IN ATTENDANCE:

Gerald Schmotzer, President
Vincent Formichelli, Vice President
Loretta Fonseca, Trustee
Catherine Manganiello, Trustee
Christopher Ostuni, Counsel
Michelle Young, ITPL Director
Brian Cleary, Treasurer
William Herzog, Secretary

CALL TO ORDER:

Gerald Schmotzer called the meeting to order at 7:08pm.

PLEDGE OF ALLEGIANCE:

The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:
Gerald Schmotzer made a Motion to approve the Minutes of the 6/18/2020 ITPL Board Meeting. Loretta Fonseca seconded the Motion. All In Favor: Unanimous. The Motion passes.

**APPROVAL OF WARRANTS:**

Gerald Schmotzer made a Motion to approve the Warrant #623, from check 15906-15971, in the amount of $52,649.99. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

**DIRECTOR'S REPORT:**

**Financial:**

7/1: A letter was sent to locate any surviving relations of Dorothy Scharf, a patron who donated $5,000.00 to the library in her estate. In response, I received a brief email and then a phone call on 7/3 from her daughter Irene Scharf Zaino, who lives in Westbury, NY. Irene said her mother died at 93 years of age, was an avid reader, and preferred the small town feel of the Island Trees Public Library over her own library in Levittown. She lived on 111 Old Oak Lane, Levittown since 1954, and Irene was very touched to receive the letter which was sent from the attorney’s office.

7/16: PSEG Long Island Utility Bills: We had questions regarding PSEG bills over the last several months on our warrants as we were not in the building for most of the spring but being charged as if we were. On Friday, July 10, we received notification that PSEG had not read any meters since April 2020 and had cancelled sending out representatives due to Covid 19 concerns. PSEG is scheduled to read our meter the week of August 5-9; the rates we were being charged were based on what the library spent on electricity for those same months back in 2019.
FYI--We have a commercial Demand meter based on usage, and will be receiving five bills in mid-August for the past five months. We should be receiving partial credit on bills going forward once the meter has been read.

7/17: On 7/10, Trustee Loretta Fonseca sent the Library Board and the Director an article regarding air filtration systems with a value, or MERV, rating of 13. I inquired into our current HVAC system, and received the proposal from our HVAC contractor Quality for switching our filters to 13s. FYI: Each one of our units needs four filters each, and if purchased, they would be bought in “bulk” as we would have to replace them as needed. The way this works: the higher the MERV rating, the tighter the filtration is. However, the higher the rating, the harder the filter works the HVAC system.

**Purchases/Approvals:**

7/1: The Library Board approved the purchase of a new computer through Dell, an OptiPlex 7070 SFF MLK, for account clerk Juliet Feeley at a cost of $748.47.

7/2: The Library Board approved the relocation of a Crown Castle Fiber cable that supplies the current library with Internet access; the cable, which runs through the new construction, needs to be raised as it is two feet lower than the new library’s ceiling and interferes with the new shelving. The cost: $3,500.00.

7/3: The Library Board approved the furnishing and installation of tempered glass separators on the Circulation Desk, YA Desk, Reference Desk and Children’s Desk with Action Glass of Syosset for a total of $4,800.00.

**Construction Project and Library Services:**

6/22: I have received a report from the Institute of Museum and Library Services confirming that a 72-hour/3-day quarantine of items mitigates the virus from
surfaces on common circulating materials in the library, including hardcover and softback books, plain paper pages inside closed books, Mylar protective book cover jackets, and plastic DVD cases.

7/6: The Library began its contactless lending service; patrons call from 10am-1pm, Monday through Friday, and request an unlimited combination of materials from the library for pick-up. Patrons call upon arrival, and a staff member puts their requests in a bag on a table in front of the library. This process involves all departments, and the staff has done a great job working together. (Please see the attached report under “Department Reports” by Marilyn Adamo for contactless statistics.)

7/13: We expanded our book drop return hours from 10am-4pm, Monday through Friday to 8:30am-5pm, Monday through Friday.

7/15: We began contactless “Museum Pass Pickup” with the Empire Pass and Planting Fields passes; patrons reserve the pass online and then call and pick up the pass; passes are returned in the book drop and staff sanitizes each pass in-between reservations.

**Director’s Meetings:**

6/22: Attended a press conference held by County Executive Laura Curran at Farmingdale Public Library with Directors from all over Nassau; the conference highlighted the reopening of libraries, with a special emphasis on implementing contactless/curbside services.

7/1: Attended the Levittown Chamber of Commerce’s online meeting, “Re-opening Levittown” with special guest speakers NYS Assemblyman John Mikulin,
Legislator John Ferretti, Legislator Tom McKeveitt and Councilman Dennis Dunne Sr.

7/14: Attended the monthly MLD (Member Library Director) meeting, followed by a Regional Director’s Meeting of Area 4, where we discussed our library reopening plans/Phase 3. FYI: One library in our region, Wantagh, is open with limited service; most libraries are still in the contactless pickup phase. Levittown PL is planning to open with limited service on Monday, July 20. They will offer “grab and go” items to checkout and are not offering computers.

**Department Reports:**
(All are attachments unless otherwise stated.)

**Adult Reference and Programming: Stats and Report**

**Young Adult: Stats and Social Media Statistics:**
We have 955 Facebook followers (we got 27 more followers for June)!
Instagram: 704 followers

**PUBLIC:**
None.

**EXECUTIVE SESSION:**

Gerald Schmotzer made a Motion to go into Executive Session at 9:30 pm.
Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

Gerald Schmotzer made a Motion to come out of Executive Session at 12:33 am.
Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.
NEW BUSINESS:

1. Gerald Schmotzer made a Motion to authorize board Treasurer Brian Cleary to open a new Technology/Capital Improvements account in the amount of $500,000 with Capital One bank. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer made a Motion to approve regular pay for the library's scheduled employees on 7/31/20 when construction may require the library to be shut down. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

3. Gerald Schmotzer made a Motion to approve the purchase of Dell Optiplex 7070 SFF MLK in the amount of $748.47. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

4. Gerald Schmotzer made a Motion to approve the payment of $3500 to Crown Castle Fiber for the relocation of fiber optic cable. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

5. Gerald Schmotzer made a Motion to approve the purchase and installation of tempered glass dividers from Action Glass in the amount of $4800. The dividers will be installed at the following desks: Circulation, Reference, Young Adult, and Children's. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

6. Catherine Manganiello made a Motion to accept Anne Maneri's resignation as of June 17, 2020. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.
7. Loretta Fonseca made a Motion to authorize library board Treasurer Brian Cleary to sign checks for the library. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

8. Catherine Manganiello made a Motion to open the library August 17, 2020 with the hours to be Monday - Friday 10:00 am - 5:00 pm and Saturday 10:00 am - 2:00 pm provided the following conditions are met: the driveway is repaired, sneeze guards are installed, and the parking lot is repaired. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the July 23, 2020 Board Meeting at 12:39 am. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.