IN ATTENDANCE:

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

CALL TO ORDER:

Gerald Schmotzer called the meeting to order at 7:15pm.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was recited.

REORGANIZATION:

REORGANIZATION AND NOMINATION OF OFFICERS FOR 2020-2021:

1. President Nomination:
Gerald Schmotzer nominated Loretta Fonseca for President. Vincent Formichelli seconded the motion. Vote: Unanimous. Motion carries.

2. Vice President Nomination:
Gerald Schmotzer nominated Catherine Manganiello for Vice President. Loretta Fonseca seconded the motion. Vote: Unanimous. Motion carries.

3. Library’s Attorney nomination:
Gerald Schmotzer made a motion to retain Chris Ostuni as the library’s attorney. Loretta Fonseca seconded the motion. Vote: Unanimous. Motion carries.

4. Library’s Board Secretary Nomination:
Gerald Schmotzer made a motion to retain William Herzog as the Board Secretary. Vincent Formichelli seconded the motion. Vote: Unanimous. Motion carries.

5. Library’s Treasurer Nomination:
Gerald Schmotzer made a motion to retain Brian Cleary as the Board Treasurer. Catherine Manganiello seconded the motion. Vote: Unanimous. Motion carries.

6. Library’s Newspaper Nomination:
Gerald Schmotzer made a motion to retain the Levittown Tribune and Bethpage Tribune as the library’s official newspapers. Loretta Fonseca seconded the motion. Vote: Unanimous. Motion carries.

7. Library’s Monthly Board Meetings Time and Date Nomination:
Gerald Schmotzer made a motion to continue to hold the library’s monthly Board meetings as scheduled for the 2020-2021 year. Loretta Fonseca seconded the motion. Vote: Unanimous. Motion carries.

APPROVAL OF MINUTES:
Gerald Schmotzer made a Motion to approve the Minutes of the 7/23/2020 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 #624, from check 15972-16087, in the amount of $72,591.89. Loretta Fonseca seconded the Motion. All in Favor: Unanimous. The Motion passes.

CORRESPONDENCE:
None.

PUBLIC:
None.
DIRECTOR'S REPORT:

Financial:

8/10: On this date, and due to Covid-19’s economic impact on the community, the Library Board unanimously voted to not increase the budget by 2% for 2020-2021; thus, the budget for 2020-2021 is the same as 2019-2020: $1,205,498. The library had originally proposed a 2% increase in April 2020 and this information regarding the Tax Cap was submitted to the NYS Comptroller’s Office in January 2020 (it will need to be corrected to a 0% increase in early 2021). As a result, the vote on September 15 is a vote for two Trustee seats only.

8/11: The Division of Library Development (DLD) of NYS approved the 2019 Annual Report. The Director thanks Marilyn Adamo and Debi Santiago for all of their hard work compiling statistics and submitting this report.

8/18: The Director applied for a grant for Covid-19 Relief Funding through the Town of Hempstead, requesting a total of $10,964.68. The Town of Hempstead received $133 million in Federal CARES Act Funding, and we were informed at the MLD meeting on 8/12 that libraries located in the TOH were eligible for this funding.

8/31: We began our 2020 annual audit with Baldassari and Coster; the audit’s findings are scheduled to be presented either virtually and/or in-person at the next Library Board meeting held on Thursday, October 22.

8/31: The Director would like to thank Circulation staff members Loretta Pietzak, Liz Sellitto, Linda Reilly, and Pat Maxwell who contacted via phone 350 patrons who had overdue materials since mid-March when the library closed. As all fines from this time were excused through September 1, the calls were to gently remind these patrons that their materials were coming due.

9/16: At the MLD meeting, NLS Director Caroline Ashby discussed the upcoming Member Library Board vote for 2021 Member Library Support, which will be raised for the first time since 2013. We were sadly informed that due to cuts, the Nassau Library System lost $600,000 (22%) of its revenue for 2021. FYI: All of NLS’ revenue comes from two sources: NYS Aid and its Member Libraries. However--ILS (formerly known as ALIS) is decreasing its participation fees, making the total amount requested from NLS for 2021 exactly the same for the Library as was requested back in 2018: $28,961.
Buildings and Grounds: Current Library

7/31: A doorway from the old library’s community room was broken through into the hallway of the new library so we can access this room in our new location.

7/31: All four public service desks were outfitted with protective, safety sneeze guards.

8/3: We expanded our book drop hours from 8:30am-7pm, M-F; we also expanded requests for pickup of contactless service from 10am-1pm, M-F to 10am-4pm, M-F.

8/3: On this date, the Board decided to reopen the library for Phase 3 on Tuesday, September 8 after the Labor Day weekend.

8/4: Due to Tropical Storm Isaias, we closed the library early at 1pm; on 8/5, we had a delayed opening at 1pm due to our Internet being down.

8/6: There was a system-wide internet outage with Crown Castle Fiber with all of the libraries; we stayed open and continued to offer contactless service using offline circulation/back up until the Internet was restored at 3pm.

8/27: The Director would like to thank Dee Mullen for contacting the Town of Hempstead for tree trimming; several of the trees in front of the library were damaged during the Tropical Storm, and their branches were in danger of falling along the areas where staff and patrons have been parking along Farmedge Road.

9/8: The Island Trees Public Library reopened its doors after almost six months of closure. The hours are: Monday-Friday, 10am-5pm and we added back Saturdays, 10am-2pm. We opened the book drop 24/7 and expanded contactless pickup to Saturdays from 11am-1:30pm. The Director thanks the staff for all of their hard work!

Buildings and Grounds: Renovation Project/New Library

8/11: The conduit that housed the fiber optic cables of Crown Castle Fiber and Verizon was removed.

Other News: Services and Updates

8/3: We have resumed circulating our telescope via contactless pickup; checkout time is seven days, and it is then quarantined for seven days.

8/3: As members of the Levittown Chamber of Commerce, we were given 40, free cloth masks for staff to use. We thank the Chamber for their generous donation as well as Minuteman Press of Levittown who distributed them.
8/14: The Director would like to thank Page (and archivist) Andrea Crivello for assisting in the organizing, compiling and scanning of all of the library’s 52 policies into one policy manual; our goal is to update at least one policy per Library Board meeting.

9/14: The Library sent out via Constant Contact, social media and our webpage a survey of nine questions regarding our programs, services and collections, and we also made a print version of the survey to keep in-house as well. As of 9/16 (48 hours later), we already had a total of 131 online responses. We plan to keep this survey available for approximately one month, and we will be using this survey’s feedback for guidance in planning our next 5-year Strategic Plan for years covering 2021-2026.

9/15: Trustee Vote Results: The Library held its Trustee Vote on this date as it was postponed per NYS Executive Order:
50 Votes for Trustee Loretta Fonseca for a 5-year term (7/1/2020-6/30/2025)
30 Votes for Trustee Leslie Birne for a 2-year term (7/1/2020-6/30/2022)
Congrats to all of the new Trustees!

**Director’s Meetings:**

7/28: At the suggestion of the Library Board, the Director attended the Special Meeting of the ITSD; the meeting discussed the school’s reopening plans along with all of the health and safety guidelines and procedures for the 2020-2021 school year due to Covid-19.

8/5: Held an online meeting with Dan Magnussen, Vice President of Biblioteca, the company that is providing our new RFID self-checkout stations, along with staff members Liz Spoto (Head of Circulation), Paula Strickland and Dee Mullen of Technical Services.

As of 7/1, 48,152 items were tagged out of our entire collection of 52,100 items; we are 92% through tagging our entire collection and are ready for the self-checkout stations. Some FAQs about the stations:

- We will receive two, self-check-out modules that also accept returns.
- Both stations accept both cash and credit cards.
- When a patron checks out a book, it gives them recommendations using Novelist.
- The stations have unlocking mechanisms to open DVDs and CDs.
- We have warranties for the first 15 months; after that, we will need service contracts (Cost TBD).

8/12: We met with Comprise Technologies online along with IT Consultant Mike Candelaria, Marilyn Adamo and Liz Spoto to learn about the features of the SAM Time and Print Management System which allows patrons to book computer appointments both in-house and remotely, and automatically sets the length of time (TBD by the library) for those appointments. On September 8, we began booking one-hour appointments for the three public computers via phone and walk-ins; we are monitoring the situation to see if SAM is needed now or if it should be installed at a later date in the new library where there will be many more public computers to manage.
9/23: I will be attending the Levittown Chamber of Commerce’s Kick-off meeting at the VFW Hall in Levittown, and then the Levittown Community Council’s Kick-off meeting at the VFW Hall on 9/29; I look forward to seeing the members in both of these organizations for the first time, in-person since March 2020.

**Purchases: Recommendations**

- Two, OptiPlex 7070 SFF MLK Computers: $748.47 = $1,496.00. These two computers are slated for the Technical Services Department; this purchase will complete the upgrading of all staff and public service desk computers.
- Miss Humblebee's Academy: This database purchase is recommended by Head of Children’s Liz Spoto as it offers a full, online curriculum for ages 3-6, similar to ABC Mouse, and it can be used on any device. As pre-K is cancelled for this year, Liz felt it helped fill in an educational gap by providing learning for some of our youngest patrons, offering worksheets for parents to print out (to reduce screen time) and cognitive tests at different points in the "curriculum" so that parents can see where children are improving and where they could use more help. This database costs: $1,020 for the year.

**Department Reports: July and August 2020**

**Young Adult Statistics:**

**Summer Reading:** 31 Teens

**Social Media Statistics:**

Facebook: 966 followers
Instagram: 751 followers
Twitter: 188 followers
YouTube: 30 followers

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

Attendance at programs: 837

**Contactless Pickups:**

July: 264 bags
August: 349 bags
Circulation: 1,710 items (all contactless pickup!)

**Children’s Department and Report: Includes Summer Reading Stats:**

**Summer Reading:** 138 children

Programs:
July: 44 programs with 343 children
August: 39 programs with 281 children
Total: 624 Children

**EXECUTIVE SESSION:**

Gerald Schmotzer made a Motion to go into Executive Session at 8:52pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

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

**NEW BUSINESS:**

1. Gerald Schmotzer made a Motion to approve the purchase of two Optiplex 7070 computers for a total $1,496.00; they are slated to be installed in the Technical Services office. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Gerald Schmotzer made a Motion to approve the purchase of Ms. Humblebees Academy database for children ages 3-6 years to be added to our database offerings for $1,020 annually. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

3. Gerald Schmotzer made a Motion to approve the contract of Treasurer Brian Cleary, CPA for $725 per month through 6/30/2021. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

4. Gerald Schmotzer made a Motion to approve the updated Conflict of Interest Policy. (Each Trustee must sign/submit the Annual Disclosure sheet to be saved in a file. Per auditor, this should be done at every Reorganization meeting of the Board.) Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

5. Gerald Schmotzer made a Motion to approve the contract of IT Consultant Michael Candelaria for $75 per hour. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

6. Gerald Schmotzer made a Motion to approve the amended Procurement Policy. (The bidding amounts were wrong in the previous version. Under I. Procurement and Bidding, “...exceeding $20,000...$35,000” are the correct numbers. Also, the Credit Card limit was changed from $1,000 to $2,000 two years ago and was never officially changed in this policy.) Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Gerald Schmotzer made a Motion to adjourn the September 24, 2020 Board Meeting at 11:22pm. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.