Island Trees Public Library
Board of Trustees Meeting Minutes

Thursday, December 20, 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 7:30 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 December 20, 2018 Board Meeting.

APPROVAL OF WARRANTS:
Gerald Schmotzer asked for a Motion to approve Warrant #605, from check numbers 14589-14621 in the amount of $16,839.59. Phyllis Kelly seconded the Motion. All in favor: unanimous. Motion passes.

CORRESPONDENCE:

The Island Trees Public Library staff and Board Members would like to thank Superintendent Charles Murphy and the Island Trees Board of Education for the kind Christmas Cards that the library received from them.

DIRECTOR’S REPORT:

SPECIAL EVENTS/OUTREACH/MEETINGS:

1. As of December 3, The Nassau Library System has officially appointed Caroline Ashby as the new NLS Director. Caroline has worked under Director Jackie Thresher as the Assistant Director since 2014.

2. On December 11, the library had an in-house training on "Stop The Bleed" with the Nassau County Medical Center in which staff learned how to use a tourniquet in a bleeding emergency. The library now utilizes a tourniquet kit that is kept behind the circulation desk for emergencies. The library will be offering a program on this life-saving procedure to patrons in the spring.

3. On December 12, Michelle Young, the Library Director represented Island Trees Public Library at the Annual Meeting held at the Nassau Library System. The topic for the evening was Civil Service Law with an emphasis on employee disciplinary procedures and was presented by two representatives from the law firm Bond, Shoeneck, and King. There was also a brief update of the status of the Librarian I and Librarian II exams.

COLLECTIONS:

Magazines:

1. As of January 1, 2019 the library will be offering a new online service- RBdigital Magazines which offers the full, unabridged versions of 83 popular consumer magazines on our website. Each magazine can be downloaded from the website or to an app on a patron's tablet or smartphone. Michelle Young, Director, and
Marilyn Adamo, Head of Reference spoke with an RBdigital representative on December 4 to evaluate the service. RBdigital's Online Service offers:

- A single magazine can be "checked out" and read by many patrons all at once.
- The issues are published and available as soon as the printed issue hits newsstands. This will be especially nice considering the newest issues of magazines cannot currently be checked-out of the library.
- The digital magazines never have to be returned so there are never any fines and patrons can keep the downloaded issues indefinitely.
- All magazines are automatically archived and remain accessible. Currently the library can only keep one year's worth of back issues due to storage limitations.
- This digital service will save time and money as no processing of magazines is needed by a staff member. (No more checking in and out, barcoding, weeding through titles, etc.)

This service will cost $1,500 per year.

**WEBPAGE/GOOGLE ANALYTICS:**

1. Between 11/1/18-12/1/18, the webpage had 708 users, down 182 users from the previous month. 66% of the users were first time visitors to the library’s website. 34% of users were returning visitors to the library's website.

2. The majority of the users, 36% were between 25-34 years old, followed by 28% of users who fall between 18-24 years old. 54% of users were male and 46% were female.

**STATISTICS:**

1. November:
   - Door Counter: 5,009
   - Circulation: 5,037 items
   - Young Adult Programs: 3 sessions, 20 teens
• Adult Programs: 29 sessions, 279 attendees
• Facebook: 698 followers (as of 12/5/2018); we gained 4 new followers this month.

UNFINISHED BUSINESS:
None.

NEW BUSINESS:
1. Gerald Schmotzer makes a Motion to for the library to join the Levittown Chamber of Commerce. Phyllis Kelly seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer makes a Motion to increase the salaries of the Library Director Michelle Young and the Account Clerk Secretary Juliet Feeley by 3% as of January 1, 2019. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

PUBLIC:
The question was posed, "Why is the library closed on Christmas Eve?" The response: the decision was made due to the Christmas holiday falling on a Tuesday, and, as the library is closed already on Sunday, it was not feasible to open the library for just three hours on a Monday.

EXECUTIVE SESSION:
Gerald Schmotzer made a Motion to go into Executive Session at 8:51 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion passes.

UNFINISHED BUSINESS:
Gerald Schmotzer made a Motion to come out of Executive Session at 10:00 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion Passes.
Gerald Schmotzer made a Motion to hire part-time custodian Joe Lane as the full time custodian at $50,000 annually, effective 3/4/2019. Phyllis Kelly seconded the Motion. All in favor: Unanimous, Motion Passes.

ADJOURNMENT:

Gerald Schmotzer made a Motion to adjourn the December 20, 2018 Board Meeting at 10:08 pm. Phyllis Kelly seconded the Motion. All in favor: Unanimous, the motion passes.