John M. stated that once the Bond passes, it (plans) will be sent up to Albany for their approval. As long as Albany approves the Bond, then we (our Library) will move over to the other side once the project is complete. It was stated that the approval up in Albany can take up to a year.

Jerry S. stated that at the School Board Meeting our Library was in phase two, but when we had the meeting with the School Board, we were told we were in the first phase of work to be done. Bill F. also stated he was under the impression that we were to be in the first phase. John M. stated we would have to get further clarification on what phase we are going to be in, and exactly what the phases will involve.

NEW BUSINESS:
None
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ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion at 9:15 pm to adjourn the Meeting to go into Executive Session for the purpose of Union negotiations and personnel. 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 11:15 pm. The following voting took place:

Motion to accept the proposed budget made by Bill Fitzgerald. Ann Harris seconded the Motion. All in favor. Unanimous.

ADJOURNMENT:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion to adjourn the February 26, 2016 Board Meeting. John Mikulin seconded the Motion. All in favor. Unanimous. Meeting adjourned at 11:16pm.

The next Island Trees Public Library Board Meeting will be held on Wednesday, March 23, 2016 at 7:30pm.

Respectfully submitted,

Ann L. Boiallis

Secretary to the Board of Trustees

/alb