Island Trees Public Library
Board of Trustees Meeting Minutes
October 23, 2015

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

ABSENT:
None

CALL TO ORDER:
John Mikulin called the meeting to order at 7:32pm.

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

OFFICIAL OATH OF OFFICE:
Since there was a vacancy last month to the Library Board (Salvatore Rinaldi resigned), a new member will be appointed tonight. John Mikulin made a Motion to appoint Howard Taylor to fill the vacancy of Salvatore Rinaldi on the Library Board. Bill Fitzgerald second the Motion. All in favor. Unanimous.

Juliet Feeley swore in Howard Taylor as Trustee who will fill the open spot of Salvatore Rinaldi. Congratulations and welcome Howard!!

APPROVAL OF MINUTES:
These minutes represent a summary transcription of the topics and conversations that occurred at the ITPL Board of Trustees meeting.

Jerry Schmotzer asked for a Motion to accept the Minutes of September 25, 2015. Ann Harris made a Motion to accept the September 25, 2015 Board of Trustees Meeting Minutes, as written.

Vote: All in favor- John Mikulin
Ann Harris
Bill Fitzgerald
Jerry Schmotzer
Abstained- Howard Taylor

Motion passed, 4 to 1.
APPROVAL OF MINUTES: - Continued
These minutes represent a summary transcription of the topics and conversations that occurred at the ITPL Board of Trustees meeting.

Jerry Schmotzer asked for a Motion to accept the Minutes of September 28, 2015. Bill Fitzagerald made a Motion to accept the September 28, 2015 Board of Trustees Meeting Minutes, as written.

Vote: All in favor- John Mikulin
Ann Harris
Bill Fitzgerald
Jerry Schmotzer
Abstained- Howard Taylor

Motion passed, 4 to 1.

APPROVAL OF WARRANT:
John Mikulin asked for a Motion to accept Warrant #567 and Addendum for check numbers 11760 – 11827 for a total amount of $29,598.54. Jerry Schmotzer seconded the Motion. All in favor. Unanimous.

CORRESPONDENCE:
Patron, Ana Cardenas told her neighbor about our Babytime program. The neighbor brought her son to the Babytime program, he loved the program. A picture was sent with a thank you.

A thank you letter was received from the Levittown Community Council.

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:

- August 21st through September 19th: 5,993
- September 21st through October 17th: 5,093
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DIRECTOR’S REPORT - Continued:

Department Reporting:
Adult Department: Since moving many of the Adult programs to Saturday afternoons, attendance has picked up. The Fresh Mozzarella and Adult Paint Party were a sell-out. The Haunted Long Island Program is doing very well. There were 25 attendees who came to see the movie - The Woman in Red. Our Library has now started advertising on Cablevision (channel 18) and also in the Nassau County Programs monthly newsletter. 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.

Young Adult: The yoga program held in September was very successful. The attendance was 7 out of 13 who signed up. The baking coach program was again popular, 9 out of the 15 signed up attended. The hedgehog book craft was ran by Lori, there was 6 out of 10 who signed up attended. The kids had lots of fun and enjoyed doing something with their friends. Lori asked the kids what other programs they might be interested in and she will work on getting some scheduled on the calendar for the new year.

Children’s Department: More of the 500’s section, picture books and chapter books have been weeded. Met with Bob Dyke from Children’s Plus, selections purchased include updated series featuring planets, biology and biographies. There has been an increase in registration for the Babytime, Circletime and Mommy & Me programs, but a decrease in the storytimes for the 2 to 3 and the 3 to 5 groups. It is felt that the decrease is due to the school district now offering Preschool on Fridays. The craft closet had some organization done to it. By doing so, there were some items such as surplus rewards and craft materials (from past programs) were donated to the Levittown Fire Department Open House.

Department Statistics:
Circulation – Month of September - 7,325 Renewals and patron renewals from home comes to 8,722. Last year same time – 9,506 Difference of 784. Overdrive statistics is up high - 509 checked outs in Ebooks.

Technology:
Nexus Tablets / Children’s Launchpads will be advertised in our January/February newsletter and will be ready to circulate in house only.
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DIRECTOR’S REPORT - Continued:

Food for Fines: 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.

2015 Local Library Service Ais (LLSA): LLSA is a categorical system aid for member libraries. 90% payment is received from NYS. Our Library received a total of $3,960.00.

Fire Prevention Open House: Director, Michele and Ann Harris attended the Open House on Sunday, October 11 from 11am to 2pm. Michele stated that last year’s attendance on Friday was steady but not as many people as the prior year. Michele and Ann showed Library’s app and databases, also the Library’s website.

Outreach:
483 Facebook users, up 15 followers. 389 “visits” were recorded.
166 users of the Island Trees Public Library App.: 121-Applie iPhone, 45 Apple iPad, 0 Samsung – 2 more downloads since last month.

Concerns:
Hate Email: Director, Michele stated she received an email from the Director of the Wantagh Library in which it was asked if anyone received a Hate Fax, in which 16 libraries have received it. It is a Jewish, 4 page, handwritten hate fax. An Incident Report was completed. A *69 was done on the phone and a number was revealed and an Activity Report was printed. The police was contacted, this was reported and a Case Number has been assigned. A detective called Michele and wanted to know what the telephone number was, and also wanted a printout of the Activity Report to be sent to her. Another detective called later in the afternoon stating they would keep Michele “in the loop.”

Drop Box: 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.
DIRECTOR’S REPORT - Continued:

Book Donations:
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.

Request To Declare Library Property Obsolete: - WORK IN PROCESS
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.

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.
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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)

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.

Food for Fines: - WORK IN PROCESS
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.)

PUBLIC:
None

NEW BUSINESS:
None
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ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Bill Fitzgerald made a Motion at 8:00 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 9:27 pm. No voting took place.

ADJOURNMENT:
John Mikulin made a Motion to adjourn the October 23, 2015 Board Meeting. Jerry Schmotzer seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:30 pm.

The next Island Trees Public Library Board Meeting will be held Friday, November 13, 2015 at 7:30pm.

Respectfully submitted,

Ann L. Boiallis

Secretary to the Board of Trustees
/alb