Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, April 23, 2020, 7:00 pm

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

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 3/26/2020 ITPL Board Meeting. Catherine Manganiello seconded the Motion. All in Favor: Unanimous. The Motion passes.

APPROVAL OF WARRANTS:

Loretta Fonseca made a Motion to approve the Warrant #619, from check 15734-15792, in the amount of $27,071.67. Gerald Schmotzer seconded the Motion. All in Favor: Unanimous. The Motion passes.

Loretta Fonseca made a Motion to approve the Warrant #620, from check 15793-15836, in the amount of $32,570.57. Gerald Schmotzer seconded the Motion. All in Favor: Unanimous. The Motion passes.

DIRECTOR'S REPORT:

After closing on Monday, March 16, the following changes were made to keep the library running efficiently while anticipating an extended closure:

3/19: The library began offering temporary, digital library cards to our patrons that expire on September 1, 2020: https://www.nassaulibrary.org/digital-card-application/. NLS is processing the cards and is responsible for checking addresses to verify that patrons who are applying live in the district. NLS has made over 3,000 digital library cards; 4/15: We have 12 new cardholders.

3/23: Attended a Tidied Live Chat WordPress Plugin presentation given by East Meadow Public Library, who has used this free service for the past two years; 3/24: We installed this live chat widget on our webpage using WordPress. The chat is staffed by librarians and clerks from 10am-2pm, Monday-Friday, and allows for patrons to ask questions and communicate with a live staff member.

3/25: Purchased the free version of Zoom; on March 25, I held our first in-house, virtual staff meeting with the Heads of Departments. Since this meeting, I have held weekly department head meetings.

3/27: Purchased for free an account with the transcription service Otter.AI; the library’s first virtual Board meeting from Thursday, March 26 was transcribed in under 5 minutes with this software. This service transcribes up to 600 hours for free, every 31 days. This transcript was sent to the Board secretary on April 2.

3/30: Per Library Board request from the March 26 meeting, I purchased one license for the virtual/teleconferencing software GoToMeeting for $144. Since this purchase, we have held board meetings and live library events hosted by staff members from book discussions to crafts.

4/6: Purchased a web-based version of QuickBooks “Essentials” package through Intuit, Inc.; it covers up to three users (simultaneous); offered 50% off first year and then a discount if purchased for an annual subscription; we paid $215.00.
4/15: At the MLD meeting, it was decided that all expiring patron cards are to be extended to December 31, and all due dates on materials extended to September 1 (i.e., no fines are to be collected through that date).

**Programming:**

We cancelled all in-person programs through April and will invariably do so through August. Programs normally held for all age groups starting in mid-March were either cancelled, postponed, or were offered online. I would like to thank my programmers Marilyn Adamo, Liz Spot, and Amanda Hayman for moving and adapting their programs online as well as for hosting their own live programming ranging from book discussions to story times. I would also like to thank Debi Santiago for her terrific email blasts through Constant Contact which are keeping our patrons informed of all changes.

4/14: As social distancing is to be the standard practice for the foreseeable future, we measured the library’s 45-person community room to estimate how many attendees could fit in the room while adhering to a 6-foot rule. Only nine adult patrons could safely sit in two rows for lectures, and up to 12 adults could use the room for exercise classes, with the exception of yoga, which would be less as extra space is needed for yoga mats. An adult book discussion could work with 12 people around the room in a “U” shape. Please Note: As long as social distancing continues to be maintained, we will be unable to hold any substantial programming in our current facility for the foreseeable future for ALL departments. The library’s new community room is a better fit for all of the library’s programs, especially for children, as it boasts an oversized space that will allow us to safely maintain social distancing.

4/15: At the MLD meeting, it was recommended by NLS that the Summer Reading Club’s in-person programs and activities be suspended for this summer due to social distancing concerns, and programs should be offered only online. It was suggested that libraries sign up for an online reading club program, such as READsquared. I will also be suspending the publication of the summer print newsletter and offer it as an online version.

**Donation/Estate**

Back in the summer, we had received notification that we would be a recipient of the estate of Dorothy Scharf. While we were closed, we received a bequest of $5,000 in her Last Will and Testament.

**(Some) Director’s Meetings:**

Every Wednesday at 9:30am: Virtual “Check In” meetings with all MLDs during the pandemic. Mondays, April 6 & 13: Attended “Strategic Planning” seminars for Directors working on their 5-year plans for their libraries. Areas covered include creating vision and mission statements as well as focus areas and forecasting.

4/15: Attended the first Ad Hoc meeting of the “Coordinating Library Reopening Committee.” The Committee consists of 20 administrators including myself and 17 other library directors. The group’s charge is to establish best practices for a coordinated response of Nassau County Libraries reopening to the public, ranging from what can be done now through slowly leading up to phasing in staff, services, and then reopening to the public. We are reconvening on 4/20 to discuss topics and create subcommittees based on areas of need.
4/22: I plan to attend Levittown Chamber of Commerce’s online webinar/meeting, “Business and Personal Issue Arising Under the Health Care Crisis.”

**Construction Project/Library Building(s)**

3/23-4/8: The asbestos abatement project began on schedule and was completed 4/8.

4/15: Library Construction Aid Grant (i.e., that was filed last summer in August): We were informed by NLS that Construction Aid grants in 2019 for libraries have still not been approved by DASNY; normally, they are approved in June, but due to the coronavirus, this process may be postponed until August.

**Webpage/Social Media Statistics**

Webpage: Went from 932 visitors in February to 1,312 visitors (March 1-April 15): 34% increase; this is due to our digital offerings (Overdrive!) and great social media marketing.

Facebook: 884 followers.

**April 2020: General Library Statistics**

(Our last day we were opened to the public was Saturday, March 14; we have been closed since.)

Door Counter (Period between March 1-March 14): 2,374

**PUBLIC:**

None.

**EXECUTIVE SESSION:**

Gerald Schmoozer made a Motion to go into Executive Session at 8:55 pm. Vincent Vermicelli seconded the Motion. All in favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to come out of Executive Session at 10:14 pm. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

1. Gerald Schmotzer made a Motion to launch the live streaming downloading service HOOPLA at a cost of $300 per month to the library, which would allow each patron to stream up to 3 videos per month. This would be a trial period and the board will revisit in June to review feedback. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.
2. Vincent Formichelli mad a Motion to hire Imperial Cleaning to deep clean the library prior to re-opening. Gerald Schmotzer seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the April 23, 2020 Board Meeting at 10:20 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.