Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, September 28th, 7pm

IN ATTENDANCE:
John Mikulin, President
Gerry Schmotzer, Vice President
Ann Harris, Trustee
Phyllis Kelly, Trustee
Michelle Young, I.T.P.L. Director
Chris Ostuni, I.T.P.L. Attorney
Salvatore Rinaldi, Secretary-Treasurer
Al Coster, Auditor

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 August 31, 2017, as written. Ann Harris 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 #590, which was reviewed by Sal Rinaldi, ITPL Treasurer, from check numbers 13495 – 13560 in the total amount of $34,389.69. Gerry Schmotzer seconded the Motion. All in favor: Unanimous. Motion passes.

Correspondence:
Many letters received regarding Lillian Rosa’s passing.
DIRECTOR’S REPORT:

1. Lillian Rosa, one of the founders of the ITPL and the Friends of the Library, passed away August 6th. The family has asked that in lieu of flowers, donations be made in her name to the Island Trees Public Library. As of September 13th, we have collected $785. Her obituary will appear in the November/December newsletter.

2. Bullet aid from Senator Hannon has arrived, $15,000 in total.

3. New employee, substitute librarian Jennifer Poll has started work and is being trained.

4. The Friends of the Library shredding event was a success.

5. New cash register was installed as of 9/11/17; employees were trained on it.

6. Employee door has been repaired, Juliet Feeley’s door has also been repaired.

7. Received estimate on new lock on employee door that would allow code entry if we should want to do that in future.

8. Director attended NCLA executive board meeting on 9/8.

9. On 9/18, Liz Spotto attended the Performer’s Showcase held at the LI Children’s Museum for new programming ideas.

10. On 9/20, the Director attended the member library director’s meeting.

11. Statistics for programs are attached to Trustee packet.

12. New website has launched and it has a ‘Construction Update’ page with drawings and pictures of the progress.

2017 / 2018 BOARD MEETING DATES:

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

2017:

July -
August 3, Thursday 7:00pm No Meeting
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 Lauchpads. December 2016 was the last time one was used in-house by our patrons. John Mikulin 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 Mikulin 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.)

NEW BUSINESS:

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.

PUBLIC:

Ms. Viola Stoehrer: “I hear that new library will not have a lot more books then we do now.”
John Mikulin: “We will research this matter and get you an answer.”
Gerry Schmotzer: “I believe we will be getting at least 10% more shelf space.”
Director Young: “Our new website has information and drawings regarding our new space.”

REPORT OF LIBRARY AUDITOR:

Mr. Coster gave review of written audit report:

“All financial statements through 6/30/2017 have been reviewed and The Board is doing its due diligence to make sure that all the taxpayer deposits are safe.”
ADJOURNMENT TO EXECUTIVE SESSION:
John Mikulin made a Motion at 7:30pm 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:
None

ADJOURNMENT:
Phyllis Kelly made a Motion to adjourn the September 28th, 2017 Board Meeting. Ann Harris seconded the Motion. All in favor. Unanimous. Meeting adjourned at 8:54pm.

The next Island Trees Public Library Board Meeting will be held on Thursday, October 26th, 2017 at 7:00pm.

Respectfully submitted,

Salvatore Rinaldi

Secretary-Treasurer to the Board of Trustees