IN ATTENDANCE:
Gerald Schmotzer, President
Phyllis Kelly, Trustee
Ann Harris, Trustee
Michelle Young, I.T.P.L. Director
Juliet Feely, Accounts Clerk Secretary
Chris Ostuni, Counsel

ABSENT:
Vincent Formicelli, Trustee, with 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 WARRANTS:
Gerald Schmotzer asked for a Motion to approve current Warrant #600, from check numbers 14195-14283 in the total amount of $50,551.08. Phyllis Kelly seconded the Motion. All in favor: unanimous. Motion passes.

REORGANIZATION OF OFFICERS FOR 2018-2019:
President Nomination:
Phyllis Kelly made a motion to nominate Gerald Schmotzer President. Ann Harris seconded the motion. All in favor: unanimous. Motion passes.

Vice President Nomination:
Gerald Schmotzer made a motion to nominate Phyllis Kelly Vice President. Ann Harris seconded the motion. All in favor: unanimous. Motion passes.

Library's Accountant Nomination:
Gerald Schmotzer made a motion to nominate Baldassari and Coster LLP as Library's Accountant. Phyllis Kelly seconded the motion. All in favor: unanimous. Motion passes.

Library's Newspaper Nomination:
Gerald Schmotzer made a motion to nominate The Bethpage Tribune and The Levittown Tribune as the library's newspapers for legal notices. Phyllis Kelly seconded the motion. All in favor: unanimous. Motion passes.

Library's Monthly Board Meeting Time and Date Motion:
Gerald Schmotzer made a motion to accept the scheduled times and dates for the Library's monthly Board meetings for the fiscal year 2018-2019. Ann Harris seconded the motion. All in favor: unanimous. Motion passes.

APPROVAL OF MINUTES:
These minutes represent a summary transcription of the topics and conversations that occurred at the June 21, 2018 Board Meeting.

Gerald Schmotzer made a motion to approve the minutes of June 21, 2018. Phyllis Kelly seconded the motion. All in favor: unanimous. Motion passes.

DIRECTOR'S REPORT:

FINANCIAL:
1. June 15, I.T.P.L. sent Senator Kemp Hannon a thank you letter for his generous contribution of $20,000 in Bullet Aid.

2. July 6, Les Eason from CSEA and Unit President Renee Stacey signed the Collective Bargaining Agreement for the Library, covering the terms July 1, 2018 -
June 30, 2021. Union employees met to ratify this agreement on Tuesday July 17 and Wednesday July 18.

3. As a result of the collective bargaining agreement, the Library will need to reimburse employees retroactively back to July 1, 2018 for their 3% raise. The Library auditor, Al Coster, charges $210 per hour for his services. To reduce costs Al will engage some of his staff for the routine work at $75-$185 per hour.

4. The Library was informed by Island Trees School district Superintendent Charlie Murphy on July 13 that we are now coordinating the SAM DASNY grant with the Island Trees School District. The application for this construction grant of $100,000 was resubmitted by the school district and we are awaiting approval.

EVENTS/OUTREACH:
1. In discussing the possibility of switching to the new "Print On Demand" option for the library's museum pass program, Debi Santiago and Liz Spoto viewed the webinar, "Introduction to Tixkeeper." If the library decides to go with this option the switch would not take place before early 2019.

   **The Pros:**
   - The upgrade in software is free through Plymouth Rocket.
   - Patron Convenience: patrons do not have to come in-person to pick up or return passes.
   - Passes can be cancelled online even when the library is closed.

   **The Cons:**
   - The current system brings patrons physically into the building two times, once to pick up the pass and again to drop off the pass.
   - Two of the most popular passes, the Long Island Children's Museum and the new NYS Empire Pass, do not participate in the "Print On Demand" museum pass program.
   - We may need to train staff and change aspects of our museum pass loan policies.

2. As of 6/29/18, ITPL now has a twitter account: IslandTreesLibrary@Treesland. Please follow us!
3. On July 6, Island Trees High School generously donated a copy of the 2018 high school yearbook to add to our collection. We now have a complete set of the Sequoian Island Trees High School yearbooks after finally finding a copy of the 1972 yearbook which had been absent from the collection. The yearbooks are located in the director's office.

4. The library will be participating in the "Food For Fines" week working with Island Harvest for the week of October 8 - October 13, 2018 as part of the first annual Long Island-wide celebration, "Long Island Libraries Give Back." For every item donated, the library will waive $1.00 in fines.

5. Saturday, July 14 between 11:00am - 4:00pm: Librarian Trainee Amanda Hayman and Michelle Young hosted a booth at the Levittown Community Council's "Lazy Days Of Summer" event. We did a craft painting rocks and donated a few dozen books. Children from toddlers through teens painted 93 river rocks.

6. The library is holding a "Back To School Backpack and Supply Drive" sponsored through Senator Kemp Hannon's office. The drive will run from July 16 - August 31, 2018. Please see the library's webpage for a list of needed items.

7. Debi Santiago is hard at work redesigning the library newsletter. Please look out for the September/October newsletter to see some of the structural and colorful changes.

BUILDING:

1. Amanda Hayman is creating a big impact in the Young Adult section with the assistance of Joe Lane, making the area more inviting, up to date, and accessible.

   • We removed some shelving to open up the Young Adult space, created new signage, and will offer monthly rotating book displays.

   • We have created a new category called "Tweens" aimed at children grades 5-7.

   • We are creating two graphic novel sections. One will be the "Young Adult Graphic Novel" section and the other will be the adult "Graphic Novel" section, which will be located adjacent to the "Science Fiction" section.

   • We are weeding the Young Adult section using a report called the "dusty book report" which the Nassau Library System provides to us. The report is a list of all items that have not circulated in over five years. This is a very
useful tool that helps us identify missing materials, books that remain overdue in the system, and billed items.

2. In an effort to declutter, we had Joe Lane remove the oversized desk that was located between the reference and young adult desks. We now use a small standing desk/cart in that space to hold the online catalog.

3. The library had the exterminator come in to do maintenance in the foyer facing the parking lot to deal with the pests that are typical for this building around this time each year- flying ants, beetles, etc.

STATISTICS: June 2018
Door Counter: 5,403
Circulation: 4,514 items
Children's Programs: 6 sessions, 150 children, 115 adults
Young Adult Programs: 1 session, 5 young adults
Adult Programs: 34 sessions, 353 adults
Facebook: 662 followers as of July 13, 2018. The library gained 8 new followers this month.

CORRESPONDENCE:
None

UNFINISHED BUSINESS:
None

NEW BUSINESS:
None

PUBLIC:
Renee Stacey asked for clarification on the issue of why union employees did not get paid for attending the ratification meetings. Chris Ostuni explained, as per his conversation with Les Eason, that it was understood to be a union activity, and as such, not compensable.
EXECUTIVE SESSION:

Gerald Schmotzer made a Motion to go into Executive Session at 7:57 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 9:35 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the Motion passes.

Gerald Schmotzer made a motion to provide a $5.00 per hour increase in the pay rate of Mike Candelaria, Library's IT Consultant, for the third and final year of his contract, for a pay rate of $55.00 per hour. Phyllis Kelly seconded the motion. All in favor: unanimous. Motion passes.

Gerald Schmotzer made a motion to nominate and accept the contract of Christopher Ostuni as Library Attorney at the rate of $200 per hour. Phyllis Kelly seconded the motion. All in favor: unanimous. Motion passes.

Gerald Schmotzer made a statement informing of the vote held during executive session, approved unanimously, to send a library employee a letter pursuant to section 73 of the Civil Service Law.

Gerald Schmotzer made a statement informing of the vote held during executive session, approved unanimously, of the approval of a 3% raise to the four non-union part-time employees: Alexa Dolgos, Jennie Pohl, Jeff Eisenbarth, and Jason Scheid effective July 1, 2018.

Gerald Schmotzer made a motion to nominate and accept the contract of William Herzog as Library's Treasurer/Secretary at the rate of $500 per month for the Treasurer position and $250 per month for the Secretary position. Phyllis Kelly seconded the motion. All in favor: unanimous. Motion passes.

ADJOURNMENT:

Gerald Schmotzer made a Motion to adjourn the July 26, 2018 Board Meeting at 9:41 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the motion passes.