IN ATTENDANCE:
Ann Harris, Trustee
Jerry Schmotzer, Trustee
Salvatore Rinaldi, Trustee
Ann L. Boiallis, Board Secretary
Chris Ostuni, I.T.P.L. Attorney
Michele Vaccarelli, Director

ABSENT:
John Mikulin
Bill Fitzgerald

CALL TO ORDER:
Salvatore Rinaldi 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.

Sal Rinaldi asked for a Motion to accept the Minutes of May 26, 2015. Jerry Schmotzer made a Motion to accept the May 26, 2015 Board of Trustees Meeting Minutes, as written. Ann Harris seconded the Motion. All in favor: Unanimous.

APPROVAL OF WARRANT:
Sal Rinaldi asked for a Motion. Jerry Schmotzer made a Motion to accept Warrant #563 for check numbers 11444 – 11490 in the amount of $18,333.24, and Addendum #563 for check numbers 11491 – 11518 in the amount of $12,918.55 for a total of $31,251.79. Ann Harris seconded the Motion. All in favor: Unanimous.

CORRESPONDENCE:
Jill Lupski of Merrick sent a letter stating how very impressed she was with our staff and with our Library. She thanked the staff for all their hard work. Michele, Director will reply to Ms. Lupski. Sal Rinaldi asked Michele to share the letter with the staff.
DIRECTOR’S REPORT:
(See attached Director’s Report)

Facilities:
Michele stated for the month of May there were 7,330 circulation statistics of all materials. The prior year was 7,609 count, for a difference of 279. Overdrive (ebooks) make up for the difference and then some with an amount of 554 checkouts. There were 25 new patrons for the month of May.

Counter:
Front door count from May 19th to June 18th was 6,017.

Department Reporting:
Children’s Department reported there were 7 class visits to our Library. 138 students received their first Library Card. Flyers have been made to promote Summer Reading and will be distributed to the schools by June 18. Summer Reading Kickoff program will be from 6-8pm on Thursday, June 25. Signup for the children will be held at the Karopczyc gym. There will then be a superhero themed “training camp” to tie in the theme, Every Hero Has a Story. There will be many things to do such as: an obstacle course, face painting, photo-op area with hero themed props, and a craft table.

Young Adult Summer Reading books are now located in the YA area. All books have a grade level and Summer Reading stickers. Lori ordered books on audio to help special needs students.

Adult Department reported Panera will be sponsoring the end of summer reading event on August 18th. Panera will donate sandwiches and chips for the end of summer adult reading party. There will be prizes / gift cards for raffles. This will be held in the Karopczyc gym.

Thermostat Control:
Michele, Director stated there was a problem with the thermostat keeping the temperature regulated throughout the day. The thermostats are not giving the correct temperature reading and are not easy to set. Michele, Director stated they will be changing to a newer, up to date thermostat control units thru J.B. Cool. The cost to change the thermostats was at a cost of about $150 each.

Friends of the Library:
The Drive Thru-Shredding Event made a profit of $107 and was very successful. The Vanderbilt Museum Pass will be renewed come this August for another year from the Friends of the Library. There will be another book sale July 16 & 17th.
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DIRECTOR’S REPORT - Continued:

Concerns - Museum Passes/Reservations:  
Michele, Director suggested to the Board for their consideration the following change to be made  
to the Museum Pass User Policy:  Museum passes to be reserved 3 weeks in advance with 1  
pass per month.  There will be a 2 day rental - if a reservation is placed on a Monday then the  
rental is due on Wednesday (changed from 3 day rental).  The passes must be returned to Library (in  
the building) 1 hour before Library’s closing time.  If the passes are not returned on time, there will  
be a $10. per day late fee charged.

Sal Rinaldi made a Motion to adopt the Museum Pass User Policy, as written by the Director.  
Jerry Schmotzer seconded the Motion.  All in favor.  Motion carried unanimously.

Tax Rate Efficiency Plan:  
Michele, Director went to the NLS Board Meeting Trustee Attendance on Monday, May 18th.  The  
topic of discussion was the Tax Credit Efficiency Plan.  This plan is designed to look at areas  
where the libraries could possibly cut back and share services.  It was mentioned that our library  
has been “lean and mean” for a really long time, that it would be very difficult for our Library to  
find cuts or efficiencies that would meet the requirements.

BASCOM  
Michele, Director has had continuing communications with BASCOM regarding reimbursement  
for the Service which was purchased in March.  The following is the options given for our Library:  
- Option A:  Full Rebate & return of the unit  
- Option B:  Keep the unit & refund pro-rated subscription of service (June 30 will be our last  
update for 30 days)

BASCOM suggested 2 companies, which Mike and Michele, Director are researching.  The  
companies are:  Untangled and Barracuda.  Quotes and demos are being sent for the Library’s  
review.  Michele, Director stated that ALIS requires a detailed proposal, including what the  
proposed new solution is, is it hardware or software or both, what hardware it runs on, who will  
install and support it, what firewall ports it required, and an explanation of where in the network it  
would live.

South Bay Energy:  
Michele, Director received a call from South Bay Energy (they supply the gas for National Grid).  South  
Bay Energy is looking to save our Library money by switching to their services for our gas needs.  
Michele, Director is meeting with a representative on Friday, June 26th and will report back to the  
Trustees the results on their discussion.  If enough Library’s go with South Bay Energy then there  
might be a savings (this is a consortium).
DIRECTOR’S REPORT - Continued:

**iSolve Time & Attendance:**
First round of training will begin on June 17th. It is the hope of Michele, Director, to go live the first full week in July and do away with the punch clock and set up the biometric clock.

**Reimbursement of Direct Access:**
Michele, Director explained in detail the Direct Access Calculation Detail for Island Trees and Levittown reports which were generated by Jackie Thresher, NLS.

Sal Rinaldi made a Motion to pay Direct Access $2,188.66 to the NLS. Jerry Schmotzer seconded the Motion. All in favor. Motion carried unanimously.

UNFINISHED BUSINESS:
**Additional Book Drop:** (TABLED UNTIL NEXT MONTH’S MEETING)
Discussion centered on getting an additional book drop. Michele, Director stated that she has been approached by many parents requesting an additional book drop. It was suggested by Juliette Feeley that perhaps we could move the existing book drop a little farther down the walkway, put a slab a little closer to the street and off of the walkway. By doing this it will enable patrons would still need to get out of their car but wouldn’t need to walk far to the drop box, therefore not having to walk far away from their car.

**Ebsco Profession Partnership Group (EPPG):** (TABLED UNTIL NEXT MONTH’S MEETING)
This is a company that pairs the library with local business: such as a local insurance company. The Charging station will display company information. John M. asked our attorney, Chris to check to see if we are allowed to have advisements on the computers. If so, we will adopt a policy to cover this.

PUBLIC PARTICIPATION:
Public mentioned that the Library should send Liz a get well card. Michele, Director stated that this has already been done. Michele mentioned that the Book Club will be continuing in Liz’s absence. Liz will be back when she feels better.
ADJOURNMENT TO EXECUTIVE SESSION:
Sal Rinaldi asked for a Motion. Jerry Schmotzer made a Motion at 8:15pm to adjourn the meeting to go into Executive Session for the purpose to discuss personnel and policy. 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 9:17pm. The following voting took place:

Sal Rinaldi made a Motion to change Paula Strickland’s hours and adjust her responsibilities. Paula Strickland will work up to 25 hours to start and if needed more time to complete Rosalie’s duties, may go to 29 hours maximum, at Director's discretion. Ann Harris seconded the Motion. All in favor. Motion carried unanimously.

Sal Rinaldi made a Motion to hire Josephine Atkins and Trevor Mullen for the position of Page at the standard hourly rate of $8.75 as per the Director. Jerry Schmotzer seconded the Motion. All in favor. Motion carried unanimously.

ADJOURNMENT:
Sal Rinaldi asked for a Motion. Jerry Schmotzer made a Motion to adjourn the June 23, 2015 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:20pm.

The next Island Trees Public Library Board Meeting will be held Friday, July 24, 2015 at 7:30pm.

Respectfully submitted,

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