Island Trees Public Library
Board of Trustees Meeting Minutes
Thursday, December 17, 2020, 7:00 pm

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

CALL TO ORDER:
Loretta Fonseca called the meeting to order at 7:05pm.

PLEDGE OF ALLEGIANCE:
The Pledge Of Allegiance was recited.

APPROVAL OF MINUTES:
Loretta Fonseca made a Motion to approve the Minutes of the 11/19/2020 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 #627, from check 16183-16230 in the amount of $21,395.76. Vincent Formichelli seconded the Motion. All In Favor: Unanimous. The Motion passes.

Loretta Fonseca made a Motion to approve the Technology Warrant #2, from check #104 in the amount of $3,500.00. Leslie Birne seconded the Motion. All In Favor: Unanimous. The Motion passes.

**CORRESPONDENCE:**

None.

**PUBLIC:**

None.

**DIRECTOR'S REPORT:**

**Outreach:**

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.

**Technology:**

**VoIP Phones:**

12/3: IT Consultant Mike C. and the Director had call flow meeting to set up our new Mitel phone system. FYI: Call flow is the combination of components that route calls through a phone system based on preferences, and involves setting up auto attendants, directories, etc., to maximize communication with the end user (callers).

**Multifunction Copiers:**
11/23: As our 5-year lease contract with CCP Solutions for our two Kyocera photocopiers ends December 20, 2020, and we anticipated some overlap between moving from the old library to the new library with office equipment, I was kindly granted a quarterly lease extension with CCP through March 31, 2021, which can be renewed if needed.

**New Construction:**

11/30: The Director met with Ken Lean from District Facilities to lay out a plan for selecting which doors in the new library will be keyed. Discussions involved creating a grand master key, keys for exterior doors, as well as “common keys” for all employees so they may access areas such as bathrooms, staff lounge, conference room, etc.
FYI: The library will have its own dedicated control panel in the community room for the alarm, and the storage room located in the old cafeteria kitchen is a shared space for the school (chairs/tables) as well as for the library.

**Meetings:**

11/30: Regional/Area 4 Meeting (Attended by Directors from Farmingdale, Massapequa, Seaford, Wantagh, Bethpage, Plainview).
If the region goes “orange,” most (or all) plan to close and return to contactless pickup, keeping the same hours. We all shared cell phones so we could alert each other to emergencies, changes, etc.
I mentioned that we will be closing to move in early 2021 and that our patrons may need support/access at that time.
Discussed the vaccines, the roll out, and the impact on staff and whether we could require vaccinations.
Also expressed concern at the expiring of FFFCRA as of Dec. 31; only the NYS benefit would then be available to staff.

12/7 at 7:30PM (Virtual): All Trustees along with their Directors are invited to attend Nassau Library System’s Annual Meeting, which will include voting for the new Trustee that we nominated for the NLS Board for Area 4; please join me.

**Statistics/Board Reports:**
(All reports have attachments unless stated otherwise.)

**Adult Reference Report and Stats:** 30 Sessions; 287 participants

**Young Adult/Tween Stats:** 8 Sessions, 73 participants

**Children’s Programs and Report:** 9 Sessions with 145 participants

**Circulation:** 2,137 items

**Social Media**

On November 20, 2020, the library reached over 1,000 Facebook Followers.

Facebook — 1,008 (+11) (followers) / 914 (+3) (likes)
Twitter — 217 (+19)
Instagram — 807 (+19)
YouTube — 33 (+1)

**EXECUTIVE SESSION:**

Loretta Fonseca made a Motion to go into Executive Session for personnel, legal, and contractual matters at 8:04pm. Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.

Loretta Fonseca made a Motion to come out of Executive Session at 9:39 pm. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

**NEW BUSINESS:**

1. Loretta Fonseca made a Motion to approve the purchase of eight Optiplex computers for the new library in the amount of $5,937.84 using Bullet Aid from Senator Kevin Thomas. Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.

2. Loretta Fonseca made a Motion to adjust library hours for Saturdays from 10am-2pm to 10am-3pm beginning Saturday 1/9/21. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.
3. Loretta Fonseca made a Motion to approve the Temporary/Telework Work From Home Policy. Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.

4. Loretta Fonseca made a Motion to approve the Hotspot Policy. Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

5. Loretta Fonseca made a Motion to approve a 3% raise for Account Clerk, Juliet Feeley as of January 1, 2021. Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.

6. Loretta Fonseca made a Motion to discard the old Technology policy (#23). Catherine Manganiello seconded the Motion. All in favor: Unanimous. The Motion passes.

7. Loretta Fonseca made a Motion to de-access and discard 4 Google Nexus Tablets. Vincent Formichelli seconded the Motion. All in favor: Unanimous. The Motion passes.

8. Loretta Fonseca made a Motion to discard the Google Nexus Tablet Policy (#49). Leslie Birne seconded the Motion. All in favor: Unanimous. The Motion passes.

**ADJOURNMENT:**

Loretta Fonseca made a Motion to adjourn the December 17, 2020 Board Meeting at 10:10pm. Leslie Birne seconded the Motion. All in favor: Unanimous. The Meeting is adjourned.