Island Trees Public Library
Board of Trustees Meeting Minutes

Thursday, September 26, 2019, 7:00 pm

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

ABSENT:
Chris Ostuni, Counsel

CALL TO ORDER:
Gerald Schmotzer called the meeting to order at 7:10pm.

PLEDGE OF ALLEGIANCE:
The Pledge Of Allegiance was recited.
ANNUAL AUDIT REPORT:
Albert Coster reports his findings of the annual audit stating that the Island Trees Public Library received the highest rating it can get regarding accounting practices according to the GAAP standards.

REORGANIZATION:
REORGANIZATION AND NOMINATION OF OFFICERS FOR 2019-2020:

1. President Nomination:
Catherine Manganiello nominated Gerald Schmotzer for President. Vincent Formichelli seconded the motion. Vote: Unanimous. Motion carries.

2. Vice President Nomination:
Gerald Schmotzer nominated Vincent Formichelli for Vice President. Catherine Manganiello seconded the motion. Vote: Unanimous. Motion carries.

3. Library’s Accountant Nomination:
Gerald Schmotzer made a motion to retain Baldessari & Coster, LLC as the library’s accountant. Catherine Manganiello seconded the motion. Vote: Unanimous. Motion carries.

4. Library’s Attorney nomination:
Gerald Schmotzer made a motion to retain Chris Ostuni as the library’s attorney. Catherine Manganiello seconded the motion. Vote: Unanimous. Motion carries.

5. Library’s Board Secretary-Treasurer Nomination:
Gerald Schmotzer made a motion to retain William Herzog as the Board Secretary-Treasurer for the Board. Catherine Mangariello seconded the motion. Vote: Unanimous. Motion carries.

6. Library’s Newspaper Nomination:
Gerald Schmotzer made a motion to retain the Levittown Tribune and Bethpage Tribune as the library’s official newspapers. Catherine Manganiello seconded the motion. Vote: Unanimous. Motion carries.

7. Library’s Monthly Board Meetings Time and Date Nomination:
Gerald Schmotzer made a motion to continue to hold the library’s monthly Board meetings as scheduled for the following year (listed below). Loretta Fonseca seconded the motion. Vote: Unanimous. Motion carries.

LIBRARY BOARD MEETING DATES FOR FISCAL YEAR
July 1, 2019-June 30, 2020

Thursday, July 25, 2019 @ 7:00 pm (Reorganizational Meeting)

No meeting in August

Thursday, September 26, 2019 @ 7:00 pm
Thursday, October 24, 2019 @ 7:00 pm
Thursday, November 21, 2019 @ 7:00 pm* (*3rd Thursday)
Thursday, December 19, 2019 @ 7:00 pm* (*3rd Thursday)
Saturday, January 11, 2020 @ 12pm (Budget Workshop)
Thursday, February 27, 2020 @ 7:00 pm
Thursday, March 26, 2020 @ 7:00 pm
April 7, 2020 (1st Tuesday) Budget Hearing
April 21, 2020 (3rd Tuesday) Budget Vote
Thursday, May 28, 2020 @ 7:00 pm
Thursday, June 25, 2020 @ 7:00 pm

Meetings are held on the 4th Thursday of the month at 7pm in the Library’s Community Room.

Approved 3/21/2019

APPROVAL OF MINUTES:

Gerald Schmotzer made a Motion to approve the Minutes of the 7/25/2019 ITPL Board Meeting. Loretta Fonseca seconded the Motion. All In Favor: Unanimous. The Motion passes.
APPROVAL OF WARRANTS:

Gerald Schmotzer made a Motion to approve the Warrant #613, from check 15203-15344, in the amount of $91,046.82. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

CORRESPONDENCE:

The library would like to extend our condolences to the loved ones of Dorothy Scharf. The library would also like to thank the estate of Dorothy Scharf which has informed the library that Dorothy had provided for a gift to the library as indicated in her will.

The library would like to thank Legislator John Ferretti, Jr. and Councilman Dennis Dunne for sending photos regarding the Summer Reading program.

PUBLIC:

None.

DIRECTOR’S REPORT:

Director’s Report: September 2019 Library Board Meeting

Financial:

- 8/5-8/7: Dennis Stoner, CPA of Baldassari and Coster worked at the library on the 2018-2019 audit.
- Below is the status of our Chart of Accounts ending August 31, 2019:
  
  **Budget:** 18% spent
  
  **Total Revenue** (Real Property Taxes, Fines, Grants, etc.): $309,717.83
  
- Annual Budget: $1,268,130.00
- Expenditures: $223,346.93
- Balance of budget: $1,044,783.07
- Library Construction Aid grant: We have been collaborating with the IT School District through the Nassau Library System on a potential library construction grant since the beginning of August; on 9/6/2019 the grant was resubmitted with requested changes.

Events and Outreach:

- 8/7: The Library Board attended a Special School Board meeting with the IT School District to witness the awarding of the bids for the library’s construction project.
- 8/9: SRC Finale (for children, ages 3-10) was a success despite the surprise rain. Thanks to the hard working staff, we were able to hold the event inside and then have the
inflatables outside. We were joined by many special guests including Councilman Dennis Dunne, Leg. John Ferretti, Assemblyman John Mikulin, Legislator Tom McKevitt, Trustee Catherine Manganiello, Board President Gerald Schmotzer, and many wonderful families in the IT community.

Building/Facilities

- 8/31: We cleaned the rugs throughout the library including administrative offices with Stanley Steemer; the Director thanks custodian Joe Lane for coordinating this over the Labor Day weekend.
- 9/4: We installed new “No Parking” signs outside the Library’s entrance as the older signs had faded.
- 9/9: The IT School District came and filled the potholes in the parking lot. Note: This is a temporary repair; the front of the parking lot will be completely repaved as part of the construction project.

As of November 1, we will be going “Print On Demand” (POD) with our Museum Pass Program, so all ITPL cardholders will now be able to print their passes out remotely, whether at home or in the library. The goal is to make the program more accessible, as well as attract newcomers and raise museum pass circulation. FYI--We will be replacing the Frick, which has only gone out twice since 2017, with Garvies Point Museum and Preserve in Glen Cove, NY.

Director’s Meetings:

- 8/20: Attended the ribbon cutting of the reopening of the North Bellmore Public Library.
- 9/4: Attended a press conference for National Library Card Sign-Up Month (September) at the Uniondale Public Library; it was hosted by County Executive Laura Curran with more than two dozen other Library Directors. I brought the library’s new telescope to display and it was a hit—our telescope ended up being featured on social media and then on CBS News that evening.
- 9/9: Attended the Long Island Library Resource Council’s (LILRC) “Director’s Retreat: Tear Down the Wall,” at the S. Huntington Public Library with over 60 library directors from Nassau and Suffolk Counties in attendance. We had several “break-out” sessions that covered topics in areas of management, public safety, and cybersecurity.
- 9/23: Upcoming: I will be representing the library at the Levittown Community Council’s annual Organizational Kick-off meeting to be held at the Village Green Senior Living.

July/August Library Departmental Programming Reports and Statistics
(Note: Unless otherwise stated, all programming reports have attachments.)

Children’s Summer Statistics (July/August totals): 557 kids, 486 adults, 32 programs
Children’s Monthly Report
Young Adult Statistics (July/August totals): 148 tweens/teens; 15 programs
Young Adult Department Report
Adult Statistics (July/August totals): 309 adults, 33 programs
Adult Reference/Programming Report

Webpage/Social Media Statistics July/August 2019
July Webpage: 1,113 visitors/892 new users and 221 returning users.
August Webpage: 1,194 visitors/962 new users and 232 returning users. 
Facebook: 834 followers—we gained 15 new followers since July.

July/August 2019: General Library Statistics
July Door Counter: 5,467
August Door Counter: 5,980
July Circulating Items (totals): 5,923
August Circulating Items (totals): 5,532

EXECUTIVE SESSION:
Gerald Schmotzer made a Motion to go into Executive Session at 9:45 pm. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to come out of Executive Session at 10:50 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

NEW BUSINESS:
1. Gerald Schmotzer made a Motion to move $150,000 from the general fund to the library's Technology Fund. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Loretta Fonseca made a Motion to approve payment of payroll, utility, library programming, and credit card expenses when they come due prior to the monthly board meeting. Gerald Schmotzer seconded the Motion. All in favor: Unanimous. The Motion passes.

3. Gerald Schmotzer made a Motion to ratify the Signed Assurances Form. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

ADJOURNMENT:
Gerald Schmotzer made a Motion to adjourn the September 26, 2019 Board Meeting at 10:50 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.