IN ATTENDANCE:
John Mikulin, President
Ann Harris, Vice President
Jerry Schmotzer, Trustee
Salvatore Rinaldi, Trustee
Ann Boiallis, Board Secretary
Chris Ostuni, I.T.P.L. Attorney
Michele Vaccarelli, Director

ABSENT:
Bill Fitzgerald - With Excuse

PLEDGE OF ALLEGIANCE:
Pledge of Allegiance was recited.

CALL TO ORDER:
Ann Harris called the meeting to order at 7:40pm.

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

Ann Harris asked for a Motion. Sal Rinaldi made a Motion to accept the October 24, 2014 Board of Trustees Regular Meeting Minutes as written. Jerry Schmotzer seconded the Motion. All in favor: Unanimous.

APPROVAL OF WARRANT:
Ann Harris asked for a Motion. Sal Rinaldi made a Motion to accept Warrant #557 for check numbers 10945 – 10974 for $76,369.11 and Addendum for check numbers 10975 – 11002 for $10,867.83 for a total amount of $87,236.94.

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

CORRESPONDENCE:
None
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DIRECTOR’S REPORT:  
(See attached Director's Report)

**Book Sale:** Very successful, a total of $459.25 was collected.

**Newsletter:** Director, Michele asked the Board if the 3 day approval on newsletter was still required. The Board stated they would like to keep this practice in place.

**Facility:** The Board expressed their thanks to Tim and Joe for painting the storage containers. The containers are now the same color and look clean with no advertisements on them.

**People Counter:** The counter has been installed in the parking lot entrance. The counter counts the number of people coming into our Library and counts separately people going out. The custodians, cleaners and maintenance helpers will be responsible for collecting the number for the day, in and out. The numbers will be kept in a log in their office, and the counter will be reset nightly.

**Electric Time Keeping Clock:** Director, Michele gave a report from attending an OSC Audit Workshop to the Board regarding the installation of Electronic Time Keeping in our Library. This is highly recommended by the comptrollers office, Al Coster’s Accounting firm as well as the Libraries that have been audited. Michele stated she will price this out and bring the figures back to the Board.

**Friends of the Library:** The “Friends” would like to have another shredding event in May which they plan on calling it “Drive Thru Shredding, Rain or Shine”.

**Cleaners/Custodian/Maintenance Helper Meeting:** Director, Michele informed the Board that for safety reasons for getting in and out of the shed, going forward it will now hold 80 boxes at a time.

**Access Point for Wi-Fi:** This has been ordered by Mike Candelaria on November 18th. Once this is live Director, Michele will contact Verizon to end their services.
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Obsolete Library Property: Michele, Director requested 5 pieces of property obsolete:

Sal Rinaldi made a Resolution to declare surplus property obsolete and authorize the disposal of such property.

BE IT RESOLVED that the Board of Trustees of the Island Trees Public is in possession of the following property, which is obsolete and of no value and/or use to the Library and hereby declared surplus:

- 2 Dell Monitors, serial numbers: CN-06R644-47804-37K-N3VW, CN-0G554F-64180-85J-0UGL
- 1 Dell CPU serial number: 288V111
- 1 HP DeskJet 6540 serial number: MY57F4ROK5
- 40 Black stackable chairs/stained

BE IT FURTHER RESOLVED that the Board of Trustees hereby authorizes the sale or disposal of such property, as appropriate and provided for by law.

Ann Harris seconded the Motion. All in favor: Unanimous.

UNFINISHED BUSINESS:
None

NEW BUSINESS:

Marissa Giammanco spoke to the Board 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. Marissa stated this would be funded by a bake sale or fund raiser, which she asked if it could be held at the Library. The Board said yes, but Marissa is to check the event schedule with our Director, Michele.
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PUBLIC PARTICIPATION:

Renee Stacy had a question since minimum wage was mentioned at this meeting. She asked the Board if at any point over the last 10/15 years has the starting salaries been reviewed and adjusted? As an example Rene mentioned that there was difficulty in getting a Reference Librarian since our pay scale was low. The Board stated they will take this under advisement.

ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin asked for a Motion. Sal Rinaldi made a Motion at 8:15pm to adjourn the meeting to go into Executive Session for the purpose to discuss personnel issues. Ann Harris seconded the Motion. All in favor. Motion carried unanimously.

I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:
The Board returned from Executive Session at 9:05pm. No voting took place.

ADJOURNMENT:
John Mikulin asked for a Motion to adjourn the November 19, 2014 Board Meeting. Sal Rinaldi made a Motion to adjourn the Board Meeting. Jerry Schmotzer seconded the Motion. All in favor. Unanimous. Meeting adjourned at 9:06pm.

The next Island Trees Public Library Board Meeting will be held Saturday, January 10, 2015 at 12 noon.

Respectfully submitted,

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