Island Trees Public Library
Board of Trustees Meeting Minutes
Tuesday, May 2, 2019, 7:30 pm

IN ATTENDANCE:
Gerald Schmotzer, President
Vincent Formicelli, Trustee
Loretta Fonseca, Trustee
Michelle Young, ITPL Director
Juliet Feeley, Accounts Clerk Secretary
Chris Ostuni, Counsel
William Herzog, Secretary/Treasurer

ABSENT:
Phyllis Kelly, Vice President, with excuse.

CALL TO ORDER:
Gerald Schmotzer, Board President called the meeting to order at 7:40pm.

PLEDGE OF ALLEGIANCE:
The Pledge of Allegiance was recited.
Loretta Fonseca was sworn in by Juliet Feeley at 7:42pm.
APPROVAL OF MINUTES:

Gerald Schmotzer made a Motion to approve the Minutes of the 4/2/2019 ITPL Board Meeting. Vincent Formicelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

APPROVAL OF WARRANTS:

Gerald Schmotzer made a Motion to approve the Warrant #610, from check 14907-14973, in the amount of $38,137.44. Vincent Formicelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

UNFINISHED BUSINESS:

None.

DIRECTOR’S REPORT:

BUDGET & TRUSTEE VOTE RESULTS:

On 4/16/2019 the proposed library budget for 2019-2020 passed: 186 total votes, 158 Yes, 28 No.

Catherine Manganiello won the 5 year seat with 118 votes; term begins 7/1/2019. Loretta Fonseca won the 1 year seat with 116 votes; term begins immediately.

LIBRARY OUTREACH:

1. National Library Week, April 7-13, 2019: To go along with this year’s theme, “Libraries=Strong Communities” we had the following offerings at the library—an amnesty week (no fines!), a raffle of 16, beautiful baskets, courtesy of the hard work and generosity of our teen volunteers and our staff especially Amanda Hayman who organized the volunteer nights and staff member Laura Haber who donated many items. We also had a cart of free giveaways of gently used children’s books.
2. To prepare for the Budget/Trustee vote on Tuesday, April 16, we posted information to the library’s webpage as well as our Facebook, Twitter and Instagram accounts, and made a flyer to hand out at the circulation desk with all three of the candidate’s bios.


4. Telescope Update: We now have a link off the menu (top) of our webpage to reserving the Orion telescope, as well as an approved policy and procedures at that link. We also posted photos of the telescope along with astronomer John Lynch.

5. Beginning May 1, we will be emailing reminders for programming for children’s and tween/teen programs; we are still making telephone reminders for adult programs.

**CONSTRUCTION PROJECT:**

1. On 4/11/2019 I spoke with Mike Guido, Architect, who requested my approval for relocating the library’s book drop to the library’s parking lot.

2. On 4/30/2019 the library was notified by Architect Mike Guido that he received the building permit for the library construction project.

3. On 4/30/2019 the library received an email from Superintendent Charles Murphy that the bids for the project will be posted on 6/5/2019 and then bidding would open 7/11/2019 at 11:00am. To be held in the school's conference room or the gymnasium, depending on how many bidders are involved. Michelle Young, ITPL Library Director, will attend the event and encourages all interested parties who want to be involved with the new library to attend.
4. Motion to deaccession four, Google Nexus 7 Tablets as they are more than five year’s old, along with the library policy for these items (Policy #49 attached). (FYI: The Google tablets were purchased as part of a grant in May 2014 from Leg. Dennis Dunne for $906.84; they were never used.)

5. On 4/17/2019 full time Custodian Joe Lane needed a phone installed in his office requiring a 200-foot cable; we contacted our phone provider Avaya/Realm and our electrician, Corkrey for comparison estimates—we went with Corkrey. Corkrey charged $487.50 versus Avaya/Realm: $794.20 (difference of $306.70).

MEETINGS/CONFERENCES:
1. On 4/17/2019: Attended MLD meeting at NLS (Nassau Library System). Several topics were discussed; the following are points of relevance:
   Construction Aid Grants (Update): Next cycle: Only $14 million for all public libraries in NYS is being made available.
   • NLS is only receiving $824,000 for all of its 54 libraries in state construction aid.
   • NLS always approves all applications received by member libraries; on the plus side—it’s easy to get awarded a grant. On the minus side: many applications dilute the available grant money, which must be matched 50% by libraries.
   • Projects that are in the category of “not bondable” are not eligible for grant funding; including software upgrades (such as security camera upgrades), asbestos abatement, and speculative architectural/engineering plans.

2. On 4/17/2019 I attended a Levittown Chamber of Commerce luncheon; guest speaker Hope Cerda, Postal Inspector followed by County Executive Laura Curran on the subject of identity theft.

March/April 2019 Library Programming Reports and Statistics:
Children’s Department Report: March/April
Children’s March 2019 Statistics: 17 sessions, 130 kids, 112 adults
Young Adult Department Report: March/April
Young Adult Statistics: March/April: 3 sessions, 27 teens
Adult Reference/Programming Report: March/April
Adult Programs: March: 40 sessions, 488 adults
Webpage/Social Media Statistics:
Webpage: In March, we had 897 visitors.
Facebook: Since February, we have gained 85 new followers! Total: 792 followers (4/12).
March 2019 Library Statistics:
Door Counter: 4,778  Circulation: 3,935 items

FINANCIAL:
1. The library received two dividend grants in the total amount of $1,090.43 from Joe Price of the Utica National Insurance Group. The library will be replacing the storytime rug in the Children's Department (Demco, 15'W x 12'L, $446.99) with this fund.

RFID TAGGING PROJECT:
1. As of 4/30/2019, the library has tagged 32,880 items in the library's collection. Paula Strickland has tagged 25,075 books and Dee Mullen has tagged 7,805 electronic items. This brings us to 50% of the library's entire collection being RFID tagged.

PUBLIC:
Election worker Angie Gallo informed the Board that she believed a candidate running for a Library Board seat acted inappropriately during last month’s election by loitering near the election booths.

EXECUTIVE SESSION:
Gerald Schmotzer made a Motion to go into Executive Session at 8:55 pm. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Motion passes.
Gerald Schmotzer made a Motion to come out of Executive Session at 10:39 pm. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

Gerald Schmotzer made a Motion to approve the library's contract with its accountant Baldassari & Coster for the year 2019-2020 in the amount of a $10,000 base fee.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the May 2, 2019 Board Meeting at 10:40 pm. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.