Island Trees Public Library

Board of Trustees Meeting Minutes

Thursday, June 21, 2018, 7:00 pm

IN ATTENDANCE:

Gerald Schmotzer, President

Phyllis Kelly, Trustee

Vincent Formicelli, Trustee

Michelle Young, I.T.P.L. Director

Juliet Feeley, Accounts Clerk Secretary

Chris Ostuni, Counsel

ABSENT:

Ann Harris, Trustee, without excuse

CALL TO ORDER:

Gerald Schmotzer called the meeting to order at 7:05pm.

PLEDGE OF ALLEGIANCE:

The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:

These minutes represent a summary transcription of the topics and conversations that occurred at the Board Meeting.

Gerald Schmotzer made a motion to approve the minutes of March 26, 2018. Phyllis Kelly seconded the motion. All in favor: unanimous. Motion passes.
APPROVAL OF WARRANTS:

Gerald Schmotzer asked for a Motion to approve current Warrant #599, from check numbers 14113-14194 in the total amount of $39,422.25. All in favor: unanimous. Motion passes. Gerald Schmotzer asked for a Motion to approve past Warrant #597, from check numbers 13971-14020 in the amount of $26,315.09. Phyllis Kelly seconded the Motion. All in favor: unanimous. Motion passes. Gerald Schmotzer asked for a Motion to approve past Warrant #598, from check numbers 14021-14112 in the amount of $42,174.72. Vincent Formicelli seconded the Motion. All in favor: unanimous. Motion passes.

CORRESPONDENCE:

None

DIRECTOR'S REPORT:

1. Senator Kemp Hannon called informing I.T.P.L. that the library will be receiving $20,000 in bullet aid/grant money from the Senate. When the library receives the official letter from Senator Hannon's office the library will send him our sincerest thanks.

2. June 6 began the Financial Year 2017-2018 audit with Baldassari and Coster LLP. The Library will be working with this company over the summer to complete this process.

3. June 7 was the ITPL Friend's of the Library Executive Board in-house meeting. We will be co-sponsoring a "Harvest Tea" with this group to celebrate the ITPL's 50th anniversary on October 13 at 1:00 pm. This event will be hosted by the very talented Julie Van Benthysen. Julie is the host of the high tea for the popular "Vernissage" event.

4. May 26 we had the carpet cleaning by Stanley Steemer. This cleaning included the tech services office, the director's office, and the rug used for children's programming in the community room. Custodian Joe Lane oversaw this project.

5. Two new computers for the Circulation Desk have been installed with Windows 10 and we are replacing Marilyn Adamo's computer with a new computer as well. The library also purchased a tabletop/back-up digital projector to be used for the Community Room. The current projector is 15 years old and is having difficulties communicating with newer laptops.
6. The library is looking to replace the current phone system. Details on cost of the switch from our current system to a new system are being researched.

7. Statistics for May 2018:
   - Door Counter: 4,978 patrons
   - Circulation: 4,722 items
   - Children's Programs: 14 sessions, 98 children, 84 adults
   - Young Adult Programs: 1 session, 6 young adults
   - Adult Programs: 37 sessions, 543 attendants
   - Facebook: 654 followers (as of 6/8/18)

8. This year's Summer Reading theme is "Reading Rocks." From June 22nd through August 4th children ages 3-11 can visit the library to register and hand in short reports in exchange for small prizes that coordinate with this year's theme. Children must hand in at least two reports to be admitted to our invite only End Of Summer Party in August.

9. Summer Reading begins with our kickoff party on Thursday June 21st. The library hired face painters from Adrenaline Entertainment (who we also used for the kickoff party in 2015) and balloon artist Mr. Poppin Twist, who was recently featured on AMC's Comic Book Men. The party also included a craft, a photo-op location, and the opportunity to register for Summer Reading a day early.

10. Other programs this summer include making a pretzel in the shape of a music note with the Baking Coach, music inspired crafts from Shirley Ruby, a science based program on sound from Mad Science Of Long Island, an outdoor petting zoo from Green Meadow Farm, music and movement classes from PlayHooray, a three week school prep class for Pre-K and Kindergarteners, as well as a music themed movie every Wednesday at 2:00 pm.

11. ITPL welcomed new Librarian Trainee, Amanda Hayman on June 11th. Amanda has made a smooth transition to the staff. She has begun work on our website, the YA display, and is training on other tasks within the librarian sphere of responsibilities. Amanda will be working the late shift on Thursdays with Liz Spoto and Saturday shifts with Rachel Taub, as well as continuing to work with experienced librarians until she is comfortable with her role and duties. Amanda also added the Summer Reading BINGO card and a list of the IT Book Chat books,
which will play a role in the Adult Summer Reading program, to the library website, under "Departments." Adults will have to complete the BINGO card for a chance to win a prize at the end of the summer. Amanda has also added the Summer Reading Program information and the BINGO card for Young Adults, which teens will complete and hand in for a chance to win a prize at the End of Summer Reading Party. In addition, Amanda added a section on New Teen Reads to the website and included the summer reading lists from the Island Trees Middle School and High School.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

CSEA Contract pushed to executive session.

**PUBLIC:**

Viola Stora would like to see an increased selection in Romance audiobooks. There will be additional titles ordered in to expand the audiobook selection.

Renee Stacy brought up concerns about a staff room in the plans for the new library that does not have windows. These concerns will be brought up with the contractor to determine if a solution is viable.

**EXECUTIVE SESSION:**

Gerald Schmotzer made a Motion to go into Executive Session at 8:55 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion passes.

**I.T.P.L. BOARD OF TRUSTEES RETURN TO REGULAR SESSION:**

Gerald Schmotzer made a Motion to come out of Executive Session at 10:05 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the Motion passes.

**ADDITIONAL NEW BUSINESS:**

Gerald Schmotzer made a Motion to accept the resignation of ITPL Secretary / Treasurer Salvatore Rinaldi effective March 24, 2018. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion passes.
Gerald Schmotzer made a Motion to accept the resignation of ITPL Board President John Mikulin effective April 25, 2018. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion passes.

Gerald Schmotzer made a Motion to accept the hiring of ITPL Treasurer William Herzog as of April 2018. Vincent Formicelli seconded the Motion. All in favor: Unanimous, the Motion passes.

Gerald Schmotzer made a Motion to accept the hiring of ITPL Secretary William Herzog as of June 2018. Vincent Formicelli seconded the Motion. All in favor: Unanimous, the Motion passes.

Gerald Schmotzer made a Motion to accept the hiring of full time Librarian trainee Amanda Hayman as of June 11, 2018. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the Motion passes.

Gerald Schmotzer made a Motion to accept the Amendment to the existing CSEA Contract for the term July 1, 2018 through June 30, 2021. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the Motion passes.

ADJOURNMENT:

Gerald Schmotzer made a Motion to adjourn the June 21, 2018 Board Meeting at 10:16 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the Motion passes.