Island Trees Public Library
Board of Trustees Meeting Minutes
May 26, 2015

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

GUESTS:
Mia - PTA Representative
Gallin Beeler Design Studio – Architect Presentation
H2M Architects and Engineers Presentation

ABSENT:
Ann Harris

CALL TO ORDER::
John Mikulin called the meeting to order at 7:31pm.

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 April 27, 2015. Bill Fitzgerald made a Motion to accept the April 27, 2015 Board of Trustees Meeting Minutes, as written. Sal Rinaldi seconded the Motion. All in favor: Unanimous.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion. Sal Rinaldi made a Motion to accept Warrant #562 for check numbers 11379 – 11426 in the amount of $19,417.43. Bill Fitzgerald seconded the Motion. All in favor. Unanimous.
CORRESPONDENCE:
None

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

National Library Week, April 13-18 - Raffle Winners  (There were 373 entries)

<table>
<thead>
<tr>
<th>Basket Type</th>
<th>Winner</th>
<th>Donated by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Popcorn Basket</td>
<td>Maria Narvaez</td>
<td>Joe Price Inc.</td>
</tr>
<tr>
<td>Soothing Basket</td>
<td>Cindy Simeti</td>
<td>Friends of the Library</td>
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<tr>
<td>YA Basket</td>
<td>Stephanie Fleishaker</td>
<td>Friends of the Library</td>
</tr>
<tr>
<td>Kids Basket</td>
<td>Kathleen Rodriguez</td>
<td>I.T.P.L.</td>
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<tr>
<td>Movie Basket</td>
<td>Dee Mullen</td>
<td>Midwest Tapes</td>
</tr>
<tr>
<td>Cup O’Candy Basket</td>
<td>Sonya Taub</td>
<td>I.T.P.L.</td>
</tr>
<tr>
<td>Bookbag Basket</td>
<td>Alvina Schoenlein</td>
<td>Friends of the Library</td>
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UTICA NATIONAL INSURANCE GROUP:
Michele, Director stated the Library received a 15% dividend amounting to $1,600. for the period of September 2013 to September 2014. This dividend resulted from a feature that gives back a portion of the premium that results from the good experience the group members have.

2015 / 2016 LIBRARY BUDGET:
Our budget passed by 61 votes - 94 Yes / 33 No for a total of 127 votes. John Mikulin was re-elected for another term.

FACILITIES:
Michele stated that circulation of all materials for the month of April was 7,572 items last year the amount was 7,869 items, while the amount for EBooks was 563. There were 30 new Adult cards and 6 new Juvenile cards issued this month.

The week of April 13-18 (National Library Week) was a highly trafficked week for a total of 6,128 people visiting the Library. For the period of April / May the total was 5,336 people visiting the Library.
DIRECTOR’S REPORT - Continued:

DEPARTMENT REPORTING:
Young Adult Department reported that the High School exam books from the exams section has been moved to the Young Adult College section, allowing more room to expand the civil service exam books. Lorayne has been in touch with the English Dept. and the Librarians of the Island Trees School District for the current summer reading book list. As of this writing, Lorayne has not received the list, just receiving a statement that they are working on it. The Library would like to have this list in order to purchase and process the books / EBooks before the kids come into our Library looking for them.

Adult Reference reported that weeding of all sections is continuing. Classic Fiction section has been updated. Magazine section has been reviewed and some magazines have been canceled, and some men’s titles have been added, based on suggestions from our patrons. New audio books on CD have been moved to the display area underneath the new DVD section. Attendance in adult programs is weak. Programs offering free foods are well attended. Marilyn, Head of Reference, is considering surveying our patrons to see what would work better. Adult Summer Reading program kickoff will be combined with the Children’s kickoff. Jason Pellegrini, local author has agreed to come to the Library’s closing party (adult Summer Reading party)

Children’s Department worked together with Sparke Elementary librarian and held a raffle for the school’s PARP Program. We received a generous grant from Joe Price Insurance. The monies will be used on materials and toys for ongoing programs, new apps for the Crayon Kiosk, and to purchase new Playaway Launchpads, pre-loaded tablets made to be checked out. Kindergarten visits will start at the end of May. A special needs Preschool class from Gallow will also come for a visit that week.

BOARD MEETING DATES:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Tuesday July 28, 2015</td>
<td>7:30pm</td>
</tr>
<tr>
<td>August</td>
<td>TBD</td>
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<tr>
<td>Friday September 18, 2015</td>
<td>7:30pm</td>
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<tr>
<td>Friday October 23, 2015</td>
<td>7:30pm</td>
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<tr>
<td>Friday November 13, 2015</td>
<td>7:30pm</td>
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<tr>
<td>December</td>
<td>TBD</td>
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<tr>
<td>Saturday January 16, 2016</td>
<td>1:00pm Board Meeting / Budget Work Session</td>
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<tr>
<td>Tuesday February 23, 2016</td>
<td>7:30pm</td>
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<tr>
<td>Tuesday March 29, 2016</td>
<td>7:30pm</td>
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<tr>
<td>Tuesday April 5, 2016</td>
<td>7:30pm Board Meeting / Budget Hearing</td>
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<tr>
<td>Tuesday April 19, 2016</td>
<td>1-9pm BUDGET VOTE</td>
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<tr>
<td>Tuesday May 24, 2016</td>
<td>7:30pm</td>
</tr>
<tr>
<td>Tuesday June 28, 2016</td>
<td>7:30pm</td>
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DIRECTOR’S REPORT - Continued:

Board Meeting Dates (Continued):
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion to accept the Board Meeting Dates, as written. Sal Rinaldi seconded the Motion. All in favor: Unanimous.

CONCERNS – MUSEUM PASSES/RESERVATIONS:
Michele, Director, stated the Long Island Children’s Museum (LICM) averages out to 6-8 times a month, pass circulates for 3 days. Michele further stated that it is very time consuming reserving a pass at the Circulation Desk (example: 4 passes took 20 minutes to reserve at the Circulation Desk).

Michele further stated there is a program called TixKeeper which you can give parameters to the online software which will streamline the requests. The cost is $400.00 annually, less the NLS discount.

Currently the Library has 8 passes. Michele would like to request purchasing an additional pass to the LICM.

Suggestion from Patron stated passes should only be able to be reserved online within 14 days prior. Also 2 passes for the Children’s Museum should be available.

Voting as follows:

1) John Mikulin made a Motion to adopt an Addendum to the Museum Pass Policy, which now will include: a) Reservation can be made up to 3 weeks in advance, and, b) One (1) pass per Adult Cardholder per month. Bill Fitzgerald seconded the Motion. All in favor. Motion carried unanimously.

2) John Mikulin made a Motion to purchase an additional Long Island Children’s Museum pass i/a/o $950.00. Sal Rinaldi seconded the Motion. All in favor. Motion carried unanimously.

3) John Mikulin asked for a Motion. Sal Rinaldi made a Motion to purchase TixKeeper application, at a cost of $400.00 annually. Bill Fitzgerald seconded the Motion. All in favor. Motion carried unanimously.
NEW BUSINESS – Architect Presentation:
There were representation from two (2) architect firms, Gallin Beeler Design Studio and H2M Architects and Engineers. Both companies gave appx. a 45 minute presentation as to what they would do to change / renovate our Library,

Ray Beeler of Gallin Beeler Design Studio gave a video presentation of what he envisions our Library to look like, if he was chosen. He stated the approximate cost (to open up walls) of construction cost sq. ft. would be $250 - $300. New construction would be $400 - $500 sq. ft. To build out 4,000 sq. ft would be appx. $2.5MM - $3MM. Mr. Beeler stated it would take 1 year to construction than 2 years to grand opening. Our Library would not have to close during the construction period, it would be open in some capacity.

H2M Architects and Engineers spoke with the Board of what their vision would be if given the opportunity. They would like our Library to be the cornerstone of the community. To have right space to do the right thing, to have books in the Library with a comfortable place for patrons to go to. They would like to give the Library different lighting and visual varieties. There should be different sensory experiences to the patrons. They also stated the front lawn can be used to engage inside / outside and be sensitive to our neighbors. Our Library should be more visible from the street. There can be a book drop outside which would be provided on an inlet. The approximate cost of a gut renovation sq. ft. would be $300. up or down. New construction would be appx. $400 sq. ft. up or down. Danny Tanzi stated that everyone deserves to be heard, You need the majority of people to take them there, and they (H2M) will provide guidance to the agreement. Mr. Tanzi stated he would sit in on one (1) meeting on a pro-bono basis if we would like him in attendance, after that there will be a fee.

Both companies stated that there should be a lot of input from our patrons as to what they would like in this renovation. Everyone should be heard.

The Board thanked both companies for their presentation.

DIRECTOR’S REPORT - Continued:
GASB 43 & 45:
Frank McKenna originally started this 3 year service. John M. asked Michele to get back to him with the amount which was paid for this service. Our attorney, Chris will check into this to see if we need to be in this program and will report back to the Board with his findings.

John Mikulin asked for a Motion. Sal Rinaldi made a Motion to pay for the GASB 43 & 45 service. Jerry Schmotzer seconded the Motion. All in favor. Motion carried unanimously.
_BOARD MEETING MINUTES

May 26, 2015

DIRECTOR’S REPORT - Continued:
BASCOM – Effective July 31, 2015 service on our BASCOM hardware & software will be discontinued. BASCOM is going out of business. Internet filtering will no longer work. The product will NOT be supported and will NOT receive any updates, patches, or security fixes after July 31, 2015. Michele, Director, contacted the company to discuss this situation and spoke with Anthony Foxem, who stated the company will refund the amount of $1,500 for the unit which was purchased on March 13, 2015. The company Untangled was suggested by Bascom. Mike and Michele will look into this new company to make sure that our Library will not go unfiltered for any amount of time. The plan for the transition is June.

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:
None

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Sal Rinaldi made a Motion at 10:05pm to adjourn the meeting to go into Executive Session for the purpose to discuss policy and personnel. Jerry Schmotzer seconded the Motion. All in favor. Motion carried unanimously.
Board Meeting Minutes  
**May 26, 2015**

**I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:**  
The Board returned from Executive Session at 10:50pm. The following voting took place:

John Mikulin made a Motion to hire Nawrocki & Smith LLP for Auditing Services. Jerry Schmotzer seconded the Motion. All in favor. Motion carried unanimously.

John Mikulin made a Motion to have Jenna Morlock to work as a Page for the summer and to hire an additional Page. Bill Fitzgerald seconded the Motion. All in favor. Motion carried unanimously.

The following practice was instituted:  
Paychecks to be dispersed on the actual pay date which will be effective, Thursday, June 4, 2015.

**ADJOURNMENT:**  
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion to adjourn the May 26, 2015 Board Meeting. Sal Rinaldi seconded the Motion. All in favor. Unanimous. Meeting adjourned at 10:55pm.

The next Island Trees Public Library Board Meeting will be held Tuesday, June 23, 2015 at 7:30pm.

Respectfully submitted,

*Ann L. Boiallis*

Secretary to the Board of Trustees  
(alb)