Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, February 27, 2020, 7:00 pm

IN ATTENDANCE:
Catherine Manganiello, Trustee
Loretta Fonseca, Trustee
Richard Ruiz, Trustee
Vincent Formicelli, Absent with Excuse
Gerald Schmotzer, Absent with Excuse
Michelle Young, ITPL Director
Christopher Ostuni, Counsel
William Herzog, Secretary/Treasurer

CALL TO ORDER:
Catherine Manganiello called the meeting to order at 7:09 pm.

PLEDGE OF ALLEGIANCE:
The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:
Catherine Manganiello made a Motion to approve the Minutes of the 1/11/2020 ITPL Board Meeting. Loretta Fonseca seconded the Motion. All In Favor: Unanimous. The Motion passes.

**APPROVAL OF WARRANTS:**

Catherine Manganiello made a Motion to approve the Warrant #618, from check 15610-15733, in the amount of $71,620.11. Loretta Fonseca seconded the Motion. All In Favor: Unanimous. The Motion passes.

**DIRECTOR'S REPORT:**

**Financial:**

1) 1/14: Three days after our Budget Workshop, the NYS Comptroller’s Office capped taxes for Fiscal Year July 1, 2020-June 30, 2021 at 1.81%. The library’s 2% proposed increase is still below the 2020-2021 Tax Cap (we had carryover from 2019-2020 stemming from the 0% increase the year prior). I called the Comptroller’s office, who informed me that the Tax Cap, going forward, is announced in mid-January of each year. Because of this, I would recommend that we move the January Budget Workshop *permanently* from the second Saturday in January to either the third or fourth Saturday of that month (or, at least, the first Saturday after the 15th). FYI—For January 2021, I would recommend we go to the 4th Saturday, January 23, 2021 (the third Saturday, January 16, 2020 is on the weekend of MLK Day.)

2) 1/30: We received Bullet Aid from Senator Kevin Thomas totaling $7,500.00. We plan to put this money towards new programming in the new library. On 2/7/2020, several Library Directors and the Director visited Senator Thomas’ office, where we thanked him, in-person, for this Aid to the library. We discussed the proposed cuts to our Construction Aid as well as issues involving the complete count of the Census.

3) 1/30: Due to its popularity, beginning in March, the Library will have an additional third, free pass for our residents for the Long Island Children’s Museum.
Island Trees families can now join their friends and neighbors and meet at the museum for fun!

4) The 2019 New York State Report is due on February 22; this 25-page document is filled out be several staff members and submitted by Senior Clerk Debi Santiago.

**Library Facilities Report/Library Construction Updates:**

- 1/20: The electricity to the building was shut off for several hours to work on the new Fire Alarm system. As it was a holiday (Martin Luther King, Jr. Day), the library was already closed, so it was an ideal day to work on this project as it prevented any kind of disruption in library services. The project was overseen by Custodian Joe Lane and his staff; IT Consultant Mike Candalaria came to confirm that the library was up and running for our opening on Tuesday morning.

- 2/4-2/5: We had two, Crown Castle outages that affected Internet access to the entire Nassau Library System due to a fiber cut in the NY Metro area.

**Collections:**

- 1/21: Freegal Music: As we have reduced the budget of our CD music collection, we discussed considering this option to either replace or to enhance our music offerings. Staff members Marilyn Adamo and Liz Spoto and myself had a live webinar with this company, who then gave us trial subscriptions. Based on such factors as circulation statistics (print and digital), district population, and library cardholders, our pricing was set at: $2,000.00 annual (plus $150 additional fee for initial setup). This fee would be included in the Online Database line in our Chart of Accounts.

  - Freegal has 16 million songs and more than one million albums;
  
  - Playlists are compiled by in-house curators but can also be custom-made by the library staff and patrons.

  - Music that is downloaded can be kept (it never needs to be returned).
• Like Pandora, Spotify, and Amazon, music is added to Freegal each day but with no commercials.
• Has 200 genres—most popular are Pop, Jazz, World, and Children’s music.
• Also offers music videos—again, without commercials.
• Libraries can also opt out of material deemed “explicit.”

Outreach:

1/22: At this MLD (Member Library Director) meeting, the Director joined the “Ad Hoc Committee for Best Practices for Serving Patrons of Libraries Closed for Construction”; the first meeting is scheduled for March 12. Several other libraries are on this committee including Seaford, Levittown, Wantagh and Manhasset. The goal: To implement best practices for managing library construction projects with disruptions in library services.

1/25: Trustee Training Workshop: The Library Board and myself joined 20 other libraries and their directors for this 3-hour workshop held at NLS; author and former LIU professor Jerry Nichols was the guest speaker at this half-day seminar. Beginning in 2021, there is a mandated two hours of training per year for all Library Trustees.

1/28: Constant Contact (Email) Update: The heading, “Library News” was added to our webpage, and patrons can now sign up for Constant Contact email blasts by filling out this basic form on our homepage. With the assistance of the ILS (Integrated Library Systems) at NLS, we imported 1,273 additional new email addresses from our patron library cards, bringing the total of email subscribers to 3,631 patrons. We plan to use this service to provide timely updates during our construction process as well as create a survey to help us formulate objectives for our next Strategic Plan.

1/31: The Director attended the training workshop, Strategic Thinking for Leaders, at the Suffolk Cooperative Library System (Bellport, NY) regarding formulating a new, 5-year plan of service for 2021-2026 (Trustees: A copy of the Plan of Service 2016-2020 is in packet).
2/5: Due to its popularity from last year, we are holding a Basket Raffle during National Library Week (April 19-25, 2020). The library sent out a letter to our fellow Levittown Chamber of Commerce members, encouraging them to join us in the celebration by donating.

2/8: We hosted a table at the Levittown Community Council’s 20th Annual Winterfest at Levittown Hall from 11:30am-4pm. I was joined by Head of Children’s Liz Spoto, and Trustee Catherine Manganiello where we provided handouts and had a snowman craft for the children.

**January 2020 Library Departmental Programming Reports and Statistics**

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

Children’s Statistics and Monthly Report: 96 kids, 82 adults, 15 programs
Young Adult Statistics (no attachment): 17 tweens/teens; 2 programs
Adult Statistic and Monthly Report: 365 adults, 31 programs/sessions

**Webpage/Social Media Statistics**

Webpage: Went from 879 visitors in December 2019 to 932 visitors—a 6.5% increase.
Facebook: 860 followers.

**January 2020: General Library Statistics**

Door Counter: 4,147
Circulating Items (totals): 6,786
Out of 18,547 residents, we have 7,990 library cardholders—43% of all Island Trees residents have library cards.

**CORRESPONDENCE:**

1. The library received $50 from Don Patane, a financial advisor with HG Financial Group for a gift basket this year for National Library Week.

2. The library also received passes for free bowling sessions from the Levittown Bowling Alley.
3. The Levittown Kiwanis Club invited the Library Director to their 44th Anniversary Brotherhood/Sisterhood lunch on April 2, 2020.

**PUBLIC:**

Viola Stohrer voiced frustration about not being able to sign up for the cooking class due to the current system of allowing people to sign up for all classes at the same time.

**EXECUTIVE SESSION:**

Catherine Manganiello made a Motion to go into Executive Session at 8:41 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

Catherine Manganiello made a Motion to come out of Executive Session at 11:15 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

1. Catherine Manganiello made a Motion to move the annual Budget Workshop meeting to the 4th week of January due to the timing of the States’s budget cap announcement. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Catherine Manganiello made a Motion to accept the 2019 New York State Report. Richard Ruiz seconded the Motion. All in favor: Unanimous. The Motion passes.

3. Catherine Manganiello made a Motion to accept the resignation of Virginia Twomey who is retiring after 41 years of dedicated service to the library and the
community. Richard Ruiz seconded the Motion. All in favor: Richard Ruiz seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Catherine Manganiello made a Motion to adjourn the February 27, 2020 Board Meeting at 11:18 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.