Island Trees Public Library

Board of Trustees Meeting Minutes

Thursday, November 21, 2019, 7:00 pm

IN ATTENDANCE:

Gerald Schmotzer, President

Vincent Formichelli, Trustee

Catherine Manganiello, Trustee

Loretta Fonseca, Trustee

Michelle Young, ITPL Director

Christopher Ostuni, Counsel

Juliet Feeley, Accounts Clerk Secretary

William Herzog, Secretary/Treasurer

CALL TO ORDER:

Gerald Schmotzer called the meeting to order at 7:05pm
PLEDGE OF ALLEGIANCE:

The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:

Gerald Schmotzer made a Motion to approve the Minutes of the 10/24/2019 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 #615, from check 15430-15492, in the amount of $93,229.97. Vincent Formicelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to approve the addendum to Warrant #615, from check 15493-15511. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

After the approval of warrant #615 Gerald Schmotzer made a Motion to appoint Richard Ruiz to the Island Trees Public Library Board of Trustees. Vincent Formichelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

Richard Ruiz takes his oath of office, administered by Juliet Feeley.

CORRESPONDENCE:

None.

DIRECTOR'S REPORT:

Financial:
Below is the status of our Chart of Accounts ending October 31, 2019:

Budget: 33% spent
Total Revenue (Real Property Taxes, Fines, Grants, etc.): $413,794.94
Annual Budget: $1,274,130.00
Expenditures: $417,819.51
Balance of budget: $856,310.49

Outreach:

- 10/28: Both Liz Spoto (Head of Children’s) and myself attended the (ENL) English as a New Language event at the Island Trees Middle School, where I made a brief presentation, met many new families at our giveaway table, and gave some of the parents applications.

- 10/29: Mike Ryan, Project Manager from SCC introduced himself as well as shared the preliminary construction project timeline with the Heads of Departments at the library, so they can better plan for programs and services for the coming year (2020).

Museum Pass Program

- On November 1, we switched to POD (print-on-demand) with success; on 11/8, Head of Childrens/Circulation Liz Spoto, Head of Reference Marilyn Adamo and myself had a live training webinar with Plymouth Rocket on the POD Museum Pass system.

RFID Project: Update

1) 11/4: As of this date, we have tagged a total of 40,053 items in the library / 77% of the collection. Since February 2017, Paula Strickland has tagged 29,586 print items; Dee Mullen has tagged 10,467 audiovisual items. Our current collection (including all print and audiovisual) is a total of 52,168 items. Thus, we have 23% of the collection to tag before we move to the new library, and I am confident that we will meet that goal. Donald Janozzo, our RFID salesperson from Biblioteca, informed me that the below items are going to be ordered/installed and paid for by the District (they were included in the specs):

- Two, self check-out kiosks.
• One set of RFID gates (at main entrance).
• Two, RFID pads for tagging, to be located at the Circulation Desk.
• Software for this system: Novelist and Library Connects software.
• Staff training.
• 11/13: I was informed that the RFID system hardware is due to be delivered and installed by Stalco in December 2020. It is one of the last items to usually be installed during a library construction project.

October Library Departmental Programming Reports and Statistics

Children’s Statistics: 169 kids, 106 adults, 24 programs
Children’s Monthly Report
Young Adult Statistics and Report: 87 tweens/teens; 8 programs
Adult Statistics: 452 adults, 43 programs/sessions
Adult Reference/Programming Report

Webpage/Social Media Statistics

Webpage: 1,107 visitors/876 new users/231 returning users.
Facebook: followers—we gained 10 new followers between 10/7-11/4.

October 2019: General Library Statistics
Door Counter: 4,020
Circulating Items (totals): 4,793

CONSTRUCTION:

None.

PUBLIC:

Gerald Schmotzer made a Motion to go into the Public Session at 8:15pm. Loretta Fonseca seconded the Motion. All In Favor: Unanimous. The Motion passes.
Viola inquired about digital audiobooks options that will become available in the new library. The library agreed to explore available options.

**EXECUTIVE SESSION:**

Gerald Schmotzer made a Motion to go into Executive Session at 8:20 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 11:25 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

1. Gerald Schmotzer made a Motion to approve the director's recommendation of the tier 2 Intrepid Museum Pass for $950. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer made a Motion to authorize the library board Treasurer William Herzog to assist Account Clerk Juliet Feeley with the duties outlined in the annual audit recommendations. These include, but are not limited to replenishing petty cash and emptying monies from the copy machines. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the November 21, 2019 Board Meeting at 11:26 pm. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.