Island Trees Public Library
Board of Trustees Meeting Minutes
January 10, 2015

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

ABSENT:
Jerry Schmotzer, With Excuse

GUEST:
Normal Levy, Library’s Accountant
Mia representing the Elementary PTA

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

CALL TO ORDER:
John Mikulin called the meeting to order at 12:10pm.

NORMAN LEVY, Library’s Accountant:
Mr. Levy stated he worked on the figures for the Island Trees Public Library’s Annual Financial Statement, which is submitted to the State Comptroller’s Office each year as required by the State. Mr. Levy stated he would like to compliment and thank Juliette, Michele, and the rest of the staff for their cooperation while he was preparing our Annual Audit.

We have more income than the prior year; our revenues are well set for the year. The tax that we receive is 95-96% of what we obtain. Our expenses were down this year compared to the budget. Salaries were down due to the loss of a person. Mr. Levy felt that when the budget was done this year the salary figure was carried over. With salary figure down, the payroll tax goes down. The big difference this year was legal fees. The prior year there was many legal issues, this past year the legal issues have been minimal. Programs, insurance and rent stayed the same. Mr. Levy suggested that we should look for ways to spend some or our money, suggesting that if items need upgrading we should look into doing the upgrades. John Mikulin stated we are in the process of doing the upgrades. Hospitalization was a lot lower since Jessica was covered and Michele is not. Mr. Levy stated that our assets are all in cash. Our cash is well above the FDIC guidelines; but Mr. Levy stated that for every nickel we have we are covered. John Mikulin stated that we are negotiating with the School District for more space and it looks like we will have the budget to expand. Mr. Levy stated that we should continue to operate as we are since we are doing a fine job.

John Mikulin on behalf of the Board Trustees thanked Mr. Levy for the preparation of the Annual Report and for coming to present the findings at our Board Meeting.
Board Meeting Minutes
January 10, 2015

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. Bill Fitzgerald made a Motion to accept the November 19, 2014 Board of Trustees Regular Meeting Minutes as written. Ann Harris seconded the Motion. All in favor: Unanimous.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion. Ann Harris made a Motion to accept Warrant #558 for check numbers 11003 – 11052 for a total amount of $23,628.63.

Sal Rinaldi seconded the Motion. All in favor. Unanimous.

CORRESPONDENCE:
None

DIRECTOR’S REPORT:
(See attached Director’s Report)

People Counter:
For the period of November 18 thru December 17, the number of patrons coming in and going out (this counter excludes personnel, and is unable to include small children) on the parking lot side only (97%) was 5,700. FYI: the number of our average community’s household is 5,300. This report will be presented to the Board monthly.

UNFINISHED BUSINESS:
Marisa Giammanco spoke to the Board 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. Marissa stated this would be funded by a bake sale or fund raiser, which she asked if it could be held at the Library. The Board said yes, but Marissa is to check the event schedule with our Director, Michele.

NEW BUSINESS:
None
Board Meeting Minutes
January 10, 2015

PUBLIC PARTICIPATION:
Patron inquired what was done with the surplus equipment. It was stated that all the equipment was disposed due to equipment being shot, not working, obsolete or dangerous (the black stackable chairs), and some of the items were not worth selling.

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion at 1:20pm to adjourn the meeting to go into Executive Session for the purpose to discuss personnel issues. Ann Harris seconded the Motion. All in favor. Motion carried unanimously.

I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:
The Board returned from Executive Session at 2:23pm. The following voting took place:

John Mikulin asked for a Motion. Sal Rinaldi made a Motion to adjust Michele Vaccarelli’s salary as discussed in Executive Session. Salary $87,360. Ann Harris seconded the Motion. All in favor. Motion carried unanimously.

John Mikulin asked for a Motion. Bill Fitzgerald made a Motion to increase Juliette Feeley’s salary as discussed in Executive Session. Salary $73,500. Ann Harris seconded the Motion. All in favor. Motion carried unanimously.

John Mikulin asked for a Motion. Ann Harris made a Motion to increase the Board Secretary’s salary to $2,500 as discussed in Executive Session. Bill Fitzgerald seconded the Motion. All in favor. Motion carried unanimously.

ADJOURNMENT:
John Mikulin asked for a Motion to adjourn the January 10, 2015 Board Meeting. Sal Rinaldi made a Motion to adjourn the Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 2:30pm.

The next Island Trees Public Library Board Meeting will be held Friday, February 27, 2015 at 7:30pm.

Respectfully submitted,

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