Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, November 19, 2020, 7:00 pm

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 7:09pm.

PLEDGE OF ALLEGIANCE:
The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:
Loretta Fonseca made a Motion to approve the Minutes of the 10/22/2020 ITPL Board Meeting. Vincent Formichelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

APPROVAL OF WARRANTS:
Loretta Fonseca made a Motion to approve the Warrant #626, from check 16125-16181 in the amount of $100,857.39. Catherine Manganiello seconded the Motion. All In Favor: Unanimous. The Motion passes.

Loretta Fonseca made a Motion to approve the Addendum to Warrant #626, for check number 16182 in the amount of $36,500.00. Vincent Formichelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

Loretta Fonseca made a Motion to approve the Technology Warrant #1, from check 101-103 in the amount of $2,696.94. Gerald Schmotzer seconded the Motion. All In Favor: Unanimous. The Motion passes.

**CORRESPONDENCE:**

None.

**PUBLIC:**

A library patron inquired about the construction progress, specifically the parking lot but the board does not have a date of completion from the construction company in regards to the parking lot at this time. The patron also inquired about possibly returning a book discussion to attend in-person at the library. Library Director Michelle Young agreed to explore the possibility of being able to safely implement an event.

**DIRECTOR’S REPORT:**

**Outreach:**

11/2: At the MLD Executive Board meeting, we were informed that NLS would be receiving a total of $82,000 in CARES Act funding. NLS plans to use its CARES Act subgrant from the NYS Library to fund a program for seniors who lack home internet access and to purchase hotspots and/or computing devices so seniors may receive remote instruction on how to connect to library resources, virtual programs, and other family members and friends. Social work interns will help coordinate the project for NLS. Note: As the funding is limited, there will be only one or two device(s) given to each library for this program.

UPDATE: 11/18: Informed they would not be doing this program as it is only funded through June 2021. Thus, we should continue to consider our own hotspot program.

11/2: The Director was nominated to serve as an officer on the MLD Executive Board. On 12/2, the proposed Executive Board slate will be sent to the MLDs and a vote will take place at the December meeting on 12/16. The position is to fill a vacated one-year position; full Executive Board terms are three years. The Board meets once per month, and pre-Covid, were held in-person on Friday mornings.

11/3: Requests for Contactless Pickup have dwindled due to the fact we have now been open for over two months; I spoke to the Heads of Departments who agreed to offer this service to our patrons “per request” as long as the library is open and remains at its current hours of
operation; right now, the hours offered for contactless service are 10am-4pm, M-F, and Saturday, 10am-1:30pm--we now will offer this service during all of hours that the library is open to the public.

11/12: FYI: Debi Santiago is compiling a list of media outlets for expanding the library’s public relations/outreach; going forward, we will be sending announcements to the following newspapers/websites: Anton News, Levittown Tribune, Newsday, TOH newsletter, Cablevision and Patch.

Technology:

10/28: The Director signed the contract for the new Library’s Mitel VoiP Phone system.
11/2: IT Consultant Mike C., Rich Sallusto of LanRover Network Services, Trustee Leslie Birne and the Director had a project kickoff meeting with Johnson Audencial, the Project Manager we have been assigned at Mitel. Our Target GO LIVE date is March 22-26, 2021.

11/10: As our 5-year lease contract with CCP Solutions for our two photocopiers ends December 20, I had a teleconference with a salesperson from Canon to find out about multifunctional copiers for the new library. Canon is on NYS Contract.

CCP is not on NYS contract; we have had this company for 10 years (the 5-year contract was renewed once by the former director in 2015); this company works with a third party Marlin Bank.

We would like to ensure a smooth transition from the old to the new library, as we would like to offer patrons new state-of-the-art equipment with a range of features including faxing, collating and stapling, hole punching, wireless printing, etc.

New Library:

11/10: I was informed by Superintendent Charles Murphy that there will be a dedication plaque made to be hung in the new library that will feature all of the Library Board Trustees’ names along with the Director’s.

11/12: Insurance Agent Joe Price and the Director did a walk-through of the new library; the following are some facts that I received from our agent:

- Every 1,000 square feet costs $30.00;
- We are covered for any activity within 1,000 feet of the building; thus, we could hold, for example, outdoor programs.
- We need to insure all areas that we use. This includes but is not limited to: staff offices, conference room, all library areas (YA, Adult, etc.), community room, as well as the smaller community room, the hallway and the bathroom/closet located adjacent to it. A total square footage of all of these areas is needed for insurance.
• If the community room is still under construction but the rest of the library is finished, it is possible to get a CO (Certificate of Occupancy) and then to be insured to move in while this one part is finished.

• We need to insure our VoIP phones and the equipment from the copier company.

• We are allowed to sell off library furniture and shelving; he recommends asking the shelving company if they have any potential buyers of used shelving.

11/12: We received a check totaling $36,500.00 from NYS for Construction Aid for the new library; these funds are to go towards drops and cabling. UPDATE: 11/16: The director gave a check in-person to Asst. Superintendent of Business Susan Hlavenka for this same amount (90%) of the total awarded amount.

Statistics/Board Reports:

Adult Reference Report and Stats: 37 Sessions; 356 participants

Young Adult/Tween Stats: 7 Sessions, 54 participants** (**This amount is higher due to patron’s picking up giveaways for comic day; also, 90 people participated in the pumpkin contest survey).

Children’s Programs and Report: 8 Sessions with 98 participants

Circulation: 2,207 items

Social Media:

Facebook: 998 followers (+32) / 910 likes (+23)

Twitter: 198 followers (+10)

Instagram: 788 followers (+37)

YouTube: 32 (+3)

EXECUTIVE SESSION:

Loretta Fonseca made a Motion to go into Executive Session for personnel, legal, and contractual matters at 9:44pm. Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.

Loretta Fonseca made a Motion to come out of Executive Session at 12:24am November 20, 2020. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

NEW BUSINESS:

1. Loretta Fonseca made a Motion to adopt the Record Retention and Disposition Schedule for New York Government Records as listed below. Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.
A RESOLUTION TO ADOPT RECORDS RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK GOVERNMENT RECORDS (LGS-1), WHICH CONSOLIDATES AND REVISES CO-2, ED-1, MI-1, AND MU-1 SCHEDULES.

(Became a resolution on November 19, 2020

Votes for 5; votes against 0)

RESOLVED, By the Board of Trustees of the Island Trees Public Library of Levittown, NY that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

BE IT FURTHER RESOLVED, that in accordance with Article 57-A:

(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

2. Catherine Manganiello made a Motion to raise the library director’s salary to $92,000. Loretta Fonseca seconded the Motion. All in favor: Unanimous. The Motion passes.

ADJOURNMENT:

Loretta Fonseca made a Motion to adjourn the November 19, 2020 Board Meeting at 12:26am on November 20, 2020. Leslie Birne seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.