Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, October 25, 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 September 27, 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 #603, from check numbers 14448-14509 in the total amount of $33,427.11. Phyllis Kelly seconded the Motion. All in favor: unanimous. Motion passes.

CORRESPONDENCE:

The library received pictures in regards to Charter Day from Senator Kemp Hannon's office and the Town of Hempstead’s Town Board. ITPL thanks Senator Kemp Hannon for sponsoring event and sending photos. The library also received a Thank You letter from Shelley Fazia for the helpful staff at the library.

DIRECTOR'S REPORT:

FINANCIAL:

1. 10/16: DASNY Sam Grant# 11708 for renovations to the library was submitted by the IT School District through Assemblyman John Mikulin's office. This grant project, for $100,000, is ongoing.

2. We need to pass a resolution to approve NLS's request for member library support for 2019 at the rate of $10,896 and for 2020 at the rate of $10,674. This annual fee covers such expenses as: NLS hosting the library's website, grant proposal assistance, continuing education of staff, interlibrary loan services, Tutor.com, and membership to the consortium for downloadable audiobooks and ebooks through the OverDrive app.

Gerald Schmotzer made a motion to pass a resolution to approve the payment of NLS's request for the year 2019 in the amount of $10,896 and 2020 in the amount of $10,674. Phyllis Kelly seconded the Motion. All in favor. Unanimous.

SPECIAL EVENTS/OUTREACH:

1. On Saturday, October 13 we had our 50th Anniversary Celebration of the library's charter. This wonderful event, sponsored by the Friends Of The Library, and funded entirely through bullet aid by Senator Kemp Hannon, featured 32 Island Trees guests, including the executive board of the Friends Of The Library, ITPL Library Board members, President Gerald Schmotzer, Vice President Phyllis Kelly, Trustee Vincent Formicelli, and many community leaders including Councilman Dennis Dunne, Senator Kemp Hannon, NYS Assemblyman John Mikulin, James Pascale for Legislator John J. Ferretti, Jr., and Legislator Thomas
McKevitt. We thank all of the staff who helped set up, decorate, and all who worked to make this event possible: specifically, John Lane, Devon Hahn, Anthony Barletta, Dee Mullen, and Trevor Mullen.

ITPL would like to especially thank Julie Van Benthysen for all of her hard work and dedication.

2. On Monday, October 15, ITPL Library Director Michelle Young attended the 30th anniversary of the Levittown Historical Society and Museum. Michelle was invited to speak at the event.

3. On Monday, October 22, Liz Spoto, Head of Children's Department attended the English as a New Language Night at the Island Trees Memorial Middle School.

IN-HOUSE TRAINING/CONTINUING EDUCATION:

1. On Tuesday, October 16, Sergeant Robert Connolly, Commanding Officer of Nassau County Police Department-Homeland Security, conducted a Situational Awareness training seminar that covered how to respond to various situations ranging from health emergencies to active shooters, as well as the parameters of the new RAVE app system. Based on his recommendation, we have scheduled an in-house training seminar with Nassau University Medical Center on Tuesday, December 11, 2018 at 9:00am to cover Bleeding Control Basics. The library plans to purchase a tourniquet kit and defibrillator.

2. On October 17, ITPL Director, Michelle Young emailed all trustee members a link to a short survey regarding a proposed continuing education requirement of a mandated three hours of training per year for NYS library board members. Courses could be taken online or in person through such organizations as the Library Trustee Association and/or New York Library Association.

3. On October 23, the Circulation staff, headed by Liz Spoto, Head of Circulation, received in-house training by both Moira Flynn and Michele Zwierski from the Nassau Library System, to learn off-line circulation procedures.

BUILDING:

1. As of 10/9/2018, the library's RFID tagging project has a total of 21,200 items tagged, or approximately 40% of the collection completed, including all of adult fiction. The director would like to thank Paula Strickland and Dee Mullen for their dedicated work in this area.

2. On 10/17/2018, the library brought in Quality A/C & Heating to perform
maintenance on HVAC unit #1.

STATISTICS:

1. SEPTEMBER:
   - Door Counter: 4,401
   - Circulation: 4,328
   - Children's Programs: 5 sessions, 58 children, 58 adults
   - Young Adult Programs: N/A (no YA programs in September)
   - Adult Programs: 25 sessions, 291 total
   - Facebook: 689 followers (as of 10/18/2018); we gained 5 new followers this month.
   - Webpage: 835 visits (661 new users- 69%)

CHILDREN'S DEPARTMENT:

1. On September 24, Michelle Young attended the NLS Performer's Showcase at the Long Island Children's Museum and previewed many performers' shows.

2. The library has combined the Babytime and the Circletime events with full attendance. Amanda Hayman has been working hard preparing her Mommy & Me and Storytime events. The feedback has all been positive. For safety reasons, the library added Linda Reilly to the Separation Storytime program, in the event a child needs to leave the room.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

PUBLIC:

Bill Fitzgerald requests clarification on what the plans are for the library's $1.3 million in the general fund. The board responds that the money is to be held aside for unforeseeable costs that may occur in the construction of the new library.

Michael Rich requests the board's commitment to honor the financial agreement
of $500,000 to be set aside for the school buildings' advance costs. The board responds that it cannot release funds without a request in writing and proposes a resolution to set aside $500,000 to the Capital Improvement fund.

Ted Maleska requests that the library board re-open a good faith dialogue with the Island Trees School Board in order to move the discussion of the construction project forward. The board agrees and suggests scheduling a work session focused solely on this construction project.

Danny Donnelly requests guidance on where to find the library's financial information. The auditor explains that the library's financial information is available online and 100% in accordance to all state, federal, and GAAP guidelines.

Larry Ortolani requests putting aside adversarial feelings in order to bring both school and library boards together in an open dialogue. The board agrees.

AUDITOR'S REPORT:

Albert Coster opens his report stating that the Island Trees Public Library received the highest rating it can get regarding accounting practices according to the GAAP standards.

REVENUES:

- For fiscal year, 2016-2017, the library gave back $32,337 to taxpayers by operating under budget.
- This year, 2017-2018, the library gave back $24,065 to taxpayers by operation under budget.

EXPENDITURES:

- For fiscal year 2017-2018 the library came in under budget for Salaries and Employee Benefits in the amount of $96,235.
- For fiscal year 2017-2018 the library came in under budget for Library Materials and Programs in the amount of $31,719.
- For fiscal year 2017-2018 the library came in under budget for Library Operations in the amount of $17,799.
- For fiscal year 2017-2018 the library came in under budget for Building Operations in the amount of $17,791.
- For fiscal year 2017-2018 the library came in under budget for Capital
Outlay in the amount of $881.

Excess of Revenues Over Expenditures (or total amount under budget for 2017-2018) totaled $140,360.

**RESOLUTION:**

Gerald Schmotzer makes a motion to pass a resolution assigning $500,000 from the unassigned fund to the Capital Improvement Fund. Phyllis Kelly seconded the motion. All in favor. The motion passes unanimously. This resolution was to retroactively confirm a resolution originally discussed, passed, and agreed upon at the board meeting in January 2018.

**EXECUTIVE SESSION:**

Gerald Schmotzer made a Motion to go into Executive Session at 9:05 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the October 25, 2018 Board Meeting at 11:05 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the motion passes.