Island Trees Public Library
Board of Trustees Meeting Minutes
September 23, 2016

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

ABSENT:
Bill Fitzgerald – With Excuse
Sal Rinaldi – 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 asked for a Motion. Ann Harris made a Motion to accept the Minutes of August 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 #578 for check numbers 12606 – 12693 in the total amount of $33,399.28. Ann Harris seconded the Motion. All in favor. Unanimous.
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DIRECTOR’S REPORT:

ANNOUNCEMENTS:

Supplies for Soldiers:
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 soldiers (there are flyers in our Library listing the many items needed). The collection will be from September 12th to November 11th.

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.

eBooks / Audiobooks:
Instructions on How to Download eBooks / Audiobooks have been added to the ITPL website under eBooks / Audiobooks collections.

Back to School Health Fair Saturday, August 20, 2016:
The day started off as a wonderful sunny day, all the participants were set-up and ready to open up for the Back to School Health Fair, at 1:30pm unfortunately there was a significant down-pour (it rained out for the next 1 1/2 hours). Michele V. stated that she has only heard back from one participant. We may look into offering this event again next year.

Statistics:
Circulation stats for August - 8,510 / last year – 8,976 (down by 466)  
Overdrive – 609  
Door Counter stats for August – 5,991 (parking lot only)  
Facebook – 541 followers (up 5 from Aug.) & 502 visits (2 more visits from Aug.)  
ITPL Mobile App – 213 users (up 2 users from Aug.) / (135 iPhone users, 78 iPad users)  
Registered cardholders for August – 59 new – 45 adult / 14 juveniles  
(FYI: September is National Library Card month)
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DIRECTOR’S REPORT - continued:

Departmental Report:

Adult Reference:
- The Meditation Program was solidly booked the first day with 30 patrons registered. Participants raved about the session after the first class. The Meditation Program is now a permanent addition on Wednesday nights following the Yoga Program.
- Marilyn commended the Reference Staff for stepping up while she will be out for surgery and also commended them for all their efforts which is a testament to their professionalism.
- Congratulations go out to Liz Spoto and Lori Feit for a very successful Summer Reading Program. The year-end parties they hold is astounding and all the kids look forward to these events.
- Those who participated in the Adult Summer Reading enjoyed the Program (even though it was on a smaller scale). There were eight gift certificates given to those whose raffle tickets were randomly drawn.

Children’s:
- Our second Tween Program, “Percy Jackson’s Birthday” was very successful, and the kids had lots of fun. We had 12 Tweens attend the Program. Parents called to complement the Program.
- September 2nd Liz threw a pizza party to say “thank you” to the volunteers who helped in the Children’s Room this summer.
- On Wednesday, September 21st Liz will accompany Michele V. to NLS to meet with a rep. from Zoobean to discuss Beanstack. Michele V. and Liz will try to set up a Mid-Winter Reading Program, where they can register and report online.

Service Contracts & Maintenance Savings:
Michele V. prepared a spreadsheet for the Board showing the comparison prices on supplies from: WB Mason, Staples, and Ray Block (the company the Library presently uses). Discussion ensued on the pros and cons of the three different supply companies. Since we don’t have contracts with these companies, it was suggested that we alternate between the companies to test out the quality and service of the products / companies. We also could ask our present supply company, Ray Block if they could meet the lower prices offered by the other supply companies – we have nothing to lose.

Friends of the Library:
- 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 are eleven participants for the Chocolate Friendzy Contest on October 22nd from 2:30pm – 3:30pm.
DIRECTOR’S REPORT - continued:

2016 Local Library Service Aid (LLSA):
Michele V. gave the Board information about the 2016 LLSA, which is the categorical system aid for member libraries, 90% payment is received from NYS. The following explanation is from the Local Library Services Aid 2015-2016 (by Public Library System). Chapter 917, Laws of 1990 as amended. Education Law 273 (1)(f).
Section f(2): “Local services support aid. Except in cities with a population in excess of one million inhabitants, each public library system operating under an approved plan of service shall be eligible to receive annually local services support aid equal to two-thirds of the total dollar amount paid in local library services aid to the member libraries of the system plus thirty-one cents per capita of the system’s population who do not reside within the chartered service area of a member library.”

Mobile Print Station:
95% completed. We are able to print from a remote site and web print from a remote site, waiting for the Google Cloud to be perfected.

To print from home you would: 1) go to the Library’s website, 2) click on the “Mobile Print” tab, 3) this will bring you to the URL you will need, 4) follow the directions -- next you will be sent a 6 digit release code for the specific print job, 5) patron goes to the Library, to the tablet at the designated station, 6) type in the 6 digit release code --- the print job will then print. The print job will be held for 24 hours in the Library, and is available to grades K to 12 -- at no charge to the student.

RFID:
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: 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 shared the following:
Other companies may not work with materials going to other libraries / Biblioteca is standardized across libraries / ALIS went through a bidding process for RFID.

John Mikulin made a Motion to purchase the first round of Biblioteca in the amount of $18,380.50 for the tagging of our books in order for the items to be properly cataloged. Ann Harris seconded the Motion. All in favor. Unanimous.
DIRECTOR’S REPORT - Continued:

CO Detectors:
Our current CO detectors have expired. Michele V. presented to the Board the following options for the purchase of the new CO Detectors:

- **Option #1**: Activated Systems proposed to supply and install five (5) wireless fully supervised CARBON MONOXIDE detectors in the following areas: Break room, Directors office, Community Room, Reference area and Main hallway for $1,853 (system is wireless and can easily be relocated to another part of the building).

- **Option #2**: Purchase five (5) Kidde CO detectors for approximately $225.

(Prior Notes: Michele V. reported that on July 29, 2016 one of the CO detectors started to beep; we had the Bethpage Fire Department test for Carbon Monoxide. A faulty meter was reported, the entire building was checked. A carbon monoxide level of zero (0) PPM was discovered. Michele V. will be reaching out to Activated Systems to see what the Library’s options are with new CO detectors that would be monitored via Central Station, since it was discovered that the ones around the building have expired. We were told that there is a shelf life of 5 years.)

John Mikulin asked for a Motion. **Ann Harris made a Motion** to supply and install five wireless fully supervised carbon monoxide detectors in the Break room, Director’s room, Community room, Reference area, and the Main Hallway from Activated Systems, Inc. (The estimate will provide more than the minimum required one detector in each HVAC zone). *This price includes:* 1) mount according to the listed detector specifications, 2) program five (5) new devices for individual zone readouts on the security keypad, 3) units will be active 24 hours a day regardless if the security system is armed or not, 4) supply and install 1 additional standby rechargeable battery on the main control panel, 5) panel is now required to have 24 hours of standby power, 6) units will generate the required Temporal 4 sound upon activation, 7) activate five carbon monoxide zones on the central situation account, 8) test all units after installation, 9) and vary signals received at the central station over the existing phone line. **NOTE:** System is wireless and can easily be relocated to another building. **Gerry Schmotzer** seconded the Motion. All in favor. Unanimous.

Water Fountain:
The water fountain in our Library is currently out of order; the compressor went on the unit. Michele V. brought four (4) quotes to the Board for discussion. After reviewing the different comparisons it was determined we will go with Tumminello Plumbing & Heating.

John Mikulin asked for a Motion. **Gerry Schmotzer made a Motion** to use Tumminello Plumbing & Heating which will install and replace our water cooler at a cost of $2,380.00. This price covers: remove and discard of the existing bi-level water cooler. To replace the existing water cooler with Elkay Next Generation Water Bottle Refilling Station, Bi-level Reverse. **Ann Harris seconded the Motion. All in favor. Unanimous.**
DIRECTOR’S REPORT - Continued:

Small Toilet – Woman’s Room (Kiddy Toilet):
The kiddy toilet was loose and needed to be tightened, but it was stripped. At the suggestion of Juliette Feeley, Michele V. reached out to Ken over at the School District’s Facility Office via emails. Ken sent over his plumber to assess the situation – they fixed the kiddy toilet at no cost to the Library. Michele V. sends out a “thank you” to the staff at the Facility Office at the School District for helping us out.

EventKeeper / TixKeeper:
Price has gone from $1,226.25 to $1,445.00 (difference of $319) for renewal, for the first time in over 10 years, they have raised their pricing on two of the applications (EventKeeper / TixKeeper). With the renewal we are getting more for the increase.

EventKeeper can now be given a brand new, custom look and feel that can enhance our calendar with a completely new appearance, while retaining all of the administrative features we depend on. And, if our current web site is responsive, our new EventKeeper calendar will also be responsive. With 50% of all web page views now happening on mobile devices, this is very significant.

TixKeeper has been given a brand new responsive design that provides custom branding that is consistent with the look and feel of our web site.

John Mikulin asked for a Motion. Ann Harris made a Motion to continue to use EventKeeper at an amount of $1,445.00. Gerry Schmotzer seconded the Motion. All in favor. Unanimous.

Donations:
Author Vinnie Simeoni donated three of his books to our Library. They are:
3. Wonders Of The Winter Landscape: Shrubs And Trees To Brighten The Cold-Weather Garden.
CORRESPONDENCE:
Letter received by Thomas Steinwall, Chief of Department stating the Levittown Fire Department is hosting their annual “Fire Prevention Open House” on Sunday, October 9, 2016 at the Gardiners Avenue Firehouse at 11am until 2pm. Michele V. will be attending to represent the library and the services it provides.

UNFINISHED BUSINESS:

Nawrocki & Smith (Library’s Accountant): - WORK IN PROCESS
Plans to report the findings on the Financial Statement / Audit will be given at the October 25th Board Meeting.

Water Fountain: - WORK IN PROCESS
The water fountain in our Library is currently out of order; the compressor went on the unit. Michele V. brought four (4) quotes to the Board for discussion. After reviewing the different comparisons it was determined we will go with Tumminello Plumbing & Heating at a cost of $2,380.00. This price covers: remove and discard of the existing bi-level water cooler. To replace the existing water cooler with Elkay Next Generation Water Bottle Refilling Station, Bi-level Reverse.

CO Detector: - WORK IN PROCESS
Our current CO detectors are expired. The Board decided to go with Activated Systems to supply and install five (5) wireless fully supervised CARBON MONOXIDE detectors in the following areas: Break room, Directors office, Community Room, Reference area and Main hallway for $1,853 (system is wireless and can easily be relocated to another part of the building). [Prior Notes: Michele V. reported that on July 29, 2016 one of the CO detectors started to beep; we had the Bethpage Fire Department test for Carbon Monoxide. A faulty meter was reported, the entire building was checked. A carbon monoxide level of zero (0) PPM was discovered. Michele V. will be reaching out to Activated Systems to see what the Library’s options are with new CO detectors that would be monitored via Central Station, since it was discovered that the ones around the building have expired. We were told that there is a shelf life of 5 years. The water fountain in our Library has malfunctioned, and is currently out of order. Awaiting some quotes to repair the water fountain.)
Friends of the Library: - WORK IN PROCESS
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”.)

Member Library Directors – Library Reinvention Committee:
Billboard on Wheels: can be rented for a day (8 hrs.) for $450 up until 2017. May be used for fairs, summer reading, special events, etc. – purpose of the Billboard on Wheels is to make people more aware of public libraries. Ann H. suggested we might want to rent this Billboard on Wheels for our “Grand Opening” of our Library.

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

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

Back to School Health Fair: - WORK IN PROCESS
The Back to School Health Fair was rained out. The day started off as a wonderful sunny day, all the participants were set-up and ready to open up at 1:30pm, unfortunately so did the sky. Michele V. stated that she has only heard back from one participant. We may look into offering this event again next year. (Prior Notes: The Back to School Health Fair will take place Saturday, August 20th from 1:30pm-3:30pm, weather permitting on our lawn, if not the school district will work with us for the use of the gymnasium. The following companies will be present at the Health Fair: -DJ who is donating 2 hours of his time (CoCo Entertainment); -YK Park – Taekwondo Academy who will be performing live action display; -Levittown Fire Department with definitely 1 truck, possibly 2 trucks; -Safety Swim; -Wantagh/Levittown Ambulance- with their ambulances so the children can take pictures in front of the ambulance – or go inside the ambulance; -Dairy Queen; -Advantage Care Physicians who will be taking blood pressure and BMI testing; -TransAmerica for financial information; -The 2 healthcare companies - United Healthcare & Emblem Health. One of the healthcare companies will have balloon twisting and face painting, and the other will have interactive games for the children; -Gurwin Health Care will explain their services and have application to those interested; -Island Trees Public Library will have a table for handouts for the children, There will be a Welcoming Table for raffles to win a $25.00 gift card from Shop Rite.)
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.

Mobile Print Station Solution: - WORK IN PROCESS
95% completed. We are able to print from a remote site and web print from a remote site, we are waiting for the Google Cloud to be perfected. To print from home you would: 1) go to the Library’s website, 2) click on the “Mobile Print” tab, 3) this will bring you to the URL you will need, 4) follow the directions -- next you will be sent a 6 digit release code for the specific print job, 5) patron goes to the Library, to the tablet at the designated station, 6) type in the 6 digit release code --- the print job will then print. The print job will be held for 24 hours in the Library, and is available to grades K to 12 at no charge to the student. (Prior Notes: There were ports which had to be opened up and communications with NLS were necessary. Greg from CCP Solutions will coming in next Thursday to finalize the Mobile Print Station Solution. Hopefully this will be up and running by the end of next week.)

PUBLIC:
None.

NEW BUSINESS:
None.

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Gerry Schmotzer made a Motion at 8:37pm to adjourn the Meeting to go into Executive Session for the purpose of personnel matters and contract negotiations. 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 10:01pm. The following voting took place out of Executive Session:

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Motion passed, 3 to 1.

John Mikulin made a Motion to accept the Union Contract. Ann Harris seconded the Motion.

ADJournMENT:
John Mikulin asked for a Motion. Gerry Schmotzer made a Motion to adjourn the September 23, 2016 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 10:07pm.

The next Island Trees Public Library Board Meeting will be held on Tuesday, October 25, 2016 at 7:30pm.

Respectfully submitted,

Ann L. Boiallis

Secretary to the Board of Trustees

/alb