Island Trees Public Library  
Board of Trustees Meeting Minutes  
May 24, 2016

IN ATTENDANCE:  
John Mikulin, Board President  
Ann Harris, Board Vice President  
Jerry Schmotzer, Trustee  
Bill Fitzgerald, Trustee  
Howard Taylor, Trustee -- via phone conference  
Ann L. Boiallis, Board Secretary  
Michele Vaccarelli, Director  
Sal Rinaldi, Treasurer  
Chris Ostuni, I.T.P.L. Attorney

ABSENT: 
None

CALL TO ORDER:  
John Mikulin called the meeting to order at 7:33pm.

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.

CORRECTION to the April 5, 2016 Minutes:  
Page 5 of 5 : Adjournment: 2nd paragraph

It states..... .  
Ann Harris made a Motion to adjourn the March 23, 2016 Board Meeting.

It should state........  
Ann Harris made a Motion to adjourn the April 5, 2016 Board Meeting.

John Mikulin asked for a Motion. Jerry Schmotzer made a Motion to accept the ITPL Budget Hearing Meeting Minutes - Special Meeting of April 29, 2016, as written. Ann Harris seconded the Motion. All in favor. Unanimous.

John Mikulin asked for a Motion. Bill Fitzgerald made a Motion to accept the April 5, 2016 Board of Trustees Meeting Minutes, as amended. Jerry Schmotzer seconded the Motion. All in favor. Unanimous.
Board Meeting Minutes  
May 24, 2016

APPROVAL OF WARRANT:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion to accept Warrant #574 and Addendum for check numbers 12226 – 12377 for a total amount of $53,840.33. Jerry Schmotzer seconded the Motion. All in favor. Unanimous.

Note: Going forward when petty cash is used, John Mikulin requested that a listing be submitted to the Board outlining what the petty cash was used for.

DIRECTOR’S REPORT:
ENL/ESL (English as New Language/English as a Second Language) Night at the Library:
The K-4 ENL/ESL Night was held on April 27th at 6:30pm was well attended and a very successful Program. The purpose of this event was to allow families a chance to learn more about the library, the services we offer such as how to register for Programs online, make museum pass reservations, find research for children, and how to find downloadable E-books. This was accomplished through the efforts of our Children’s Librarian Liz Spoto, Library’s Director, Michele V., Head of Circulation, Debi Santiago and the ENL/ESL Teacher, Marissa Cifarelli.

National Library Week - April 11 – April 16, 2016
There were baskets donated by the “Friends of the Library” as well as our insurance company who donated prizes. The Library had a total of 461 entries. There were 15 baskets given out to the 15 winners. The winners and baskets given were:

Correspondence Basket               Christine Nigro
Candy & Movie Gift Card Basket #1    Citiali Ramirez
Candy & Movie Gift Card Basket #2    Charlene Baglivo
Candy & Movie Gift Card Basket #3    Feldman
Costume Jewelry & Stationary Basket  Christine Camardella
Baker & Taylor Basket                 Dale Berten
Glass Mugs & Stationary Basket       Bobbi Benigno
Keep Busy Basket                     Michele Anderson
Tea Mugs & Chess Set Basket          Cindy Simeti
Powder Room Basket                   Virginia Young
YA Basket with Zumba Xbox Game        Linda Bristoll
Children’s Bears & Book Basket       Kristhallie
Children’s Basket w/Bubbles & more   Lichele Lucatorto
Designer Basket                      Geraldine Raab
YA Basket with Island Trees Tote Bag  Stephanie Fleishaker

Service Contracts & Maintenance Savings:
Michele V. compared bottleless water systems between Leslie WaterWorks and Quench (who we currently use). Quench charges us $27.75 per month and Leslie WaterWorks will charge $39.00 per month. We will be staying with Quench’s services.
Board Meeting Minutes
May 24, 2016

DIRECTOR’S REPORT - Continued:

Audit:
Michele V. received a Standard Arrangement Letter for Professional Services to be rendered to the ITPL for the fiscal year ended June 30, 2016 from Nawrocki Smith, LLP, which outlines the services they will be performing for our yearly audit. The total fees for this service, based on their standard hourly rates, plus out-of-pocket costs will not exceed $8,000, which is an increase of $1,000 from last year. Michele V. requested approval of the Board to accept the above mentioned proposal from Nawrocki Smith, LLP.

John Mikulin asked for a Motion. Jerry Schmotzer made a Motion to accept the Professional Services Proposal from Nawrocki Smith, LLP for the fiscal year ended June 30, 2016, at an increase amount of $1,000 from last year, for a total amount not to exceed $8,000. Bill Fitzgerald seconded the Motion. All in favor. Unanimous.

Children’s, Y/A and Adult Reports:
The Adult Summer Reading Club will start on July 1 and run through August 17th. Instead of reading three books, Marilyn is asking patrons to avail themselves of the other services the library has to offer. In order to complete the program and gain entrance to the end of summer party, participants must complete tasks on a game board. It will include such activities as reading a healthy cookbook or a book that exercises your mind, attending one of our summer programs on health or exercise or any other fun related activities.

The Young Adult Department had the Long Island Children’s Museum paint program on May 10. It was only attended by 7 kids. It is such a wonderful program that the museum offers to libraries to keep the art of Willem de Kooning alive. Lori has contacted the librarians and the English department of the IT school district to get the lists that the kids will be getting this summer for summer reading. Liz and Lori are collaborating on doing more “family” programs. For example...a family with children of all ages can attend it together. Being a parent of a large family, Lori knows she would appreciate taking all her kids to one activity where they can enjoy it together.

7 Kindergarten visits will be visiting in June. We’ve been asked by second grade teachers for class visits. We are doing our best to accommodate them for June. Flyers promoting Spring Break programs were sent to the Sparke & Stokes librarians to hand out to students a week before programs begin. Children’s Services hosted a guessing jar for Sparke PARP, and Book Reviews for Stokes during Spring Break. Children’s Services hosted an ENL night on April 27 with Marissa Cifarelli from Sparke Elementary. Many of the families who attended have returned in the past few weeks to attend our classes and enjoy the Children’s Room. Both elementary school librarians have been contacted for this summer’s Reading Lists. This summer the library will offer Tween programs. This is a result of the collaboration between Liz and Lori. Tweens fall somewhere be”tween” kids and young adults. They plan on offering Tween programs for ages 8 through 14.
Board Meeting Minutes
May 24, 2016

DIRECTOR’S REPORT - Continued:

Statistics:
April Circulation stats - 8,098 / last year – 7,993
Door Counter stats for March – 5,447
Door Counter stats for April – 5,356. This figure does not include a count for Saturday, April 2nd due to a dead battery.
ITPL Mobile App – 229 users / up 21 more users (162 iPhone users, 67 iPad users)
Facebook – 525 followers / up 14 followers from March and 437 visits (22 more visits from March)

Friends of the Library:
The week of October 16 – 22, 2016 is National Friends Week. On October 22nd from 2:30pm – 3:30pm the Friends of the Library will be holding a chocolate contest called “Chocolate Friendzy”. The Friends of the Library are looking for people to participate in this event by making chocolate items (no nuts allowed in entry). Deadline for entries will be October 5, 2016. There must be at least 5 entries submitted to have this event take place. Michele V. asked the Board for volunteers for judging the chocolate entries. Tasting will be from 2:30pm to 3:30pm with winners being announced at 4:00pm. Jerry Schmotzer volunteered to be a judge at this event.

The Friends of the Library also reported that the Book Sale was very successful and that there was a good turnout.

The Shredding event took place on May 21 from 2:30pm to 4:00pm, which was also a good event.

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

NLS Info Session about Construction Grant Applications:
NLS is hosting a Construction Grant Workshop which is intended for Directors and Staff of member Libraries who plan to submit a Grant Application this summer for the 2016-2017 funding cycle. It was stated that everyone who will be working on the application should attend this workshop, if possible. Also, this year NLS is going to welcome the Library’s architects, project manager, etc. as long as a representative from the library accompanies them. Michele V. stated she has signed up for this workshop which is on Wednesday, June 8th at NLS in Uniondale from 9:30am to 11:30am. Jerry Schmotzer has offered to join Michele at this workshop.
DIRECTOR’S REPORT - Continued:

Memorial Day Parade:
We have received an invitation to march on Monday, May 30th at 10am in the Memorial Day Parade. Everyone is invited to march with the ITPL. During the parade there will be fans given out to the younger children which reads “I am a fan of the Island Trees Public Library”. Michele V. thanked her staff for helping put together the fans, and also thanked the volunteers for helping out with this project.

Suggested Board Meeting Dates 2016 – 2017:

<table>
<thead>
<tr>
<th>Fridays</th>
<th>Tuesdays</th>
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<tbody>
<tr>
<td>Friday, July 29, 2016 at 7:30pm</td>
<td>Tuesday, July 26, 2016 @ 7:30pm</td>
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<td>Friday, August 26, 2016 @ 7:30pm</td>
<td>Tuesday, August 23, 2016 @ 7:30pm</td>
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<td>Friday, September 30, 2016 at 7:30pm</td>
<td>Tuesday, September 27, 2016 @ 7:30pm</td>
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<td>Friday, October 28, 2016 @ 7:30pm</td>
<td>Tuesday, October 25, 2016 @ 7:30pm</td>
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<td>Friday, November 18, 2016 @ 7:30pm</td>
<td>Tuesday, November 15, 2016 @ 7:30pm</td>
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<td>Friday, December 16, 2016 @ 7:30pm</td>
<td>Tuesday, December 13, 2016 @ 7:30pm</td>
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<td>Saturday, January 14, 2017 @ 1:00pm</td>
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<td>(Board Meeting/Budget Work Session)</td>
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<td>Friday, February 24, 2017 @ 7:30pm</td>
<td>Tuesday, February 21, 2017 @ 7:30pm</td>
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<td>Friday, March 31, 2017 @ 7:30pm</td>
<td>Tuesday, March 28, 2017 @ 7:30pm</td>
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<td>Tuesday, April 4, 2017 @ 7:30pm (Board Meeting/Budget Hearing)</td>
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<td>Tuesday, April 18, 2017 (Budget Vote 1-9pm)</td>
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<td>Friday, May 19, 2017 @ 7:30pm</td>
<td>Tuesday, May 23, 2017 @ 7:30pm</td>
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<td>Friday, June 30, 2017 @ 7:30pm</td>
<td>Tuesday, June 27, 2017 @ 7:30pm</td>
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CORRESPONDENCE:
ITPL received a letter dated May 17, 2016 from Nancy Delilo, patron of ITPL (who is in charge of the Estate of Ann Klink, patron of ITPL) who has donated an easel on behalf of Ann Klink. A thank you letter was sent to Nancy Delilo for the easel. Michele V. mentioned that some of Ann Klink’s water color paintings have been donated to our Library, which is on display in the community room from the Vernissage (they are the paintings with a star on the bottom). Ann Klink had been part of the Water Color Painting Program for many years.

Received a dividend from Utica i/a/o $748.38. Nawrocki Smith, LLP instructed Michele V. to put this into revenue.
Board Meeting Minutes
May 24, 2016

UNFINISHED BUSINESS:

Board Meeting Dates 2016 – 2017:
Tabled for June Board Meeting.

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

Resource Sharing Code (NLS): - WORK IN PROCESS
Tabled for June Board Meeting.
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.

Mobile Print Solution: - WORK IN PROCESS
Tabled for June Board Meeting. Policy to be presented at June meeting.
Michele V. stated that there are a lot of children coming into our library from the district with their Google tablets, and are unable to print in our library since we do not have the proper connectivity to work with the Google tablet. Michele V. further explained that she had been speaking with Wayne Piskin (of CCP Solutions, LLC & Continental Copy Products, Ltd.) the company who we lease our copy machines from. This company will be doing an alpha testing on an academic mobile solution and the owner of CCP is looking to work with that company to create a children’s mobile solution. Wayne Piskin offered our library to be a beta testing site for free with a mobile printing solution through “Everyone Print”, which would be geared to the K-12 student users. Wayne Piskin stated he will provide a tablet and mount for releasing print jobs. The library would need to provide a printer for the print jobs. Michele V. will research and learn more about how this “Everyone Print” works and will report back to the Board.

UnitedHealthcare: - WORK IN PROCESS
Tabled for June Board Meeting.
Michele V. had a patron, Yesenia Torres (Marketplace Facilitated Enroller with UnitedHealthcare) state she wanted to drop off, as informational material, a UnitedHealthcare flyer. Yesenia Torres said she could talk with patrons to see if they qualify for health insurance at little or at no cost for their entire family, so that they do not go without health insurance or incur penalties for not having insurance. The price of the insurance is based on their yearly income. Yesenia Torres further stated that she is also willing to come to our Library to speak with anyone who might wish to speak with her privately, in our Community Room.

Discussion centered on the feasibility of having an Insurance Health Fair. The Board asked Michele V. to contact the State to see if there are any other companies who might be interested in coming to our Library for this Fair, and to also ask the State if they would have any objections for the companies coming into our Library for this Insurance Health Fair. Michele V. will report back to the Board with her findings.
PUBLIC:
None

NEW BUSINESS:
Wednesday, June 8th from 9:30am to 11:30am NLS will be hosting an “Info Session about Construction Grant Application” workshop to be held at NLS in Uniondale. Jerry Schmotzer and Michele V. plan to attend this workshop and will report back to the Board.

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion at 8:05 pm to adjourn the Meeting to go into Executive Session for the purpose of personnel and union negotiations. 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 8:55 pm. The following voting took place:

Motion made by John Mikulin to allow AccuData to pretax health insurance deduction under the POP 125/Pre-Tax Contribution Program (PTCP) with NYSHIP. Bill Fitzgerald seconded the motion. All in favor. Unanimous.

John Mikulin made a Motion to approve the Retiree Vision Memorandum of Agreement from CSEA. This agreement will allow retirees to receive a vision plan to bargaining unit members starting June 1, 2016. Bill Fitzgerald seconded. 4 yes, 1 no

ADJOURNMENT:
John Mikulin asked for a Motion. Ann Harris made a Motion to adjourn the May 24, 2016 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 8:57pm.

The next Island Trees Public Library Board Meeting will be held on Tuesday, June 28, 2016 at 7:30pm.

Respectfully submitted,

Ann L. Boiallis

Secretary to the Board of Trustees
/alb