Island Trees Public Library
Board of Trustees Meeting Minutes
November 13, 2015

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

ABSENT:
Jerry Schmotzer

GUEST:
Dr. Charles Murphy

CALL TO ORDER:
John Mikulin called the meeting to order at 7:35pm.

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

John Mikulin turned the meeting over to our guest speaker, Dr. Charles Murphy.

Dr. Murphy reported that the School Board and the Library Board has not meet in a number of months and he wanted to inform us that things are moving along with the preparations for the project at hand. Dr. Murphy stated that he and our Director, Michele has had several meetings along with the architect (Mike Guido). Dr. Murphy stated there was a Building Condition Survey stating numerous issues which needed to be addressed for the: High School, Middle School, Sparkes, Gallo and Karopczyc Schools. Examples of things needing to be repaired are: bricks falling off of the building, being out of code, not conforming to ADA requirements, (every bathroom in all of our buildings are not ADA compliant), etc.

Dr. Murphy asked Michele, Director for our Library’s survey results so he can include this onto the School Board’s website. This shows what work has been done in preparation for redesigning our Library. Dr. Murphy stated that our plan for a new Library is a long time coming. The approximate cost of the renovation for the Library is $7 -$8million. The Library will be getting 25 – 30 sq. ft.

For the work being done for the schools and the library, there will be one Bond Referendum. The vote will be either “yes”- for the total project or “no”- for the total project. If the vote is “yes” then you get a new public Library and the school gets the renovations. If the vote is “no” there will be no new public Library, and there will be no school renovations. Dr. Murphy reiterated that we are a school and a library community. If the vote is “yes” the school will get fixed up and the community will get a Library which it deserved 30 – 40 years ago. It will be a beautiful project for all.
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In December Dr. Murphy stated there will be a community forum which will be an opportunity for the public to hear ideas and the public can then voice their ideas / concerns. In January in order to get the March vote, a formal public hearing will take place to present the entire concept to the community before the March vote. Dr. Murphy stated perhaps the School and the Library could do a joint hearing together. Chris Ostuni will research to see if we can do the joint hearing and will give the answer to Michele, Director, who will then share this information to Dr. Murphy.

Dr. Murphy said that once the plans go up to Albany it takes a year for review, there are mechanical reviews and architectural reviews. After approval by Albany it can take a year for design. The project is now up to 2 – 3 years.

Michele, Director and our Library Board stated we will put out literature to the public announcing our intentions for the redesign our Library.

Dr. Murphy left at 8:20pm

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 November 13, 2015. Howard Taylor made a Motion to accept the November 13, 2015 Board of Trustees Meeting Minutes, as written. Bill Fitzgerald seconded the Motion. All in favor. Unanimous.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion to accept Warrant #568 and Addendum for check numbers 11883 – 11906 for a total amount of $89,249.32. Bill Fitzgerald seconded the Motion. All in favor. Unanimous.

CORRESPONDENCE:
None

DIRECTOR’S REPORT:
The following represents a summary transcription of the topics and conversations.

Door Counter Statistics (Parking lot entrance only):
Michele reported the following statistics:

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 7th through</td>
<td>6,345</td>
</tr>
<tr>
<td>November 7th</td>
<td></td>
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</tbody>
</table>

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**Food for Fines:**  
Running from Saturday, November 6th through Saturday, November 21st. To date the Library recovered $66.00 in fines, and have received cans and non perishable foods which will be donated to Long Island Cares and the Island Harvest Food Banks.

**Book Sale:**  
The book sale went very well, it brought in $507.50.

**Preliminary Budget:**  
The date for the preliminary budget workshop is Saturday, January 16th at 1pm.

**Auditor’s Report:**  
The Auditor’s Report will be ready in December. The auditor’s, Nawrocki & Smith would like to come to speak at the December Board Meeting.

**Drop Box:**  
Michele, Director spoke to Ken regarding a possible location to put an additional drop box. It was determined that there does not seem to be a great spot as of yet for this additional drop box. Juliette Feeley came up with a suggestion to take our existing drop box and move it towards the walkway to the left. Thank you Juliette for the suggestion.

**Board of Elections:**  
The training cost of $25.00 (4/5 people) will be paid by our Library since this is a mandatory training for the Board of Elections. Two people are trained at the facility for free (Juliette and Michele).

**N.L.S. Delivery Service:**  
The NLS delivery service person asked Michele, Director that he would like to come and make his delivery to our Library as early as 7am – 7:30am, and be given a key and code to our Library since he hits lots of traffic and has an odd route. He stated that other libraries have given their approval for him to have the key and code to their library. Michele, Director stated she is not comfortable doing this. The Board also stated they do not want to give a key or code to this NLS delivery service person.

**Obsolete:**  
Ann Harris made a motion to declare surplus property obsolete and authorize the sale or disposal of such property. Howard Taylor seconded the Motion. All in favor. Unanimous.

**LICOA (Long Island Corvette Owner’s Association):**  
The Long Island Corvette Owner’s Association is very big on charity events. They are looking for a place to meet since No. Bellmore is doing renovations. LICOA meets the first Wednesday of every month and they would like to come to our Library for their meetings temporarily. The Board has approved this request.
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UNFINISHED BUSINESS:

Food for Fines: WORK IN PROCESS
To date the Library received $66 in fines and have received cans and non perishable foods, which will be donated to Long Island Cares and the Island Harvest Food Banks. (Meeting of October 23, 2015: Saturday, November 6th through Saturday, November 21st, patrons can help feed families in need while paying off their library fines. For each non-perishable food item there will be a $1.00 credited towards a patron with an Island Trees fine. This event does not apply to lost or damaged items. The credit applies only to accrued fines during the period November 6 through November 21. The collected foods will be donated to Long Island Cares and the Island Harvest Food Banks. Meeting of September 25, 2015 Michele learned of a program called “Food for Fines” which she would like to institute. Details she shared with the Board as follows: to forgive the fines for outstanding items the patron would have to donate a non-perishable food item. The foods collected will be donated to either or both (depending on how much is taken in) to Long Island Harvest or Long Island Cares. Michele will contact both organizations to find out the details for the time frame they need to collect the foods from our Library. Additional details will be worked out before this goes to our patrons. This “Food for Fines” program will be announced in our newsletter in addition to being advertised at The Friends of the Library Book Sale event. It is hoped that we can donate the foods in time for Thanksgiving.)

Drop Box: WORK IN PROCESS
Michele, Director spoke to Ken regarding a possible location to put an additional drop box. It was determined that there does not seem to be a great spot as of yet for this additional drop box. Juliette Feeley came up with a suggestion to take our existing drop box and move it towards the walkway to the left. Thank you Juliette for the suggestion. (Meeting of October 23, 2015: This item has been discussed in the past, tabled with no resolution. Michele has done some research and found something smaller, which is called the Outdoor Book Returns. It is 65 lbs, materials would be placed in the top – there is a door on the bottom allowing materials to be taken out. Michele stated that this could be placed on a slab (1 foot by 1 foot) past the handicap area. Michele will find out how much it would cost for the slab. The quote given for the book return is $1,834. John M. instructed Michele to coordinate with Facilities Department to see where the best place would be to place this book drop. Michele will report back to the Board next month.)

Request To Declare Library Property Obsolete: - WORK IN PROCESS
Ann Harris made a motion to declare surplus property obsolete and authorize the sale or disposal of such property. Howard Taylor seconded the Motion. All in favor. Unanimous. (Meeting of October 23, 2015: Michele, Director discussed with the Board that there is a total of approximately 95 boxes of withdrawn books, CDs, DVDs, and donated books, CDs, DVDs in surplus. She would like to dispose 75 of the boxes and hold on to 20 boxes.

Bill Fitzgerald suggested that we should look into donating the boxes to our soldier’s overseas, send to the VA Hospital, etc. Once this is done, we should then announce it in our newspapers including pictures.

It was suggested to hold this until our next Board Meeting of August 12 for further discussion. Michele, Director will report back to the Board with further information on this topic.)
UNFINISHED BUSINESS: - (Continued)

Book Donations: WORK IN PROCESS
Our Library is limiting the number of donated books which is presently brought in. We are not accepting water damage, yellowed pages, or moldy smelling books. Marilyn did some investigation and found “The Book Fairies” which is a not-for-profit organization which collects reading materials for people in need throughout the Metropolitan New York area. The Book Fairies will distribute books to schools and also to the VA Hospital when the hospital is ready. The company will pick up the books. (Meeting of September 25, 2015 Director, Michele stated that she looked into donating books to the VA Hospital and was told to call back after the New Year, that presently they do not need any more books. Public patron stated to Michele that there is a website called “Books for Prisoners” with a stipulation that they do not accept religious books. Also it was suggested that perhaps the prison in East Meadow might take book donations. Michele also stated she found “Better World Book” and “Donations.org” which will accept book donations. John Mikulin stated to check with the Catholic Charities to see if they would accept book donations. Lastly it was suggested that the Franklin Square Library accepts book donations. Michele stated that perhaps we should consider limiting the amount of books our Library takes in. Other suggestions included limiting the amount of books donated to only 2 boxes per person and accepting books 2 months prior to The Friends Book Sale. Michele will come back to the Board at a later date.)

HVAC: - WORK IN PROCESS
Bill Fitzgerald will look into getting a company to do an Engineer’s Report on the HVAC units. This should give us an unbiased report on the condition of both units and their life expectancy and will report back to the Board.

Read IT: - WORK IN PROCESS
November 19, 2014 Marissa Giammanco came to the Board to speak 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.

Michele, Director met with Troop Leader, Shannon to discuss where the project could be hung. It was decided that the sign could be hung on the fence that is located upon entering the parking lot. The project is not completed as of this report.

Resource Sharing Code (NLS): - WORK IN PROCESS
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.
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UNFINISHED BUSINESS: - (Continued)

Closet in Director’s Office: - WORK IN PROCESS
Director, Michele stated that she and Mike are concerned about the amount of heat the server generates in this closet. There was a suggestion of possibly putting an air conditioning unit in this closet to cool it down. J.B. Cool gave a proposal which would include putting an air conditioning unit in the closet and a unit on the roof. Also Michele stated that this closet is extremely noisy. Discussion took place regarding the temperature in the closet and times of the year which this occurs.

As a precaution to keeping the heat down, Michele stated that when she leaves for the day she leaves the closet door open, when she arrives to work in the morning she shuts the closet door.

The Board asked Michele to research other options which might be available to alleviate the heat situation. A suggestion was to check with the Nassau Library System for any ideas they might have. Also, to check with other HVAC companies for quotes. Michele will come back to the Board with further information once obtained. (Meeting of 9/25/15)

PUBLIC:
None

NEW BUSINESS:
Dr. Charles Murphy (noted above)

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion at 8:35 pm to adjourn the meeting to go into Executive Session for the purpose to discuss personnel and negotiation matters. 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 10:00 pm. The following voting took place:

Sal Rinaldi has proposed a quote for his treasurer services and the Board hired Sal Rinaldi as the Treasurer for the library. 1 year contract agreement.

Ann Harris made a Motion to enter into the Treasury Service Agreement with Sal Rinaldi with the proposed contract. Howard Taylor second / tentative until Sal Rinaldi signs.
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ADJOURNMENT:
John Mikulin asked for a Motion. Howard Taylor made a Motion adjourn the November 13, 2015 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 10:15 pm.

The next Island Trees Public Library Board Meeting will be held Monday, December 21, 2015 at 7:30pm.

Respectfully submitted,

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