Island Trees Public Library
Board of Trustees Meeting Minutes

Thursday, September 27, 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:

Anne Harris, Trustee, without excuse

CALL TO ORDER:

Gerald Schmotzer called the meeting to order at 7:03 pm.

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 July 26, 2018 Board Meeting.

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

Gerald Schmotzer asked for a Motion to approve Warrant #601, from check numbers 14284-14371 in the total amount of $38,706.40. Phyllis Kelly seconded the Motion. All in favor: unanimous. Motion passes.

Gerald Schmotzer asked for a Motion to approve Warrant #602, from check numbers 14372-14425 in the amount of $44,789.58. Phyllis Kelly seconded the Motion. All in favor: unanimous. Motion passes.

Gerald Schmotzer asked for a Motion to approve the addendum to Warrant #602, from check numbers 14426-14447 in the amount of $7,755.45. Phyllis Kelly seconded the Motion. All in favor: unanimous. Motion passes.

The total amount of Warrant #602 and its addendum is $52,545.03.

LIBRARY CONSTRUCTION PROJECT:

Attended by architect Mike Guido

- Project is in the final phase of the four step state approval process: the engineering phase. Expect to receive approval before end of the year.
- Following state approval the next step would be bidding out the project. The plan is to begin bidding in early to mid-January.
- Mike Guido explained how his firm designs the construction project to control costs with a process using a list of alternate options in the event of unforeseen cost increases. These increases are most likely to arise in the event of labor shortage when there is an increase in the total construction jobs in the market at the same time.

DIRECTOR'S REPORT:

FINANCIAL:

1. On August 4, 2018 the NLS Executive Board of the Nassau Library System passed a resolution to complete the dissolution of ALIS. This process is now complete.

3. On September 21, library director Michelle Young met with Susan Hlavenka, Assistant Superintendent of Island Trees School District, to collaborate on the
second phase of the SAM DASNY Grant for renovations to the library. The original Sam Grant was 9593 but this project was withdrawn in January of 2018. The grant has been resubmitted as grant 11708 in the amount of $100,000 and is awaiting approval.

4. ITPL has begun printing receipts for items checked out at the circulation desk that now include the amount of money saved by utilizing the public library. This includes anything checked out including books, music, video, museum passes, etc.

5. On August 22, 2018 the library's audit was completed by Baldassari & Coster; they will be presenting the audit findings at the next board meeting on Thursday, October 25, 2018.

OUTREACH:

1. On August 10, 2018 the library held its annual Summer Reading Finale. Michelle Young, the library's Director, would like to thank the following ITPL staff for all of their help with the party: Liz Spoto, Andrea Crivello, Paula Strickland, Trevor Mullen, Joe Lane, John Lane, and Anthony Barletta. Michelle would also like to thank all of the volunteers as well as the community leaders who came out to support the event, including Board President Gerald Schmotzer, Legislator John R. Ferretti, Jr., NYS Assemblyman John Mikulin, Legislator Thomas McKeivitt, and Councilman Dennis Dunne, Sr. Gerald Schmotzer also would like to thank Liz Spoto for her assistance with this event.

2. The library would like to thank the patrons of ITPL for their generous support of Senator Hannon's backpack and school supply drive.

3. As of August 30, 2018 the ITPL now has an Instagram account. Librarian Trainee Amanda Hayman has taken the library's social media presence to a new level. After only three weeks, the library's Instagram account has over 174 followers.

4. October 13, 2018 at 1:00 pm will be the library's 50th Anniversary Celebration of the library charter. The reservations for this event is limited and filled up in one hour. Councilman Dennis Dunne, Senator Kemp Hannon, and Assemblyman John Mikulin will be in attendance.

5. On September 24, 2018 Michelle was an invited speaker at the annual Levittown Community Council Meeting. Michelle was able to share the upcoming events with the community.
6. On September 26, 2018 Michelle attended a Library Director meeting that included a presentation on the RAVE App by Nassau County Police Department. Officer Joseph Monez met with Michelle about having an in-house seminar in October. Officer Monez surveyed the library grounds and made suggestions to improve safety of library patrons and staff including cameras, keypad locks for restricted areas, and a defibrillator.

CORRESPONDENCE:

1. Director Michelle Young sent a letter to all four principals in the Island Trees school district encouraging administration, staff, and students to get their library cards and make the most of their public library.

MEETINGS/TRAINING:

1. On September 12, 2018 the library held an in-house custodial/cleaner meeting headed by custodian Joe Lane. The following staff attended: John Lane, Anthony Barletta, Richie Visconti, and Jude Brower.

2. Upcoming on Tuesday October 16, 2018 from 9:00-10:00 am Officer Monez will be presenting an in-house Situational Awareness Training seminar for library staff. This will cover active shooters, reporting suspicious packages or activity, as well as the new RAVE App system.

BUILDING:

1. On July 26, 2018 the glass in the library's front door facing the parking lot was broken by accident. Global Glass and Mirror replaced it on July 27, 2018 with plexiglass.

2. All public libraries in Nassau County, including ITPL, will receive the RAVE App for free. This app is a value of $450 and will connect the library to an alert system for emergency responders.

3. On September 4, 2018 the library closed due to a flood that occurred through the ceiling due to a faulty HVAC unit on the roof. The insurance company was notified and sent Rainbow Restoration to wet vac and dry the carpeting. Cleaners Richie Visconti and John Lane replaced the five damaged ceiling tiles. Approximately 44 books from the Mystery section were water damaged as a result of the leak. Some of these titles are out of print and no longer easily available to replace. JB Cool maintains the HVAC equipment as part of an annual
contract. They fixed the HVAC unit- the "p-trap" was clogged and JB Cool cleaned and flushed out the traps for both units.

4. On September 5, 2018 the library had a delayed opening of 1:00 pm to allow for the drying of the carpets.

5. On September 6, 2018 in an unrelated event, the second HVAC unit stopped working and due to the day's excessively high temperature of 95 degrees, the library closed at 4:00 pm.

6. On September 12, 2018 Michelle Young informally met Tom Dickenson the construction project's engineer of Dickenson Design and Consulting. As a result of this meeting the library was notified that the new building will have all new HVAC units and the community room will be divided into two separate temperature controlled zones.

7. On September 14, 2018 architect Mike Guido visited the library to discuss the custom design of the circulation desk. Liz Spoto, Head of Circulation, along with Renee Stacy and Debi Santiago were invited to assist in providing input on the new desk's design details.

STATISTICS:

1. JULY:
   - Door Counter: 6,095
   - Circulation: 5,172
   - Children's Programs: 9 sessions, 134 children, 106 adults
   - Young Adult Programs: 3 sessions, 33 young adults
   - Adult Programs: 27 sessions, 300 total
   - Facebook: 673 followers; we gained 9 new followers this month.

2. AUGUST:
   - Door Counter: 5,669
   - Circulation: 4,949
   - Children's Programs: 9 sessions, 134 children, 106 adults
   - Young Adult Programs: 3 sessions, 20 young adults
• Adult Programs: 27 sessions, 169 total
• Facebook: 684 followers; we gained 9 followers this month

CORRESPONDENCE:
None

UNFINISHED BUSINESS:
None

NEW BUSINESS:
None.

PUBLIC:
Library Patron Viola Stoehrer wanted to know how long she would have to wait for some of the books that she requested. Director Michelle Young and staff member Renee Stacy explained the process involved in obtaining and properly packaging to library standards the requested titles.

EXECUTIVE SESSION:
Gerald Schmotzer made a Motion to go into Executive Session at 9:00 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion passes.

ADJOURNMENT:
Gerald Schmotzer made a Motion to adjourn the September 27, 2018 Board Meeting at 11:05 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the motion passes.