Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, July 25, 2019, 7:00 pm

IN ATTENDANCE:
Vincent Formichelli, Trustee
Loretta Fonseca, Trustee
Catherine Manganiello, Trustee
Michelle Young, ITPL Director
Juliet Feeley, Accounts Clerk Secretary
Chris Ostuni, Counsel
William Herzog, Secretary/Treasurer

ABSENT:
Gerald Schmotzer, President (with excuse)

CALL TO ORDER:
Vincent Formichelli, Trustee called the meeting to order at 7:15pm

PLEDGE OF ALLEGIANCE:
The Pledge Of Allegiance was recited.
APPROVAL OF MINUTES:

Vincent Formichelli made a Motion to approve the Minutes of the 6/27/2019 ITPL Board Meeting. Loretta Fonseca seconded the Motion. All In Favor: Unanimous. The Motion passes.

APPROVAL OF WARRANTS:

Loretta Fonseca made a Motion to approve the Warrant #612, from check 15122-15202, in the amount of $67,093.20. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

CORRESPONDENCE:

None.

PUBLIC:

None.

DIRECTOR’S REPORT:

Events and Outreach:

• 7/12: We received an ITSD 2019 yearbook free-of-charge from Nicholas Grande, High School Principal. This is the third year in a row that they were kind enough to donate one for our collection at the library.
• 7/13: We had a booth at the Levittown Community Council’s Lazy Days summer fair;
  I was joined on this perfect summer day by Head of Children’s Liz Spoto and Library Page Katherine Pound, who both did a great job. We estimate we had 160 visitors; 80 children made a shark craft and played a “fishing game” to win a mini beach ball.
**Reminder: 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 Trustees, please join us in the celebration!

**Financial:**
- Below is the status of our Chart of Accounts ending June 30, 2019, wrapping up FY July 1, 2018-June 30, 2019. Please note: the year ended with a surplus of $63,507.16:
  - **Budget:** 95% spent
  - **TOTAL Revenue** (Real Property Taxes, Fines, Grants, etc.): $1,160,491.94
  - Expenditures: $1,208,322.84
  - Annual Budget: $1,271,830.00
  - Balance of budget: $63,507.16

- **DASNY Construction Grant update:** (7/16) The DASNY grant of $100,000 we applied for in 2018 is, according to Susan Hlavenka, Superintendent of Business of ITSD, “…still open in the name of the District. We have been informed that the Grant Disbursement Agreement will not be issued to the District until we issue the Official Statement on our bond borrowing for this portion of our $50.7 million bond issue. They need to see that any funding is actually used on this project and has gone to reducing our bond by the $100,000. Currently, we are using BANs (Bond Anticipation Notes) to fund the construction costs. We do not anticipate issuing a bond for at least another year.”

- **Tax Cap** (7/11): We received a press release from the Office of the NYS Comptroller stating that the Tax Cap will remain at 2% for the 2020 Fiscal Year.

**Training**
- Online Sexual Harassment Awareness Training: All Library Board Trustees should have received an email notification from Kantola on Wednesday, July 3 regarding this mandated training, which is due by October 9, 219.
Building/Facilities

- WebTitan DNS—which filters both hard-wired PCs as well as wireless devices, has now been installed throughout the library, replacing our previous web filter, Barracuda. This cloud-based web filter covers all devices such as laptops, Ipads, tablets, etc., plus hard-wired computers.

- 7/9: Wayne Norris of Cares Locksmith installed the Trilogy keypad lock in our staff entrance.

- 7/19: Per the request of Board President Gerald Schmotzer at the last board meeting, Senior Clerk Debi Santiago compiled a list of our museum passes and the statistics on each passes’ usage starting from each museum’s subscription. Some of the museum “winners” were the Children’s Museum, Cradle of Aviation, and Cold Spring Harbor Fish Hatchery, while others, mainly located in NYC, did not fare as well. As a result of this study, we are considering cancelling some passes going forward and adding some others, such as Garvies Point and a possible third Children’s Museum pass.

Director’s Meetings:

- 7/10: Nassau County Shared Services Panel Meeting at Morrelly Homeland Security Center, Bethpage, NY. This panel discussion led by Nassau County Executive Laura Curran welcomed 100 representatives and leaders from various taxing authorities to discuss an optional shared services plan to save taxpayer money. The plan includes various initiatives for shared services across municipalities and districts and matched funds are available (50%) from NYS for actual savings realized. We will be discussing potential cooperative savings at the Nassau Library’s System’s MLD meeting on 7/17/2019.

June Library Programming Reports and Statistics
(Note: Unless otherwise stated, all programming reports have attachments.)
**Children’s Statistics**: 6 sessions, 152 kids, 142 adults

**Children’s Monthly Report**

**Young Adult Department Report**

**Young Adult Statistics**: 3 sessions, 34 teens (no attachment)

**Adult Reference/Programming Report**: (Includes lists of current database subscriptions)

**Adult Statistics**: 30 sessions, 373 adults

**Webpage/Social Media Statistics (mid-June to mid-July)**

**Webpage**: 625 visitors/457 new users and 168 returning users.

**Facebook**: 819 followers—we gained 9 new followers.

**June 2019: Library Statistics**

Door Counter: 4,534  Circulation: 4,714 items

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**EXECUTIVE SESSION:**

**Loretta Fonseca** made a Motion to go into Executive Session at 8:30 pm. **Catherine Manganiello** seconded the Motion. **All in favor: Unanimous.** The Motion passes.

**Vincent Formichelli** made a Motion to come out of Executive Session at 11:05 pm. **Loretta Fonseca** seconded the Motion. **All in favor: Unanimous.** The Motion passes.

**NEW BUSINESS:**

1. **Loretta Fonseca** made a Motion to approve the contract of Michael Candelaria as ITPL's IT technician/consultant at the rate of $75 per hour. **Catherine Manganiello** seconded the Motion. **All in favor: Unanimous.** The Motion passes.

2. **Loretta Fonseca** made a Motion to approve extending an offer of employment to **Brianna Paoli** and **Elysse Sisson** for the part time librarian position/s, to be effective upon acceptance of offer. **Catherine Manganiello** seconded the Motion. **All in favor: Unanimous.** The Motion passes.
3. Catherine Manganiello made a Motion to approve the hiring of Phyllis Kelly as substitute clerk typist effective July 22, 2019 at a rate of $12.24 per hour. Loretta Fonseca seconded the Motion. **All in favor: Unanimous. The Motion passes.**

4. Loretta Fonseca made a Motion to approve the Library's Sexual Harrassment Prevention Policy. Catherine Manganiello seconded the Motion. **All in favor: Unanimous.**

**ADJOURNMENT:**

Vincent Formichelli made a Motion to adjourn the July 25, 2019 Board Meeting at 11:10pm. Loretta Fonseca seconded the Motion. **All in favor: Unanimous.** The Meeting is adjourned.