Island Trees Public Library  
Board of Trustees Meeting Minutes  
Thursday, October 26th, 7pm

IN ATTENDANCE:  
John Mikulin, President  
Gerry Schmotzer, Vice President  
Ann Harris, Trustee (arrived 7:11)  
Phyllis Kelly, Trustee  
Michelle Young, I.T.P.L. Director  
Chris Ostuni, I.T.P.L. Attorney  
Salvatore Rinaldi, Secretary-Treasurer

ABSENT:  
Bill Fitzgerald, Trustee, absent without excuse

CALL TO ORDER:  
John Mikulin called the meeting to order at 7:00pm.

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.  Gerry Schmotzer made a Motion to approve the Minutes of September 28, 2017, as written.  Phyllis Kelly seconded the Motion.  All in favor: unanimous.  Motion passes

APPROVAL OF WARRANT:  
John Mikulin asked for a Motion. Discussion followed. John Mikulin made a Motion to accept Warrant #591, which was reviewed by Sal Rinaldi, ITPL Treasurer, from check numbers 13561 – 13640 in the total amount of $37,960.77.  Phyllis Kelly seconded the Motion.  All in favor: Unanimous. Motion passes.

Correspondence:  
None
DIRECTOR’S REPORT:

1. Itype rules have changed and some records in our catalog have to be changed in time for the January 2018 NYS Annual Report. Tech service staff and several employees are working on this project.

2. 10/18-10/19: Marilyn Adamo went to Albany representing Library at an awards ceremony at the Office of Persons with Developmental Disabilities where the “Works for Me” award was presented to our employee Nicole Perlongo and for our Library.

3. Liz Spoto from the children’s department held an in-house meeting for circulation staff. We plan on holding similar meetings with other departments in the future.

4. ITPL is one of 17 libraries to be nominated for a “Best of Long Island” award so please vote online.

5. I met with Susan Reckling, daughter of Lillian Rosa, and told her of our plans to dedicate a bench in honor of Lillian in the new library building.

6. I represented ITPL at the LFD annual Open House, Sunday, October 15, where I was able to meet Sen. Hannon and thank him for our grant.

7. Building items will be discussed at workshop.

8. Nov. 8th, new router will be installed.

9. Attended NCLA Legislative breakfast.

10. NLS held a tech services seminar here regarding Itype changes; it was attended by Tech Services staff.

11. Met with the Friends of Library; discussed upcoming book sale November 2-4.

12. Attended meeting with Marilyn Adamo regarding new technology.

13. Held an-house webinar on our online calendar software.

14. Maggie Rush and Laura Haber have done some great work on our displays.

15. Young Adult services has seen much improvement in displaying of items.

2017 / 2018 BOARD MEETING DATES:

MEETING START TIME 7:00PM FOR NEW FISCAL YEAR 2017

2017:
July - ------ -----
August 3, Thursday 7:00pm Re-Organization
August 31, Thursday 7:00pm
September 28, Thursday 7:00pm
October 26, Thursday 7:00pm
November 16, Thursday 7:00pm
December 14, Thursday 7:00pm

MEETING START TIME 7:00PM FOR YEAR 2018

2018:
January 13, Saturday 12 Noon Budget Workshop / Board Meeting
February 22, Thursday 7:00pm
March 22, Thursday 7:00pm
April 10, Tuesday 7:00pm Budget Hearing / Board Meeting
April 24, Tuesday 1pm – 9pm Budget Vote
May 24, Thursday 7:00pm
June 21, Thursday 7:00pm

UNFINISHED BUSINESS:

Circulation of 6 LaunchPads and 4 Google Nexus Tablets: - WORK IN PROCESS
Director Young has drafted a new policy allowing for circulation of the LaunchPads. The Director surveyed several area libraries, and most do circulate the LaunchPads. December 2016 was the last time one was used in-house by our patrons. John Milkulin recommends that we do not replace these items if they are lost or broken, because it is too much of an expense for the Library. After counsel review, board may adopt new policy. (Prior Notes: John Milkulin stated that one of our Librarians will be asked to reach out to other libraries in our area to see if they check out to their patrons the LaunchPads and Google Nexus Tablets, asking what their experience has been to date, and how their policy covers this process. If they have a policy in place, we can ask if they would be willing to share it with our Library (once we receive the policy we will forward to our Chris, our attorney for his review and comments / suggestions). Previous Director, Michele stated these are not being circulated in-house, and are not being requested by our patrons. Michele asked the Board if, in a few months, they can reconsider changing the policy to allow these items to be checked out. Previous Director Michele stated that most libraries do allow the items to be checked out. A question was brought up by Rene (Public) that the Library has difficulty getting books returned and fines paid – so how are we going to get payment of a broken or lost LaunchPad or Tablet? The Board had asked Previous Director Michele to check with other Librarians to see how it works with them, what their practice is with checking out these items and to report back to the Board.)

Recognition of Lillian Rosa – Friends of the Library
Gerry Schmotzer stated that Lillian Rosa and the entire Friends of the Library should be recognized here for all they have done for our Library. (Prior notes: tentative plans for a memorial bench at new building have been discussed)

NEW BUSINESS:
None

PUBLIC:

Rene Stacy: “I have been reviewing the minutes regarding executive session, which state that no voting has taken place, find that hard to believe.”
John Milkulin: “I disagree, votes on personnel are taking after executive session and our minutes reflect that.”
Secretary-Treasurer Rinaldi: “For my time as Secretary, all votes regarding hiring are done in public session.”
John Milkulin: “In my tenure we have never voted on anything in executive session.”
Chris Ostuni: “I can attest to no votes have taken place in executive session during my tenure.”

Discussion followed.

Rene Stacy: “The Union has no issue with anyone receiving extra compensation for an employee who is doing work over and above their normal work duties to cover someone who’s been out. A letter is forthcoming.”

John Mikulin: “I can’t comment on anything regarding Union or personnel matters in public session.”

ADJOURNMENT TO EXECUTIVE SESSION:
Phyllis Kelly made a Motion at 7:36pm to go into Executive Session to discuss personnel issues. 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 9:01pm. No voting took place.

ADDITIONAL NEW BUSINESS:

John Mikulin made a motion to adjust the salary of Director Michelle Young to $85,000 per annum to start next pay period. Phyllis Kelly seconded the motion. All in favor: Unanimous

John Mikulin made a motion to adjust the salary of District Clerk Juliet Feeley to $79,000 per annum to start at next pay period. Gerry Schmotzer seconded the motion. All in favor: Unanimous

John Mikulin made a motion to hire Jason Scheid at the rate of $10.50 for part-time cleaner. Phyllis Kelly seconded the motion. All in favor: Unanimous

ADJOURNMENT:
Phyllis Kelly made a Motion to adjourn the October 26th, 2017 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 8:27pm.

The next Island Trees Public Library Board Meeting will be held on Thursday, November 16th, 2017 at 7:00pm.

Respectfully submitted,

Salvatore Rinaldi

Secretary-Treasurer to the Board of Trustees