Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, December 19, 2019, 7:00 pm

IN ATTENDANCE:

Gerald Schmotzer, President
Vincent Formichelli, Trustee
Catherine Manganiello, Trustee
Loretta Fonseca, Trustee
Richard Ruiz, 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 7:10pm

PLEDGE OF ALLEGIANCE:

The Pledge Of Allegiance was recited.
APPROVAL OF MINUTES:

Gerald Schmotzer made a Motion to approve the Minutes of the 11/21/2019 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 #616, from check 15512-15582, in the amount of $19,106.73. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to approve the addendum to Warrant #616, from check 15583-15588, in the amount of $10,204.58. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

DIRECTOR'S REPORT:

Financial:

Below is the status of our Chart of Accounts ending November 30, 2019:

Budget: 44% spent
Total Revenue (Real Property Taxes, Fines, Grants, etc.): $415,134.61
Annual Budget: $1,274,130.00
Expenditures: $ 564,508.58
Balance of budget: $ 709,621.42

Outreach:

• 11/25: NLS sent out a message to 384 Island Trees Public Library Overdrive users* (*users are registered with the Nassau Digital Doorway/Overdrive for downloading eBooks) regarding the Macmillan Embargo; 56% (201) users opened the email, and 41.3% (83) users clicked through it to the petition link. We joined 30 other member libraries in sending this message out to their Overdrive patrons.
• 12/9: I attended the Nassau Library System’s “Annual Meeting” for Trustees and Directors; I had Library Board permission to act as a proxy at this meeting.

• 12/11: I attended Director-Trustee Training Workshop with expert Jerry Nichols at the Nassau Library System; we reviewed topics to be covered at the first Trustee Workshop to be held next month, which will cover the responsibilities of trustees, the relationship between the board and the director, and holding effective board meetings.

Building/Construction:

• 11/25: The new Fire Alarm for the future library has been slowly installed over a three-week period, primarily in the early mornings while the building was still closed; Custodian Joe Lane is overseeing this process. The alarm was put in by Relle Electricians.

• 11/24: A routine inspection of our HVAC system by Quality A/C & Heating revealed that neither of the two units were in working order (we had no heat); one unit needed a new fan installed and the other a new inducer pressure switch, the latter of which was ordered and installed the following day.

• 12/12: Received a visit and update from our Project Manager Mike Ryan:
  • The Library side of the project has begun! Demolition on the left side of the building is happening, and the overhang/walkway area is being built out into new shared office space for technical services.
  • The contractor’s goal is to finish the new administrative side by January 15; 2-3 weeks’ are needed after its completion to move Administration to the new side. Once moved, demolition/asbestos abatement can begin on the new library side.
  • Mike and I discussed meeting once a week during construction to discuss updates; we discussed the Biblioteca/RFID project, security cameras, and a possible print/management system for our computers.
• We will be receiving all vendor information at the end of the project, which will provide us with warrantee information.

• FYI--Any and all work performed by the contractor is warranteed for the first two years following completion of the project.

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

Children’s Statistics: 184 kids, 76 adults, 23 programs
Children’s Monthly Report
Young Adult Statistics and Report: 74 tweens/teens; 6 programs
Adult Statistics: adults, 43 programs/sessions
*Adult Services Board Report: Please review this report for discussion as it addresses ESL/Citizenship classes, Programming fees.

Webpage/Social Media Statistics

Webpage: 831 visitors/657 new users/174 returning users.
Facebook: 851 followers between 11/1-11/30.
12/10: We officially reached 800 Followers on Facebook!

November 2019: General Library Statistics

Door Counter: 4,247
Circulating Items (totals): 3,478

PUBLIC:

None.

EXECUTIVE SESSION:

Gerald Schmotzer made a Motion to go into Executive Session at 8:50 pm.
Catherine Mangianello seconded the Motion. All in favor: Unanimous. The Motion passes.
Gerald Schmotzer made a Motion to come out of Executive Session at  pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

1. Gerald Schmotzer made a Motion to approve the payment of Baker & Taylor for the months of January and February 2020 before the board has an opportunity to approve the expense in order to avoid late charges and interest penalties due to the extensive time frame between the January and February board meetings. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer made a Motion to approve the change of date for the June 2020 ITPL Board Meeting from 6/25/20 to 6/18/20, in order to avoid conflict with the kickoff of the Summer Reading Program. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the December 19, 2019 Board Meeting at 10:47 pm. Vincent Formicelli seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.