Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, November 16th, 7pm

IN ATTENDANCE:
John Mikulin, President
Gerry Schmotzer, Vice President
Ann Harris, Trustee
Phyllis Kelly, Trustee
Michelle Young, I.T.P.L. Director
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. Phyllis Kelly made a Motion to approve the Minutes of September 28, 2017, as written. Gerry Schmotzer 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 #592, which was reviewed by Sal Rinaldi, ITPL Treasurer, from check numbers 13641-13694 in the total amount of $85,437.40. Ann Harris seconded the Motion. All in favor: Unanimous. Motion passes.

Correspondence:
None
DIRECTOR’S REPORT:

1. Moved monies out of petty cash as per suggestion of Auditor; from $500.00 to $200.00.
2. On 11/6, the ITPL had a Worker’s Compensation Audit; we passed.
3. 11/2-11/4: the Friends of the Library raised $422 through their book sale; proceeds will go to fund guest speaker fees for “Pairs and Spares”.
4. The Director is in the process of developing a proposed budget for FY 2018-19.
5. I would like to thank the following staff for their help with book sale set-up and clean-up: Joe Lane, Trevor Mullen and John Scheid; also resident and volunteer John Schuman—a thank you letter was sent.
6. On 11/13, Liz Spoto and I had our second in-house meeting of the circulation staff to discuss their newly assigned projects.
7. As of 11/6, the ITPL is no longer accepting donations of books or media because of anticipated move.
8. On 11/8, a team from NLS and our IT contractor replaced the Library router with the Layer 3 switch. We were only down for 45 minutes, so Library service was not interrupted.
10. Statistics for October: 4215 patrons through the door. Circulated 6636 items, had 370 people (including adults) attend our 31 program sessions for children. The YA Department held 2 programs, 27 attended. Adult Department had 40 sessions of programs with a total of 513 attending. The Library currently has 606 followers on Facebook.

2017 / 2018 BOARD MEETING DATES:

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

2017:
July -
August 3, Wednesday 7:00pm No Meeting
August 31, Thursday 7:00pm Re-Organization
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:

Recognition of Lillian Rosa – Friends of the Library (WORK IN PROCESS)
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:

John Mikulin made a motion to discard 98 boxes of old used books due to their condition and irrelevancy. Gerry Schmotzer seconded motion. All in favor: unanimous, Motion passes.

Phyllis Kelly made a Motion to accept new ITPL LaunchPad circulation policy. Ann Harris seconded motion. All in favor: unanimous, Motion passes.

Phyllis Kelly made a Motion to accept new updated ITPL Mission Statement. Gerry Schmotzer seconded motion. All in favor: unanimous, Motion passes.

PUBLIC:

Ms. Carol Bergman: “I would like to thank Marilyn Adamo on her great work with the daytime book chat club.” “And, secondly, I was honored to be considered to serve on the board, but after some thought and because of transportation and the 5 year commitment, I wouldn’t be able to dedicate 100% so at this time I cannot serve.”

John Mikulin: “Thank you very much for your interest in serving on this Board. I understand your concerns, but I hope that you can remain active and assist the Friends of Library, and please continue to attend our meetings and let us know how we can better serve patrons.”

Ms. Viola Stoehrer: “I just want to know if when new library is constructed, will they put up more lighting, it is very dangerous at night, very dark in the rear parking lot.”

John Mikulin: “We do have a meeting this Saturday with architect and it is open to the public, and you can address your concerns then.”

Discussion followed regarding parking lot

Ms. Viola Stoehrer: “Can we have labels put on materials explaining genre, like mystery, horror movies, comedy, science fiction etc.”

John Mikulin: “We will look into that with director.”
**ADJOURNMENT TO EXECUTIVE SESSION:**
John Mikulin made a Motion at 7:20pm to go into Executive Session to discuss personnel issues. Ann Harris seconded the Motion. All in favor: Unanimous, Motion Passes.

**I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:**
The Board returned from Executive Session at 8:30 pm. No voting took place.

**ADDITIONAL NEW BUSINESS:**
- John Mikulin made a motion to adopt Ethics Statement for Public Gatherings. Gerry Schmotzer seconded the motion. All in favor: Unanimous, Motion Passes.
- John Mikulin made a motion to adopt policy statement governing Board and Director Relations. Ann Harris seconded the motion. All in favor: Unanimous, Motion Passes.
- John Mikulin made a motion to adopt policy statement governing Creating and Changing Policies. Phyllis Kelly seconded the motion. All in favor: Unanimous, Motion Passes.

**ADJOURNMENT:**
John Mikulin made a Motion to adjourn the November 16th, 2017 Board Meeting. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion passes. Meeting adjourned at 8:40pm.

The next Island Trees Public Library Board Meeting will be held on Thursday, December 14, 2017 at 7:00pm.

Respectfully submitted,

*Salvatore Rinaldi*

Secretary-Treasurer to the Board of Trustees