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

CALL TO ORDER:
Gerald Schmotzer, Board President called the meeting to order at 7:10pm

PLEDGE OF ALLEGIANCE:
The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:
Gerald Schmotzer made a Motion to approve the Minutes of the 5/2/2019 ITPL Board Meeting. Vincent Formichelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

APPROVAL OF WARRANTS:

Gerald Schmotzer made a Motion to approve the Warrant #611, from check 14974-15121, in the amount of $45,992.14. Phyllis Kelly seconded the Motion. All In Favor: Unanimous. The Motion passes.

CORRESPONDENCE:

None.

PUBLIC:

Jamie Lee Ruiz, Esq. approached the ITPL Board to introduce her idea for the Matthew J. Ruiz Memorial Scholarship. The scholarship fund was founded in commemoration of Ms. Ruiz's brother who lost his battle with addiction five years ago. The Board acknowledged and sympathized with the cause and stated their intention to assist in any way possible.

DIRECTOR’S REPORT:

May 1- June 19, 2019 Director’s Report: Library Board Meeting

Upcoming Events: Join Us!

- **Monday, July 1 at 3:30pm**: Please join us in the Director’s Office as our new Library Board Trustee, Catherine Manganiello, takes the Oath of Office.
- **Saturday, July 13 from 11am-4pm**: We will be participating in the Levittown Community Council’s “Lazy Days of Summer” event, held at the East Village Green in Jerusalem Avenue Park. We will have a booth and a craft for children to enjoy.
- **Friday, August 9 from 6-8pm**: Summer Reading Club Finale: Our SRC Finale for Kids (Ages 3-10) is on the great lawn outside the library. We have invited our local representatives as well so please join us in the celebration!
Financial:

- 5/7: The Library began its 2018 Audit with Baldassari and Coster and will complete this process in August 2019; our audit presentation is tentatively scheduled to be presented at the Library Board meeting on Thursday, September 26.
- 5/22: We received the new, Children’s Storytime rug in forest green for $446.99 (with S/H: $625.99); we had not purchased a rug for this purpose since 2010. This purchase is being funded by a grant from Joe Price of Utica National Insurance Group.
- 5/28: We received an E-rate reimbursement for FY 2017-18 for Crown Castle Fiber Circuits via ILS Services for $3,783.43
- As we are approaching the end of FY 2018-2019, here is a snapshot of our Chart of Accounts through May 31, 2019:
  - **Budget**: 88% spent
    - Revenue (Taxes, Fines, Grants, etc.): $1,158,070
    - Expenditures: $1,118,411
    - Annual Budget: $1,271,830
    - Balance of budget: $153,419 (Remaining for June 2019)
- 6/21: NLS Director Caroline Ashby informed us of our Bullet Aid (which we do not receive until the fall); we did not receive aid from the Assembly, but we did receive aid from Senator Thomas totaling $7,500.

Staff Training/Library Outreach:

- 5/8: Telescope Basics: Nine staff members attended this in-house training demo led by astronomer Tom Lynch, who taught staff how to use, carry, and care for the new library telescope.
- 5/14: Despite the rain, 21 participants stayed indoors to enjoy a lecture by Tom Lynch on the universe as well as a demonstration on the new telescope, which began circulating on June 1.
- 5/18: The library hosted its 20th “Vernissage” featuring great work from our own watercolor artists, accompanied by a buffet/high tea prepared and served from watercolor instructor and caterer/hostess Julie B.; we had approximately 90 people in attendance for this event which went from 1-5pm.
- 6/3: Head of Reference/Adult Programmer Marilyn Adamo and I visited the Village Green Senior living, the new assisted living residence located at 100 School House Road in Levitttown, slated to open in November 2019, that will have 66 units and 103 residents. Along with hosts Executive Director Caitlin Convery and Director of Sales Michael Cooper, we were joined by Library Director Frank McKenna of Seaford Public Library and Louise Cassano of the Levittown Chamber of Commerce. This organization is interested in bringing their seniors to our library programs by bus as well as potentially co-sponsoring programs.
- 6/5: Along with Amanda Hayman, YA Librarian Trainee, I visited the ITSD’s High School Library for the first time, where we both met Library Media Specialist Christina Pesiri who gave me a tour of the renovated facility.
• 6/6: Amanda Hayman and I visited the ITSD’s middle school library, where Amanda did a great presentation to several groups of children there.

• Online Sexual Harassment Awareness Training: All employees received two memos regarding taking the online training due by October 9, 2019. Library Trustees are required to take this training as well.

• July 1-August 30: We are one of 39 Nassau County libraries participating in the first annual “Library Tour." Visitors can pick up a map at any of the participating libraries and receive a sticker for each library they visit. Each library has a designated item/object that the visitor must locate and find (in our case, it will be the cat or the porcelain owl) and to get a small prize.

Building/Facilities:

• 5/28: All of the Nassau Library System (including Sierra our library catalog and the Internet through Crown Castle Fiber) were down for the day; we went on manual backup at circulation.

• 6/6: Custodian Joe Lane and I attended a live webinar on a door/people counter product, SenSource, a cloud-based platform for reporting foot traffic data. FYI-We have a door counter stationed on one set of doors in the library (facing the parking lot) and are exploring options for the new building. SenSource costs $895 and $240 per year for each sensor ($180 annual for each additional sensor). At the MLD meeting on 5/15, other options were discussed including FootfallCam (referred to us by Bethpage Library).

• 6/13 at 11:30am: Our Internet went down, and, as our IT consultant was on vacation, NLS kindly dispatched a member of their IT team to assist us. The problem: Barracuda, our Internet Filtering system. Our three-year contract for Barracuda is expiring in July, on NLS’ recommendation, we are switching to web-based filtering system-WebTitan DNS-which filters both hard-wired PCs as well as wireless devices. (FYI: The Library has had different systems since 2008; since 2014, we have used Barracuda). The annual cost for this system is $360 per year—Barracuda was $383 per year.

• 6/14: Wayne Norris of Cares Locksmith met Head Custodian Joe Lane and I regarding installing a keypad lock for the staff entrance for security purposes. There are two options: Option 1: Trilogy lock and Option 2: Kaba lock. My recommendation: While more expensive ($187.50), Trilogy lock is flexible as it can be set up so one code is used for all staff, or, each staff member can get their own entrance code. Unlike the Kaba, it can be removed and reinstalled on either a right- or a left-hand door. As we do not know what type of doors/hardware we will have in the new library, it’s a safer choice at this time.

• June 2019: After January 14, 2020, Microsoft will no longer provide security updates or support for PCs running Windows 7. Our IT consultant Mike Candelaria is reconfiguring and upgrading all of the public computers in the adult and children’s departments as well as some staff computers to Windows 10; the upgrade is free and will improve the quality/speed of their use. We need to purchase two, new computers—one for the Account Clerk’s office and one for the Children’s Department, as they are unable to handle the necessary upgrade to Windows 10.
• 6/19: A Legal Notice from Newsday (6/19/2019) announces the bids for the project. As you can see, the bids will be opened on Wednesday, July 17.

• 6/22: NLS Director Caroline Ashby informed us that both the Assembly and Senate passed bills restoring $20 million in NYS Construction Aid, bringing the total back for the state to $34 million. I will let you know when/if the Governor signs this bill.

• 6/26: Architect Jackie Enlund from MJG Architects stopped by to give us the specs and drawings for both AV (which includes all AV throughout library, such as speakers, monitors, rack, projection system) and for plumbing, mechanical, electrical, architectural, etc. She informed me that 15-18 construction companies have picked up the specs for potential bidding purposes.

Please join us for the opening of the bids on Wednesday, July 17 at 11am. It should take approximately 90 minutes to open them, followed by questions.

Reference:
• Bad News: On July 1, all NYC public library cardholders will lose access to Kanopy film streaming service. In a NYT article on 6/24/2019, the NYPL states, “We believe the cost of Kanopy makes it unsustainable,” adding that it would use its resources to purchase in-demand books and ebooks. As a result, we will have to eliminate the Kanopy link from our webpage.

Director Meetings/Conferences:
• 5/9: Attended all-day LILC (Long Island Library Conference) at the Marriott in Huntington.
• 5/15 & 6/19: Attended monthly MLD (Member Library Director) meeting at NLS (Nassau Library System).
• 5/16: Attended 12th annual fund-raiser for New Yorkers for Better Libraries at Domenico’s in Levittown; this group advocates for increased state aid for libraries and helps legislators who support libraries.
• 5/17: Attended MLD lunch/lecture on “Designs and Designers” at Rockville Centre Public Library. Eight directors showed photos of renovations in their libraries and shared information on the architects, designers, and companies used to supply furniture, shelving, etc. The libraries that presented primarily used Doris Newman, an architect/designer, and purchased furniture/wall systems from the manufacturer KI. Customized furniture was bought from Library Interiors and Demco, and architectural “genius” walls were purchased from KI as well.
• 5/29: Attended Construction Aid Information session at NLS covering the 2019-2022 cycle. NLS’ allotment for aid went from $2 million (2018) to $824,000 (2019). In previous years’, library aid was capped at $100,000 (total project maximum with match: $200,000). This year, it will be less than $50,000. To consider this aid for next year, we
first need to determine if the library is qualified to receive this aid.

Library Programming Reports and Statistics:

May-mid June: Children’s Department Report
April 2019: Children’s Statistics: 17 sessions, 172 kids, 136 adults
May 2019: Children’s Statistics: 22 sessions, 260 kids, 126 adults
May 2019: Young Adult Department Report
May 2019: Young Adult Statistics: 1 session, 8 teens (no attachment)
May 2019: Adult Reference/Programming Report
May 2019: Adult Statistics: 30 sessions, 373 adults

Webpage/Social Media Statistics
Webpage: May: 885 visitors/690 new users and 195 returning users.
Facebook: 819 followers (6/12)—we gained 27 new followers in one month.

May 2019: Library Statistics
Door Counter: 4,994 Circulation: 4,588 items

Summer Reading:
As of June 26 (yesterday), we already have 82 kids (under age 10) signed up for summer reading. We also have over 20 teen volunteers, which includes the fall, for assisting with our new STEAM Saturdays.

As of June 24, we have 23 young adults signed up for the YA summer reading program—we had a total last year of 25, so we had that many sign-ups in two days!

EXECUTIVE SESSION:

Gerald Schmotzer made a Motion to go into Executive Session at 9:55 pm. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to come out of Executive Session at 10:45 pm. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.
1. **Phyllis Kelly** made a Motion to approve the purchase of a Trilogy Lock in the amount of $1040. **Loretta Fonseca** seconded the Motion. 2-1 in favor. The Motion passes.

2. **Gerald Schmotzer** made a Motion to approve the purchase of two new computers in the amount of $1372.72. **Phyllis Kelly** seconded the Motion. All in favor: Unanimous. The Motion passes.

3. **Gerald Schmotzer** made a Motion to approve the amendment to the library's Telescope Policy, as detailed in the Director's Report above. **Loretta Fonseca** seconded the Motion. All in favor: Unanimous. The Motion passes.

4. **Loretta Fonseca** made a Motion to increase Jenny Pohl, P/T Substitute Librarian, to $21.56 per hour. **Gerald Schmotzer** seconded the Motion. All in favor: Unanimous. The Motion passes.

5. **Gerald Schmotzer** made a Motion to increase the beginner Librarian starting rate to $22.00 per hour. **Phyllis Kelly** seconded the Motion. All in favor: Unanimous. The Motion passes.

6. **Gerald Schmotzer** made a Motion to increase Substitute Librarians' and Pages' hourly pay rate by 2%. **Phyllis Kelly** seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

**Gerald Schmotzer** made a Motion to adjourn the June 27, 2019 Board Meeting at 11:00 pm. **Vincent Formichelli** seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.