APPROVED: April 7, 2015

Island Trees Public Library
Board of Trustees Meeting Minutes
March 27, 2015

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

ABSENT:
Bill Fitzgerald, With Excuse

CALL TO ORDER:
John Mikulin called the meeting to order at **7:30m**.

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 **Minutes of February 27, 2015. Salvatore Rinaldi** made a Motion to accept the **February 27,** 201**5** Board of Trustees Meeting Minutes, as **written. Ann Harris** seconded the Motion. All in favor: Unanimous.

John Mikulin asked for a Motion to accept the **Minutes of March 5, 2015. Ann Harris** made a Motion to accept the **March 5,** 201**5** 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. **Salvatore Rinaldi** made a Motion to accept Warrant **#560** for check numbers **11202 – 11278 in the** amount of **$27,161.34, and Addendum for check numbers 11279 – 11281 in the amount** of **$2,7187.87 Total Warrant amount is $29,349.21. Ann Harris** seconded the Motion. All in favor. Unanimous.

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CORRESPONDENCE:
Michele, Director, received a Certificate of Merit from Tom McKevitt to thank the Library for their participation in the Toys for Tots Program.

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

Annual State Report:
John Mikulin asked for a Motion to accept the **Annual State Report. Salvatore Rinaldi** made a Motion to accept the **Annual State Report, as written. Jerry Schmotzer** seconded the Motion. All in favor: Unanimous.

Door Counter Statistics:
For the period February 17 thru March 17, 2015 the count was 5,413 (this count was just from the **entrance of the parking lot).**

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.

Girl Scouts:
A Girl Scout leader asked Michele, Director, if it would be okay to use our Library on Friday, April 24th. The Girl Scouts are working on a Research Badge on how to take care of pets. Michele stated this was agreeable with her and that she would be willing to also help out. The Library would be closed and opened just for the girls (5:30pm – 6:30pm). The Board was agreeable to this request.

Time and Attendance / HR / Clock / Software:

Michele, Director, discussed the proposals she received from Paychex, Accu Data and ADP. After discussing the different proposals it was decided we would go with Accu Data. The cost breaks down are as follows:

Time and Attendance / HR / Clock / Software:

Yearly Fee:	
Biometric Time Clock Maintenance	$ 375.00
Payroll Submission/W-2/1099	$3,610.00
37 Employees x $4.00	$1,776.00
Total:	**$5,761.00**
Human Resource Mgmt Utilizing both	
Payroll & Time & Attendance information	
$2.00 per employee per month	$ 888.00 a year
Total:	**$6,649.00 a year**
1 Time Fee:	
Biometric Ethernet Time Clock-Ownership	$ 999.25
Shipping of Clock	$ 24.00
Time & Attendance/Training & Implementation	$1,995.00
Total:	**$3,018.25**
FIRST YEAR TOTAL:	**$9,667.25**

John Mikulin asked for a Motion to accept Accu Data. Salvatore Rinaldi made a Motion to accept Accu Data proposal as indicated from Accu Data. Ann Harris seconded the Motion. All in favor: Unanimous.

App for scanning Library's Bar Code on cell phones:
Michele, Director, presented the Board with 2 quotes: Motorola – $748. and Honeywell - $675.40. Michele spoke with Mike Candelaria who suggested the Library should go with Motorola which is the better company out of the 2 suggested.

John Mikulin asked for a Motion. Salvatore Rinaldi made a Motion to accept the Motorola app. Ann Harris seconded the Motion. All in favor: Unanimous.

UNFINISHED BUSINESS:

Book Drop: (**TABLED UNTIL NEXT MONTH'S MEETING)**
Discussion centered on getting an addition 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 to drop items from their car, therefore not having to get out of the car.

NEW BUSINESS:
None

PUBLIC PARTICIPATION:
Renee stated that the "Staff Picks" is a great idea but currently it is on white paper and not in a great location. It should be displayed in a more obvious place and listed on bright paper / neon paper which will make it more noticeable. Jerry Schmotzer stated that we should put it on our scroller.

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. **Ann Harris** made a Motion at **8:10pm** to adjourn the meeting to go into Executive Session for the purpose **to discuss personnel issues**. **Salvatore Rinaldi** seconded the Motion. All in favor. Motion carried unanimously.

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I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:
The Board returned from Executive Session at **9:00pm**. **The following voting took place:**

John Mikulin asked for a Motion. Salvatore Rinaldi made a Motion to hire Laura Haber for the position of Clerk off the Civil Service list, with a start date of April 6, 2015 at a rate of $10.50 an hour. Ann Harris seconded the Motion. All in favor. Motion carried unanimously.

ADJOURNMENT :
John Mikulin asked for a Motion. **Salvatore Rinaldi** made a Motion to adjourn the **March 27, 2015** Board Meeting. **Ann Harris** seconded the Motion. All in favor. Unanimous. Meeting adjourned at **9:05**pm.

The next **Island Trees Public Library Board Meeting and Budget Hearing Meeting** will be held **Tuesday, April 7, 2015 at 7:30pm.**

Respectfully submitted,

Ann L. Boiallis

Secretary to the Board of Trustees
/alb