IN ATTENDANCE:
John Mikulin, Trustee
Gerry Schmotzer, Trustee
Phyllis Kelly, Trustee
Michele Vaccarelli, Director
Ann L. Boiallis, Board Secretary
Chris Ostuni, I.T.P.L. Attorney

ABSENT:
Bill Fitzgerald – With Excuse
Ann Harris, Trustee

GUEST:
David M. Tellier, Partner – Nawrocki Smith LLP  (ITPL’s Accountants)

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

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

John Mikulin turned the meeting over to our guest speaker.

David Tellier thanked the Board and the Director for entrusting his firm with the Library's audit. Mr. Tellier gave a presentation to the Board of Trustees of the Island Trees Public Library audit of the financial statements for the year ended June 30, 2016.

Highlights of 2016 Audit:
- Timely and accurate closing of books & records.
  - Fieldwork commenced July 18th
  - All audit adjustments were posted
- Excellent audit cooperation
- All planned audit procedures successfully implemented
- An unmodified opinion on the financial statements & an unmodified opinion on the audit performed in accordance with Government Auditing Standards
  - No material weaknesses or significant deficiencies
- Management’s Discussion & Analysis
Highlights of 2016 Audit - Continued:

- Entity-wide financial statements
  - Statement of Net Position
    - Positive working capital of $1.1 million (compared to $1.3 million in 2015)
    - Capital assets, net of depreciation, of $1.3 million (prior period adjustment done in order to tie into Capital Asset appraisal)
    - Non-current liabilities of $462K (compared to $237K in 2015)
    - “Net position” of $2.5 million (compared to $1.6 million in 2015)
  - Statement of Activities & Changes in Net Position
    - Increase in net position of $170K (compared to an increase of $133K in 2015)
    - Revenue of $1.2 million (consistent with 2015)
    - Expenses of $1.1 million (consistent with 2015)

- Governmental Funds financial statements
  - Balance sheet
    - General Fund
      - Total assets of $1.5 million compared to $1.4 million in 2015
      - Total liabilities of $32K, consistent with 2015
      - Fund balance of $1.4 million (of which $1.1 million is unassigned, $70K is committed and $297K is restricted)

- Statement of Revenues, Expenditures and Changes in Fund Balance
  - General Fund
    - Total revenues were $1.2 million, consistent with 2015
    - Total expenses were $1.1 million, consistent with 2015
    - Actually a $96K positive budget variance based on:
      - Positive budget variance of $17K in local sources of revenue
      - Positive budget variance of $23K in materials and programs
      - Positive budget variance of $16K in library operations
      - Positive budget variance of $72K in employee benefits

- Current year recommendations
  - Developing a disaster recovery plan

- Prior year recommendation
  - Of 10 prior year recommendations, 6 have been implemented, 2 are in the process of implementing and 2 have not yet been implemented.

John Mikulin on behalf of the Board Trustees thanked David Tellier for the preparation of the Audit and for coming to present the findings at our Board Meeting.
Board Meeting Minutes  
October 25, 2016

**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 to accept the Minutes of September 23, 2016, as written. Phyllis Kelly seconded the Motion. All in favor. Unanimous.

**APPROVAL OF WARRANT:**  
John Mikulin asked for a Motion. Phyllis Kelly made a Motion to accept Warrant #579 for check numbers 12762 – 12777 in the total amount of $34,284.49. Gerry Schmotzer seconded the Motion. All in favor. Unanimous.

**DIRECTOR’S REPORT:**

Michele V. stated that Marilyn is back and Michele wanted to thank Liz Spoto for her help in the Adult Services while Marilyn was out – everything went very smooth. Once again, welcome back Marilyn!!

**Mobile Print Station:**
Ready to open the service to the public – a Kiosk sign will be provided and will be mounted on the tablet to better convey what the Kiosk is.

**Statistics:**
- **Circulation stats** for September - 6,947 / last year - 7,696  
- **Overdrive** – 569  
- **Door Counter stats** for September – 4,508 (parking lot only)  
  
  - Revised August stats – 6,237  
- **Facebook** – 545 followers (up 9 from Sept.) & 514 visits (14 more visits from Sept.)  
- **ITPL Mobile App** – 182 users / (133 iPhone users, 49 iPad users)  
- **Constant Contact** -  
  
  - First email blast was emailed on 10/18 at 5:30pm/ as of 10/20: 668 emails were opened out of 2,259 emails sent, 355 emails bounced, 166 clicks from the email (115 newsletter link, 54 event link, 6 library website link, 1 contact us link)

**Facility:**
- **CO Detectors** – installed on October 7, 2016  
- **Water Fountain** – installed Monday, October 17, 2016 – leaking valve found and fixed at no cost thanks to Mr. Mike Tumminello from Tumminello plumbing.

**Smile File:**
Marilyn received a compliment about Kalpanna. She stated to Marilyn how helpful Kalpanna was in assisting herewith her resume/She was thrilled that someone would take the time to work with her.
DIRECTOR’S REPORT - continued:

Destruction of Ballots:
John Mikulin made a Motion authorizing the Director to destroy all the ballots cast, spoiled and unused in the April 19, 2016 Annual District Budget Vote for the Island Trees Public Library, as per the recommendation of the District Clerk. Gerry Schmotzer seconded the Motion. All in favor. Unanimous.

Resolution to declare surplus property obsolete and authorize the sale or disposal of such property:
John Mikulin made a Motion to dispose of the following items:

- 1 Dell monitor
- Samsung CLP 325W printer
- HP Officejet 4500 printer
- HP Officejet Pro 6230 printer
- Epson Stylus CX7400 (gift)
- 3 expired CO Detectors

Gerry Schmotzer seconded the Motion. All in favor. Unanimous.

CORRESPONDENCE:
None

UNFINISHED BUSINESS:

Friends of the Library: - WORK IN PROCESS
1) As promised, at the July 14, 2016 Friends of the Library Meeting, their Board approved the $144.00 per year for the Library’s Email blast. The next book sale will be on November 4th and November 5th. There is eleven participants for the Chocolate Friendzy Contest on October 22nd from 2:30pm – 3:30pm. (Prior Notes: 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 Public will be judging for the “People’s Choice Award”.)

2) The next book sale will be on November 4th and November 5th.

3) New Senior Program - Pairs & Spares. This new Program will be sponsored by the Friends of the Library and the Library. The first Meet & Greet is scheduled for April 19th from 2:00pm - 3:30pm. A mini survey will go to the participants for the Friends to get an idea of what type of activities the seniors would like. Once feedback is gathered, a monthly itinerary can be determined. Refreshments will be split between the Friends of the Library and the Library.
UNFINISHED BUSINESS - Continued:

Supplies for Soldiers:  WORK IN PROCESS
Senator Kemp Hannon urges your support for supplies for soldiers. There will be a large box in our Library near the checkout area for the purpose of collecting travel size, non-aerosol hygiene items, snacks and recreational items for our solders (there are flyers in our Library listing the many items needed). The collection will be from September 12th to November 11th.

RFID: - WORK IN PROCESS:
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. 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.)

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.
UNFINISHED BUSINESS - Continued:

Bill to Allow Libraries to Maintain and Administer Narcan: - WORK IN PROCESS

Director, Michele will be going to a workshop from 2:30pm – 4:30pm at NLS on Wednesday, October 26, 2016

“Senator George A. Amedore, Jr., co-chair of the NY State Senator Task Force on Heroin Addiction and Opioid Abuse, June 22, 2016 announced that Governor Cuomo signed into law a bill he sponsored (S.7860) to allow public libraries to maintain and administer Opioid antagonists, such as Narcan, for the treatment overdoses.” – Jackie Thresher.

Discussion centered on the above. Michele V. stated that the Library has the option to have this in our Library in case someone has an overdose, then an employee of the Library can administer it. There would be training on how to administer this by the County. Juliette F. asked how this would affect our insurance if we treat someone on our premises? Chris, our attorney will research this.

There was an email from Kevin Verbesey (SCLS Director) which states some information on Narcan: “recognizing the symptoms of an Opioid overdose and administering the injection are both extremely easy and take very little time, and the best part of all is that you cannot make a mistake. Narcan does one thing and one thing only; it reverses the impact opioid’s have on the brain. Narcan has NO negative “side effects” whatsoever under any circumstances so if you were to misdiagnose someone and administered Narcan there would be no harm at all done to the person. The best thing about this new law is that it is not mandatory but rather optional for both the library and library staff.”

PUBLIC:

Comment was made about the Chocolate Friendzy Contest held on October 22nd which brought in a lot of people into our Library. It was suggested that perhaps next time there could be a prize not only for the “Best Tasting” but also for the “Best Display”.

Winners are:
- Best of the Best: Kristy Ditrano received a $100 gift certificate to Popeye’s Restaurant
- Chocolate Champion: Joel Ross – received a $50 gift card to Gino’s
- People’s Choice: Susan and Allie Pilock and Shannon Franck– received a $50 gift card to Applebee’s

The Friend’s of The Library decided to give a consolation prize to everyone else who participated in the contest. The prize was a $5.00 gift card to Dunkin Donuts (there was about 9 cards given). A special thank you to Juliette who picked up the gift cards for the Friend’s. This was a great event and was enjoyed by all.

Coat Collecting is a great idea!! Suggestion given was that perhaps the library gets in touch with Senator Hannon and Assemblyman Tom McKevitt for a picture showing the endless support of the Island Trees Community. Pictures of full collection boxes with Hannon & Mckevitt posted on Facebook would show what our Library is doing for the community as well.
NEW BUSINESS:
None.

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin made a Motion at 8:15pm 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 9:20pm. No voting took place out of Executive Session.

ADJOURNMENT:
John Mikulin asked for a Motion. Gerry Schmotzer made a Motion to adjourn the October 25, 2016 Board Meeting. Phyllis Kelly seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:21pm.

The next Island Trees Public Library Board Meeting will be held on Friday, November 18, 2016 at 7:30pm.

Respectfully submitted,

Ann L. Boiallis

Secretary to the Board of Trustees

/alb