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

Call to Order:
Loretta Fonseca called the meeting to order at 7:20pm.

Pledge Of Allegiance:
The Pledge Of Allegiance was recited.

Annual Audit Report:
Albert Coster reports his findings of the annual audit stating that the Island Trees Public Library received the highest rating it can get regarding accounting practices according to the GAAP standards.

**APPROVAL OF MINUTES:**

Loretta Fonseca made a Motion to approve the Minutes of the 9/24/2020 ITPL Board Meeting. Gerald Schmotzer seconded the Motion. All In Favor: Unanimous. The Motion passes.

**APPROVAL OF WARRANTS:**

Loretta Fonseca made a Motion to approve the Warrant #625, from check 16088-16124 in the amount of $36,404.22. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

**CORRESPONDENCE:**

None.

**PUBLIC:**

None.

**DIRECTOR’S REPORT:**

**New Library Technology**

- **VoiP Phones**

A cloud-based system (VOIP) requires very little hardware and maintenance, plus the phones can be simply unplugged and moved from one location to another, including taking them off-site for remote work and accessing them via an app on a cell phone.

Mike Candalaria our IT Consultant and I had a series of meetings, both in-person and virtual, with the following two companies: BizVoip.com who would install the cloud-based system Zultys Pure Cloud (note: Zultys is not on NYS contract) and LANRover who would install Mitel (Mitel is on NYS Contract--this company installed phones at Garden City PL). I would highly recommend working with LANRover with Mitel Connect Cloud phones for the new library’s telephone system.
Some background: Our current 12 Avaya phones are on a lease-to-buy option which ends in December 2021 (we had a five-year/60-month contract signed in December 2016). As a result, we still need to pay off the library’s phones for 2021. The total remaining cost: $1,050.

Currently, we have 8 phone lines/2 fax lines and spend about $320.00 a month on a combination of Verizon (local) and AT&T (long distance) bills, plus we are still paying off the lease-to-buy Avaya phones for $1,050 annual ($87.50 monthly).

Our monthly cost with 12 phones/8 lines/Avaya lease=$407.50 (estimate dependent also on usage).

LanRover/Mitel estimate includes 18 phones (six more phones than now), 1 Fax Line for Public Use and 1 eFax for Staff. Each phone has its own dedicated phone number; the phones are free for 36 months. There is a one-time fee for installation: $243.00. Total estimated monthly cost: $363.98.

Versus

BizVoip/Zultys estimate includes 20 phones: $948 monthly. Phones themselves need to be paid for each month, for example, and installation costs are $2,500 to be paid all at once or over time.

My recommendation: With five additional Mitel phones, we will be spending less in the new library for our 18 phones than we do now with our 12 Avaya phones--approximately $43.50 less per month. I would recommend signing the contract now and then installing/going live when we are ready to move into the new space.

Please note: This estimate may change as we may be adding 2-3 more phones once in the new library--I did not count for a phone for the new community room, for example, as I would like to see what our projected level of usage in this room is after the occupancy agreement is signed.

- T-Mobile/HotSpot Program
Per our discussion at the last Board meeting, I looked into starting a mobile hotspot program at the Library, and on 9/30, both Technical Services Clerk Dee Mullen and myself attended a live meeting with Mark Schenk, Sr. Government Account Manager at T-Mobile Public Sector Sales. As Dee is in-charge of circulating media in the Technical Services Department, her work would be integral to this program.

**The Facts:**

- This program is at 40 public Long Island libraries and is offered on NYS Contract.
- The monthly cost for unlimited hotspots on LTE plan is $28.70; Schenk is currently offering us the first three months’ for free.
- Replacement cost for hotspots: $72.00.
- No overage charges.
- There is no contract.
- We will be trained online how to set up hotspots.
- **The Library will need to provide patrons with a lending agreement and procedures.**

**Library Survey: Part 1 of Our Strategic, Long-term Plan**

From September 14-October 12, 2020, we received a total of 196 responses (190 online, six hard copy) from ITPL patrons to our survey regarding future library services and programs; we thank everyone who participated!

The following questions are some “conclusions” (the top two answers in each category):

1. How often do you visit the ITPL?
   Majority (26.8%): 2-3 times per month, followed by once a week (22.1%).

2. What services do you use most often at the ITPL?
   Majority: Librarian Assistance/Reference (66.8%) followed by Programs and Classes (51.5%).

3. Indicate/rate how important the following library services are to you?
4. What age range of programs are you most interested in?
Majority (76.4%) adults followed by multi-generational/family (21.3%).

5. What type of programs are you most likely to attend?
Majority (40.1%): Exercise/Fitness followed closely by Cooking/Food Prep (39.5%).

6. When are you most likely to attend programs?
**Majority (59.6%) Afternoon/After School** followed by weekend (43.6%).
(**Please keep this time frame in mind when considering hosting school district sponsored events in the new community room space).”

The three remaining questions rated the continuation of virtual programs (the majority responded said they preferred virtual versus in-person programs at this time), and the status of the collection (users were most satisfied with books and least satisfied with the music CD collection), as well as overall general daily services—users are most satisfied with staff assistance and least satisfied with the computer workstations.

**Community Events/Outreach:**

9/29: I applied online for a small business/organization PPE kit through the Town of Hempstead and was awarded a package worth $500, that had masks, gloves, sanitizer, antibacterial wipes, to name a few. The Library thanks TOH Supervisor Don Clavin and Councilman Dennis Dunne for their kind support!

10/1 & 10/2: I attended the annual LILRC-sponsored (Long Island Library Resources Council) online Legislative Breakfasts for the Assembly and the Senate respectively, along with 200 of my Nassau colleagues, all advocating for the support and funding of libraries in Albany.

10/21: I will be attending the virtual Area 4 meeting along with new Trustee Leslie Birne and Levittown, Massapequa, Plainedge, Seaford and Wantagh Library Directors and Library Boards; I will report on this meeting at the Board meeting.

**Old Business:**
At the last Board meeting, the Board approved the purchase of Ms. Humblebees Academy (database) for $1,020. As the subscription was slated to begin July 1, NLS kindly prorated this database from October 1, 2020 through June 30, 2021 at a reduced cost to the library for $765 (Savings: $255).

**Department Reports: September 2020**

**Adult Stats:** 24 Sessions; 225 participants  
**Circulation:** 1,741 items

**Young Adult/Tween Stats:** 2 Sessions, 17 participants

**Social Media:**  
Facebook: 987 followers (added 21 new users)  
Twitter: 199 followers (added 10 new users)  
Instagram: 769 followers (18 new fans)  
YouTube: 29 viewers

**Children’s Programs and Report:** 1 Session with 18 views/participants

**EXECUTIVE SESSION:**  
Loretta Fonseca made a Motion to go into Executive Session for personnel, legal, and contractual matters at 10:05 pm. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

Loretta Fonseca made a Motion to come out of Executive Session at 11:49pm. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

1. Catherine Manganiello made a Motion to purchase a Mitel phone system at $363.98 per month and a $242 installation fee. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.
2. Loretta Fonseca made a Motion to end the quarantine of materials processed from NLS. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

3. Catherine Manganiello made a Motion to ratify the vote to approve the NLS membership fee of $28,961. The board voted unanimously. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

4. Catherine Manganiello made a Motion to ratify the vote to approve the ILS proposed budget of $16,696.38. The board also appoints Michelle Young as library representative to submit this authorization to NLS prior to the November 19, 2020 deadline. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

5. Loretta Fonseca made a Motion to reimburse Debbie Santiago $709.64 for overpayment of dental / vision insurance. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

6. Catherine Manganiello made a Motion to renew the contract with library board counsel Christopher Ostuni for a one year term with two optional renewals at a rate of $200 per hour. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

7. Loretta Fonseca made a Motion to accept the Treasurer's Report for 10/22/20. Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Loretta Fonseca made a Motion to adjourn the October 22, 2020 Board Meeting at 11:56pm. Leslie Birne seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.