Island Trees Public Library

Board of Trustees Meeting Minutes

Thursday, October 24, 2019, 7:00 pm

IN ATTENDANCE:

Gerald Schmotzer, President

Vincent Formichelli, Trustee

Loretta Fonseca, Trustee

Michelle Young, ITPL Director

Juliet Feeley, Accounts Clerk Secretary

William Herzog, Secretary/Treasurer

ABSENT:

Catherine Manganiello, Trustee, with excuse

CALL TO ORDER:

Gerald Schmotzer 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 9/26/2019 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 #614, from check 15345-15429, in the amount of $32,775.45. Vincent Formicelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

**CORRESPONDENCE:**

The Island Trees Public Library received a very kind letter from Taylor Tedeschi thanking the patient and hardworking staff of the library for all that they do every day.

**DIRECTOR'S REPORT:**

**Events and Outreach:**

- Update: Library Trustee Training: Based on the Board’s suggestions from September, I spoke with Nassau Library System Director Caroline Ashby as well as instructor Jerry Nichols about planning joint Trustee training sessions along with several Library Boards. The Nassau Library System has decided to host a Library Trustee training lesson with instructor Jerry Nichols on Saturday, January 25, 2020 from 9:30am-12:30pm; breakfast will be provided. Trustees: please mark your calendars!
- 10/8: Account Clerk Juliet Feely attended the “Notary Refresher” Workshop at NLS. Per our discussion with Insurance Agent Joe Price, as of 10/14/2019, we will be discontinuing the notarization of wills; all other items can still be notarized.
- 11/1: We are getting ready for our Museum Pass program to go “POD.” We will be adding Garvies Point Museum to our offerings starting on November 1.
- 10/22: Attended the 8th Precinct’s Community Forum Meeting (Problem Oriented Policing Unit) at the Bethpage Public Library; I met members of the Bethpage Community Council and learned that our precinct can do a security needs assessment;
they recommended us having this done when we build the new library; they can also train staff on security/safety issues.

• 10/28 (Upcoming): Both Liz Spoto (Head of Children’s) and myself will be attending the (ENL) English as a New Language event at the Island Trees Middle School. We will be meeting with 15-20 families and hosting a table with giveaways. Our goal: To make the library a welcoming place and to pinpoint future needs of this growing population.

Collections: Books and Magazines

• Starting in January 2020, our online RBdigital Magazine subscription will go from 83 full-text magazines to over 2,000 magazines. Because we are grandfathered in (i.e., we joined in 2018), the platform price is the same--$900.00--with a maximum additional $650 for content cost, the latter which may be lower depending on how many Nassau libraries subscribe. Please let me know if you would like me to email you a link to the list of titles as it is very extensive.

• Macmillan eBook Embargo: Starting on November 1, Macmillan, a major publishing company of eBooks, is supplying each library system/consortium one copy of a brand new, popular eBook for the first 8 weeks of publication. As a result, on 10/9/2019, all of the libraries voted, as a consortium, to refuse to purchase the one copy in the system. Please see Wantagh Herald article, Library Joins Battle Against Global Publisher (October 10-16, 2019).

• Each year, as we are active members of the Nassau Library consortium, we are presented with a proposed budget of ILS (Integrated Library Systems, previously ALIS) as well as a schedule of fees for each library which is determined using three variables: number of patron records (active ITPL cardholders), number of item records (books/AV, etc. in the library catalog) and circulation transactions (how often everything went out. The board will have to vote on this budget proposal.

Building and Construction:

• 10/21: After turning on the heat, one of our HVAC units (the unit located on the reference/circulation side) had a burning smell and would not blow out hot air; as we had no heat, we contacted our HVAC company Quality, who came immediately and assessed the situation; the unit’s combustion motor and wheel needed to be replaced. The replacement part cost $940.00 plus labor=$1,260.00; it was fixed by the next day (10/22).
• Both the sink’s faucets in the community room and two flushometers in the men’s room bathroom need to be replaced; we contacted Tumminello Plumbing and Heating for these repairs; they will be replacing the faucets as well as rebuilding the flushometer mechanisms on the day of this meeting.

**Director’s Meetings:**

• 10/4: Attended Nassau County’s Legislative Breakfast at the Nassau Library System; I sat with Assemblyman John Mikulin along with Directors/Trustees from other libraries in the 17th District.

• 10/10: Overdrive Roundtable: I attended this event at the Nassau Library System with Head of Reference Marilyn Adamo, where we learned more about the Macmillan Embargo:
  • Suffolk County Library System is joining us in not participating in the embargo (i.e., they are refusing to buy the one copy for the first 8 weeks).
  • This embargo does NOT include the new Macmillan titles in the digital audiobook format; it is strictly for new Macmillan eBooks.
  • To prevent accidentally purchasing a Macmillan eBook, books listed at $30.00 on Overdrive should be avoided; most eBooks for libraries cost $60.00 and up.
  • If a library purchases a Macmillan eBook, it will be deleted from Overdrive.

• 10/17: Attending a press conference hosted by Assemblywoman Solages at the Elmont Public Library to address the Macmillan eBook Embargo along with all directors from Nassau and Suffolk counties. The Assemblywoman, along with Sean Ryan, Chair of the NYS Assembly Committee on Libraries and Technology wrote a letter addressing this issue with Macmillan’s CEO John Sargent.

• 10/18: Will be attending a one-day NYS Retirement Employer Education Seminar at the S. Farmingdale Fire Department; I will report on any significant findings from this conference as it pertains to the library.

• 9/23: I represented the library at the Levittown Community Council’s Annual Organizational Kick-off meeting at the Village Green Senior Living, where I presented several of the library’s programs, services, and community outreach efforts to the Levittown community. **We have been invited back to the Village Green for a “Hard Hat” Party on October 23 from 4-7pm to support a food drive for Island Harvest.**
September Library Departmental Programming Reports and Statistics

(Note: Unless otherwise stated, all programming reports have attachments.)

Children’s Statistics: 43 kids, 36 adults, 5 programs

Children’s Monthly Report

Young Adult Statistics: 66 tweens/teens; 6 programs

Young Adult Department Report

Adult Statistics: 395 adults, 32 programs/sessions

Webpage: 1,044 visitors/828 new users/349 returning users, the most returning users on record!

Facebook: 844 followers—we gained 10 new followers between 9/10-10/8/2019.

September 2019: General Library Statistics

Door Counter: 4,626           Circulating Items (totals): 4,496

CONSTRUCTION:

Will Recce, Principal Owner and Bob Caliendo, Vice President, of SCC Construction Project Management explained that the time-frame of the new library's construction project timeline is a moving target and any number of things can cause these dates to change, but as things stand now the library construction project should begin in January, 2020 and is targeted to end in October.

PUBLIC:

None.

EXECUTIVE SESSION:

Gerald Schmotzer made a Motion to go into Executive Session at 8:55 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 11:40 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

NEW BUSINESS:
1. In support of Nassau Library System, Gerald Schmotzer made a Motion to approve the Resolution In Support of Fair Access to Digital Content. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer made a Motion to authorize Michelle Young as official Island Trees Public Library representative in the vote for the Integrated Library System budget vote. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Motion passes.

3. Gerald Schmotzer made a Motion to approve the ILS budget. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the October 24, 2019 Board Meeting at 11:40 pm. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.