Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, May 28, 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 7:10pm.

PLEDGE OF ALLEGIANCE:

The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:
Gerald Schmotzer made a Motion to approve the Minutes of the 4/21/2020 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 #621, from check 15837-15871, in the amount of $27,105.65 (excluding checks #15846-15850 pending review of possible double charges). Gerald Schmotzer seconded the Motion. All In Favor: Unanimous. The Motion passes.

**DIRECTOR'S REPORT:**

4/27: Nassau Library System announced a coordinated order for PPE for all member libraries, including surgical masks, N95s, gloves, Purell, all in bulk orders of 100. I put in a preliminary "order" of what we could use: 300 masks, 100 N95s, and 200 gloves. 5/1: Update: We ordered 300 masks at $.70 each=$210.00. This order from NLS only included surgical masks, and not the other products. 5/19: The Director went to NLS to pick up this order in-person. 5/19: On Monday, April 20, I ordered 50 surgical masks and 50, N95s from a medical supplier online; we received this order this day as well.

4/28: Custodian Joe Lane measured all four of the public service desks to get an estimate for plexiglass to create shield/sneeze guards for public service staff. We received one estimate: $2,700 from Fox Glass in Hicksville, which includes 15 pieces of custom cut plexiglass (the biggest project is the Circulation Desk). Joe would be handling all of the labor and installation, which would be a significant cost savings.

4/28: QuickBooks was successfully uploaded into the cloud by Brian Cleary, CPA. Three users can now log in online and work with this product remotely; usage of the PC-based version of this software is now suspended. 5/15: Brian began remotely training Juliet Feeley on Intuit QuickBooks to produce the first warrant using this product.

4/28: Below is a letter sent to residents who submitted an absentee ballot for the cancelled April 21, 2020 Trustee/Budget vote; we sent this letter to 13 out of 15 constituents--two voters did not sign their name or provide their address on their ballots.

Island Trees Public Library
38 FARMEDGE ROAD • ISLAND TREES, NEW YORK 11756-5200
PHONE: (516) 731-2211 • FAX: (516) 731-2395

4/28/2020
Dear Constituent,

You are receiving this letter because you submitted an absentee ballot for the annual election and budget vote for the Island Trees Public Library scheduled on April 21, 2020. Please be advised that as a consequence of the COVID-19 pandemic and pursuant to Executive Order 202.13, all local elections, including those of the Island Trees Public Library have been cancelled until at least June 1st and must be rescheduled to a future date.

Accordingly, the absentee ballot cannot be counted at a future election and will be destroyed. If you do choose to participate in the rescheduled election you may do so by absentee ballot, however you must request a new absentee ballot. Thank you for your time and consideration.

Sincerely,

Michelle M. Young,

Director

5/3/2020

4/29: The process of demolition began, and it will continue slowly until mid-June; we did not report to work inside the library during the initial two-week period as the water was to be turned off at different intervals. The walls, which are made of 6-inch cinderblock on both sides (thus, 12 inches thick), were opened up, then the plumbing/pipes got removed, then the remaining walls were broken down by hammers. An impressive temporary suspension was engineered and designed to hold up the roof to keep the structure sound and prevent the ceiling from collapsing during this process.

5/1: Governor Cuomo issued an Executive Order delaying school district public library board elections and budget votes until June 9”; all school district elections and budget votes in June will be conducted by absentee ballot only. As we do not vote with the School District but independently, local special district elections and budget votes, such as ours, are delayed until September 15, 2020. As of 5/18, petitions for Trustee positions are not being accepted, and we need to wait for further guidance on how the September vote must be conducted (i.e., by mail/ballot/in-person).

Result: We will have to pay for the announcement via public notice and have it again translated into Spanish (see below):

Community Relations Line: Budget Brochure:
$1,998* (*if we keep to same budget, we can skip this) Bold Systems (Voting Books/Processing): $ 909 Anton Newspapers: Legal Notice (English) $ 518 Anton Newspapers: Legal Notice (Spanish) $ 565

$3,990 (Total)

As we will be conducting the same vote in September, this also means that we will be conducting two Budget/Trustee votes in the same calendar year-which will cost us. If we are required by NYS Executive Order to send out absentee ballots to every district resident in Island Trees for the September 15 vote, we will have to pay for the mailing, printing, and then compiling of each ballot for each registered voter. Trustees: Please let me know that you wish to run the same proposed budget that we sent out to the voters in the brochure for April 2020 for the September 15, 2020 vote, that will also include Loretta Fonseca on the ballot.

In 2019-2020, we ran a 0% increase budget of $1,205,498. For 2020-2021, we ran a 2% (note: under tax cap) of $1,229,610. (This was submitted to the NYS Comptroller's Office in January 2020).

5/11: Due to the Nassau/Suffolk region continuing to be closed through June 7, we moved up our date for the library's deep clean/sanitizing with Imperial Commercial Cleaning from Tuesday, May 20 to Tuesday, June 16.

5/11: I attended an in-house clerical meeting and learned about the patron calls that staff made the previous week. Using the (attached) script, seven Circulation staff members contacted 10 patrons each from prior adult/senior program lists and received warm responses. We were able to also get more emails to add to our Contact Constant blasts to increase publicity.

5/13: As part of a coordinated order from NLS, we ordered 7 boxes of gloves for staff; at $5.50 per box of 100, it was worth ordering this amount. We bought two sets each of small, medium, large, and extra-large gloves, totaling $38.50; I will let you know when this order arrives.

5/13: HOOPLA our new downloading service was officially activated online; this was met with much enthusiasm from our patrons via social media. Our Head of Reference Marilyn Adamo will be in-charge of monitoring the dashboard and tracking its usage. 5/15: Attached is a copy of a $5,000 donation from the Estate of Dorothy Scharf to Island Trees Public Library as part of her Last Will and Testament. We need to make a motion to accept this charitable donation.

5/19: RFID Update: All of the collection's CDs and DVDs are officially tagged and ready for self checkout in the new library. Approximately 75% of the collection is tagged; the remaining 25% includes nonfiction (post-917s aka Travel) and most importantly, children's picture books. While we are closed, we will be weeding this collection and tagging it to get it ready for the move.

Director Meetings (All Virtual):
May 1: New Yorkers for Better Libraries: Virtual Fundraiser (Support for NYS Aid) Mondays, May 4 & 11: Strategic Planning Series (5-year Plan) with Nicole Scherer, Assistant Director of NLS. Helps identify core values and provides a focus to create goals and objectives along with activities to achieve those goals.

Thursday, May 7: Common Findings on OSC Audits of Libraries hosted by Al Coster: This online discussion was also attended by Juliet Feeley Account Clerk and Brian Cleary, Treasurer/CPA. Topics covered financial policies ranging from petty cash and investment policies, to conflict of interest and whistleblower policies, disaster policies and discussed such areas as online transfer policies with a verification process. (Trustees: At the July reorganization meeting, we could pass a resolution to pay the credit card in advance along with the payroll and utilities.) The class also discussed contracts in procurement.

Thursday and Wednesday, May 7 & 13: Reopening Committee Meetings; I am also on the Communication subcommittee.

Friday, May 15: Construction Aid Application Process: Hosted by Shakema Miller, Outreach and Partnership Specialist of the Nassau Library System.

Digital and Social Media Statistics:

Digital Library Cards: (5/8/2020): The Nassau libraries have a combined total of 2,450 new library card users; we have 17 new ITPL card holders.

Facebook: (5/8): 905 followers but...between April 1-30, our post engagement went up 319%! Even better-our videos (also includes virtual programs hosted by staff) got 668 views-a 438% raise! Kudos to the staff and the programmers that got us there! Please see Amanda Hayman's report on Social Media for more details on Twitter and Instagram.

Nassau Digital Doorway // eBook/Audiobook Checkouts: We went from 1,071 checkouts in March to 1,360 checkouts in April, a 28% increase.

Department Reports (attached)

Children's Report and Statistics Young Adult Report and * Statistics (*includes Social Media stats for Twitter/Instagram)

Adult Report and Statistics

PUBLIC:

None.

NEW BUSINESS:
1. Loretta Fonseca made a Motion to formerly accept the gift of $5,000 from the estate of Dorothy F. Scharf. Gerald Schmotzer seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer made a Motion to approve the installation of plexiglass barriers for the public service desks. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

**EXECUTIVE SESSION:**

Gerald Schmotzer made a Motion to go into Executive Session at 8:48pm. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to come out of Executive Session at 11:51pm. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to accept the PPE (Personal Protective Equipment) Policy. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to go into Phase 1 of the Library’s Reopening plans on Wednesday, June 17, which involves staff returning to duty; the Library’s hours are 9-5/Monday-Friday and per NYS Executive Order, are at 50% capacity; Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the May 28, 2020 Board Meeting at 11:58 pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.