Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, February 28, 2019, 7:00 pm

IN ATTENDANCE:
Gerald Schmotzer, President
Phyllis Kelly, Vice President - expected shortly
Vincent Formicelli, Trustee
Michelle Young, I.T.P.L. Director
Juliet Feeley, Accounts Clerk Secretary
Chris Ostuni, Counsel
William Herzog, Secretary/Treasurer

ABSENT:
Anne Harris, Trustee, without excuse

CALL TO ORDER:
Gerald Schmotzer, Board President called the meeting to order at 7:02pm.

PLEDGE OF ALLEGIANCE:
The Pledge Of Allegiance was recited.
DIRECTOR'S REPORT:

FINANCIAL:

1. New York State Annual Report: Marilyn Adamo, Head of Reference and Debi Santiago, Senior Clerk attended the Annual Report Workshop review at Nassau Library System on 1/22/2019 and submitted the report on time.

2. Michelle Young, the director attended the monthly MLD Meeting at NLS on 1/23/2019 where she was informed of the distribution of our Bullet Aid grant of $20,000, awarded by former Senator Kemp Hannon, and received on 1/30/2019.

3. As of January 1, 2019 our subscription to RBDigital Magazines is now live on our website. Due to a consortium of local public libraries, the cost to the library has been reduced $192. Originally $1523, the current price the library paid is $1331.

4. On January 30, 2019 the library received an LLSA (Local Library Services Act) grant from NLS for $464 as we are part of the Nassau Library System.

SPECIAL EVENTS/MEETINGS/OUTREACH:

1. On January 16, the director attended the Levittown Chamber of Commerce's 58th Annual Installation of Officers and Directors at the Westbury Manor.

2. On February 1, the director attended "A Guide to Crafting and Promulgating the Employee Handbook, Part 2" at the Farmingdale Public Library. Both Michelle and attorney Chris Ostuni are working on an updated personnel manual.

3. Library Trainee Amanda Hayman and the director hosted a table at the annual Winter Festival with the Levittown Community Council at Levittown Hall. The theme was "Fairy Tales" and it was a resounding success. The library gave away dozens of books to children at the event.


CORRESPONDENCE:

1. The Library received a letter from Harnit Singh, a former volunteer here at ITPL in March 2018 and, due to the work experience he received here, Harnit landed
his first job at Barnes & Noble in Manhasset. His kind letter of gratitude was an inspiration to our staff here at the library and we wish him the best.

2. The director sent an email to Senator Thomas's Chief Of Staff, Donna discussing a possible Bullet Aid grant in the amount of $30,000 for the library.

**BUILDING:**


2. On January 31, 2019 Detective Thomas Waters of the NCPD Asset Forfeiture and Intelligence Division successfully tested and activated the library's RAVE Panic Button/App System. The employees who currently have access to the app are: Juliet Feeley, Marilyn Adamo, Liz Spoto, Debi Santiago, Joe Lane, John Lane, Jude Brewer, and Devon Hahn.

**WEBPAGE/GOOGLE ANALYTICS Month of January 2019:**

Website: 942 visitors, up 216 from previous month
Door Counter: 4,193
Circulation: 4,252
Facebook: 707 Followers
Instagram: 360 Followers
Twitter: 98 Followers

**PROGRAMMING FOR JANUARY 2019:**

Adult Programs: 35 sessions, 383 adults
Young Adult Programs: 3 sessions, 9 teens
Children's Programs: 11 sessions, 121 kids, 99 adults

**APPROVAL OF MINUTES:**
Phyllis Kelly arrived at 7:43 pm.

Gerald Schmotzer made a Motion to approve the Minutes of the 12/20/18 ITPL Board Meeting. Vincent Formicelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to approve the Minutes of the 1/12/19 ITPL Board Meeting. Phyllis Kelly seconded the Motion. All In Favor: Unanimous. The Motion passes.

**APPROVAL OF WARRANTS:**

Gerald Schmotzer made a Motion to approve the Warrant #607, from check 14690-14814, in the amount of $58,304.89. Phyllis Kelly seconded the Motion. All In Favor: Unanimous. The Motion Passes.

**UNFINISHED BUSINESS:**

Gerald Schmotzer made a Motion to accept the budget for the year 2019-2020 as it was proposed at the January 12, 2019 board meeting. Phyllis Kelly seconded the Motion. All In Favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

Gerald Schmotzer made a Motion to accept the resignation of library page Lauren Delmonico. Vincent Formicelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to accept the hiring of a replacement library page, Island Trees H.S. student Katherine Pound, as of February 11, 2019, at a rate of $12.00 per hour. Vincent Formicelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

**PUBLIC:**

Renee Stacy suggested putting a notice in the library bulletin announcing an open
seat on the board.

**EXECUTIVE SESSION:**

*Gerald Schmotzer* made a Motion to go into Executive Session at 8:10 pm. *Vincent Formicelli* seconded the Motion. *All in favor: Unanimous.* The Motion passes.

**ADJOURNMENT:**

*Gerald Schmotzer* made a Motion to adjourn the **February 28, 2019** Board Meeting at 10:43 pm. *Vincent Formicelli* seconded the Motion. *All in favor: Unanimous.* The Motion passes.