Island Trees Public Library
Board of Trustees Meeting Minutes
November 18, 2016

IN ATTENDANCE:
John Mikulin, Trustee
Gerry Schmotzer, Trustee
Phyllis Kelly, Trustee
Michele Vaccarelli, Director
Chris Ostuni, I.T.P.L. Attorney
Sal Rinaldi – Treasurer

ABSENT:
Bill Fitzgerald – With Excuse
Ann Harris – With Excuse
Ann L. Boiallis, Board Secretary – With Excuse

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

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 made a Motion. Phyllis Kelly made a Motion to accept the Minutes of October 19, 2016, as written. Gerry Schmotzer seconded the Motion.
All in favor. Unanimous.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion to accept Warrant #580 for check numbers 12778–12843 in the total amount of $87,807.60. Gerry Schmotzer seconded the Motion.
All in favor. Unanimous.
DIRECTOR’S REPORT:

Correspondence:
1. Donation of $25.00 from Frances A. Kosa in memory of Michelle Breslin. Marilyn will be choosing a book about animals with the donation and we will place a book plate in the book in memory of Michelle Breslin. Michelle Breslin’s parents reside at 17 Trumpet Lane, Levittown, NY 11756.

2. Thank you card from Mrs. Jean Taylor to the Island Trees Library Staff.

3. NYLA (New York Library Association): NYLA is asking for the ITPL to kindly make a donation to their Legal Defense Fund. NYLA has been asked by Libraries for legal assistance. Rockville Centre is not making a donation. The Syosset Board has decided that Syosset will be making a donation.

John Mikulin stated no donation will be made from tax-payers money.

Library’s Financial Statement:
Motion needed to accept the Financial Statements & Supplementary Information as of June 30, 2016 Together with Auditor’s Reports from Nawrocki Smith. Gerry Schmotzer made a motion to accept the Financial Statements & Supplementary Information as of June 30, 2016 Together with Auditor’s Reports from Nawrocki Smith. Phyllis Kelly seconded the motion. All in Favor. Unanimous.

Michele V. made note that she attended the NLS -Narcan: Opioid Overdose Prevention Information Session on Wednesday, October 26 @ 2:30pm. She mentioned that this is an unfortunate epidemic. Michele V. read from two news reports of people overdosing in public places. Michele asks the board for Narcan training for the staff of Island Trees Public Library. Chris Ostuni will provide contact information for Michele to arrange for a date.

An incident that took place on Wednesday November 16, 2016: A mother of two had a seizure outside the door of the library (parking lot side). An incident report was written by all who were involved and sent to all board members as well as the Library’s attorney. Michele thanked all staff for their assistance in this unfortunate matter.

Request for CPR Class:
Michele was approached by two staff members asking to offer a CPR class for all staff members. It was agreed upon to hold a CPR Class for all staff members. John Mikulin stated he knows someone who is certified and teaches CPR. John will reach out to this person to see if she would be available and willing to teach this class.

Avaya phones:
We pay yearly 1,053.89 ($87.82 per month) Avaya would like to replace our Avaya system and all the phones, due to the age and the inability to quickly find replacement parts. We will continue to pay the monthly fee of 87.82 (yearly 1,053.89). This will include the control unit, phones, installation, training and Avaya maintenance. Board of Trustees agrees to replace the existing Avaya phones.
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DIRECTOR’S REPORT - continued:

Circulation Fees:
Current fee is $0.09 – rate going up 1 cent to $0.10 per circulated item (online patron renewals will now count as circ. items). Our average circulation from July 2015 to June 30, 2016 the circulation was over 7,700. Michele V. stated she will budget accordingly for this 1 cent increase.

Statistics:
Facebook: 549 followers (up 4 followers from October) & 531 visits (17 more visits from October)  
ITPL Mobile App: 156 usersI (94 iPhone users, 62 iPad users)  
Door Counter stats for October 5,825

Friends of the Library:
The Friends would like to include an insert to the next newsletter describing their mission, and all that they have accomplished for the library. The Board responded that this is a good idea.

Island Trees Public Library Board of Trustees By-Laws:
The following will be amended:

A. Composition of the Board
The office of any trustee shall become vacant upon his/her death, resignation, refusal to act, removal from office, expiration of his/her term, and/or, if he/she fails to attend three (3) consecutive meetings, consecutive meetings without excuse, he/she shall be deemed to have resigned, and the vacancy shall be filled by majority vote of the Board of Trustees, until the next annual election of trustees.

D. Meetings
The Board of Trustees shall meet on the fourth Tuesday of every month at 8:00pm at least once a month at such times and places as the Board shall designate— at the Library, or at such other times and places as the Board shall designate. These meetings are open to the general public.

The regular June-July meeting shall be deemed the annual meeting.

G. Director
The Director shall establish and maintain a Library and Staff Personnel Policy in cooperation the Board, and shall adhere to it.
DIRECTOR’S REPORT - continued:

Island Trees Public Library Board of Trustees By-Laws - Continued:

H. Order of Business
   The order of business at the regular meetings shall be as follows:

   1. Call to Order
   2. Approval of the minutes previously circulated
   3. Correspondence and communications
   4. Report of Director
   5. Approval of Bills
   6. Report of Committees
   7. Unfinished business
   8. New business
   9. Adjournment

   1. Call to Order
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   8. New business
   9. Public Participation
   10. Executive Session
   11. Adjournment

I. The above By-Laws supersede all previous By-Laws and will be in effect as of: Feb. 23, 2010 as of December 16, 2016

Hiring Policy:
   Most part time positions commonly do not require the use of Civil Service lists to fill the positions.
DIRECTOR’S REPORT - continued:

NLS Annual Meeting:
Monday, December 5, 2016 – 7:00pm sign-in ♦ Meet and exchange information with fellow library trustees ♦ Get an overview of NLS’ and MLD’s proposed update of our Resource Sharing Code ♦ Clarify any questions you have about NLS’ request for Member Library Support for 2017 & 2018 ♦ Review our proposed 2017 budget & get an update about NLS services and activities in 2016 ♦ Learn more about NLS’ strategic planning process underway ♦ Participate in a raffle for trustees for a chance to win a door prize. Please RSVP no later than Tuesday, Nov. 22nd

Phyllis Kelly and Anne Bauman will accompany Michele to the NLS Annual Meeting on Monday, December 5, 2016.

UNFINISHED BUSINESS:

RFID: - WORK IN PROCESS:
At the last Board Meeting Michele V. was asked to find out the following:
- Which libraries recently added the RFID Self-Checkout:
  Answer: They are Port Washington, and West Hempstead.
- After phase 1 and then phase 2, are there or will there be any other expenses besides tags and maintenance of the 2 machines and theft detectors?
  Answer: You’ve got it covered… just on-going need for tags for new acquisitions and the optional service / support renewals on the hardware.
Michele V. spoke with the prior Assistant Director of NLS and it was stated that:
Other companies may not work with materials going to other libraries / Biblioteca is standardized across libraries / ALIS went through a bidding process for RFID. (Prior Notes: This was approved in the Long Range Plan of Service 2016 – 2020 – Goal #4. Michele V. stated that this is the best time to start this project. Everything in our Library needs to be tagged in order for the RFID to work, which is the self-checkout and checkout system at the desk. Phase 1 starts the process of tagging all the new items. (Phase 1 has to be completed by the summer of 2018). For Phase 2 (which will be done once we move next door), you go back and tag everything else in the Library. Once we move next door, the self checkout stations, as well as the front desk, will be Phase 2. There will be pads at the front desk or at the self checkout stations, once the books have been tagged you pile them up, you slide your library card at which time all the books will be scanned at once. It gives the patrons the ability to check out and do their own services, if they wish. This new process will now speed up productivity at the front desk, and will also give security. Once a patron finishes the process and walks through the Lucite station, it informs the front desk or Reference desk which items were not checked out, if any. According to Nawrocki & Smith (Library’s Accountant) the monies for this project have already been committed to, in the amount $70,000 under the category of Technologies, and would not be coming from our Budget. Phase 1 will cost our Library $18,308.50 out of the committed $70,000. The Board asked if there were other companies that offer this service. Michele stated that NLS works with this company, but she will get 2 other price comparisons and report back to the Board.)
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UNFINISHED BUSINESS - Continued:

Ethics / Civics: - WORK IN PROCESS
Gerry S. would like to see if our Library could promote an Ethics / Civics course (1 to 1 1/2 hour class), whereby we would hire a grad student for appx. $1,000 ($100 a class) to give 10 classes (5 topics) to 10 students (the school would select the student for the course). At the end of the course the students would get a gift certificate ($100 given to each student) to be used at the college book store where the student will attend. The cost per year would be $2,000.00. Gerry S. stated he went and spoke with Dr. Murphy about his idea – Dr. Murphy stated that he thought this was a great idea, and that Gerry S. should make a proposal and give it to the head of Social Studies Dept. Gerry S. stated that perhaps we could look into obtaining grant money for this.

PUBLIC:  
None

NEW BUSINESS:  
Narcan Training: Michele V. made note that she attended the NLS -Narcan: Opioid Overdose Prevention Information Session on Wednesday, October 26 @ 2:30pm. She mentioned that this is an unfortunate epidemic. Michele V. read from two news reports of people overdosing in public places. Michele asks the board for Narcan training for the staff of Island Trees Public Library. Chris Ostuni will provide contact information for Michele to arrange for a date

CPR Class: Michele will arrange for a CPR class for Staff

Avaya Phones: Avaya phones - We pay yearly 1,053.89 ($87.82 per month) Avaya would like to replace our Avaya system and all the phones, due to the age and the inability to quickly find replacement parts. We will continue to pay the monthly fee of 87.82 (yearly 1,053.89). This will include the control unit, phones, installation, training and Avaya maintenance. Board of Trustees agrees to replace the existing Avaya phones.

ADJOURNMENT TO EXECUTIVE SESSION:  
John Mikulin made a Motion at 7:55pm to adjourn the Meeting to go into Executive Session for the purpose of personnel matters. Phyllis Kelly 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 9:00pm. The following voting took place out of Executive Session:

John made a motion to amend changes to the By-Laws of the Island Trees Board of Trustees. Phyllis Kelly seconded the motion. All in favor. Unanimous.

John Mikulin made a motion to give Michele Vaccarelli and Juliet Feeley a raise of $1,500 each beginning January 1, 2017. Gerry Schmotzer seconded the motion. All in favor. Unanimous.

ADJOURNMENT:
John Mikulin asked for a Motion to adjourn the November 18, 2016 Board Meeting. Gerry Schmotzer seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:05pm.

The next Island Trees Public Library Board Meeting will be held on Friday, December 16, 2016 at 7:30pm.

Respectfully submitted,

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