



LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168
http://www.levittownpl.org Trina Reed, Director

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3 Growing with Our Community
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MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
December 2, 2020
Via Zoom

Pledge of Allegiance:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

The meeting was called to order by Mrs. Maher at 7:06 p.m. Present were Mrs. Maher, Mr. Dalton, Mr. Greller, Mr. Pettit-Milonakis, Mrs. Santer, Mrs. Reed, Library Director, and Mrs. Ferro, Assistant Library Director.

The open meeting resumed at 8:02 p.m.

Minutes:

Minutes from November 4, 2020

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE NOVEMBER 4, 2020 AMENDED MINUTES. ALL APPROVED.

Financial Report of the Library:

- A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR NOVEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$614,121.61, IMPREST ACCOUNT WARRANT FOR NOVEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR NOVEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR NOVEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$97,981.18. ALL APPROVED.
- B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR NOVEMBER 2020 FOR STERLING BANK IN THE AMOUNT OF \$150,219.34. ALL APPROVED.
- C. Cash balance report as of November 30, 2020: General Fund is \$5,281,693.92; Capital Projects is \$160,117.92
- D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2020 TD BANK IN THE AMOUNT OF \$23.95. ALL APPROVED.

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54 E. Central Library Fund spent to date for 2020 is \$126,252.04, and the Central Book Aid
55 spent to date for 2020 is \$20,608.70.
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57 F. A Chase Monthly report for the Board of Trustees information is included in their
58 packet.
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60 G. Tax funds from School District update.
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62 Mr. Cleary stated he received an email from the Town of Hempstead with an updated
63 tax fund schedule of payment for the School District. Mrs. Reed noted that the
64 Library is waiting for a response from the School District regarding the Tax Fund
65 letter.
66
67 H. Motion to accept the New York State Construction Grant check sponsored by
68 Senator Thomas in the amount of \$283,021.00.
69
70 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE NEW
71 YORK STATE CONSTRUCTION GRANT CHECK SPONSORED BY SENATOR
72 THOMAS IN THE AMOUNT OF \$283,021.00. ALL APPROVED.
73
74 I. Motion to accept the CLA check in the amount of \$193,844.00
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76 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CLA
77 CHECK IN THE AMOUNT OF \$193,844.00. ALL APPROVED.
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79 J. Motion to continue allowing one signature on checks \$10,000.00 and over for the
80 next three months
81
82 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE TO
83 CONTINUE ALLOWING ONE SIGNATURE OF CHECKS \$10,000.00 AND OVER
84 FOR THE NEXT THREE MONTHS. ALL APPROVED.
85
86 1. Motion to transfer \$140,000.00 from Central Library Fund to General Fund
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88 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE
89 THE TRANSFER OF \$140,000.00 FROM CENTRAL LIBRARY FUND TO
90 GENERAL FUND. ALL APPROVED.
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92 K. Motion to transfer \$550,000.00 from the General Fund to the Capital Fund
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94 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO TRANSFER
95 \$550,000.00 FROM THE GENERAL FUND TO THE CAPITAL FUND. ALL
96 APPROVED.
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Unfinished Business:

A. Construction Update

Mr. Calgi, Calgi Construction Company, Inc., reviewed the Executive Summary.

1. Interior/Exterior Renovation & Parking Lot Expansion Project

a. Pawlings mat quote (Renaissance Building Product: \$4,752.00)

MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE PAWLINGS MAT QUOTE (RENAISSANCE BUILDING PRODUCTS) IN THE AMOUNT OF \$4,752.00. ALL APPROVED.

b. Additional terrazzo (Nationwide Commercial & Industrial Services): \$3,360.00

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO ACCEPT ADDITIONAL TERRAZZO (NATIONWIDE COMMERCIAL & INDUSTRIAL SERVICES) IN THE AMOUNT OF \$3,360.00. ALL APPROVED.

B. LED Digital Sign

1. Motion to approve the LED sign as Capital Project not to exceed \$37,000.00

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE LED SIGN AS A CAPITAL PROJECT NOT TO EXCEED \$37,000.00. ALL APPROVED.

2. Motion to accept the terms/conditions and pricing of the Dix Hills Fire District's contract pursuant to general municipal laws section 103. Sign to be provided by Visual Information Services at the cost of \$26,079.00

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE TERMS/CONDITIONS AND PRICING OF THE DIX HILL FIRE DISTRICT'S CONTRACT PURSUANT TO GENERAL MUNICIPAL LAWS SECTION 103. SIGN TO BE PROVIDED BY VISUAL INFORMATION SERVICES AT THE COST OF \$26,079.00. ALL APPROVED.

Personnel Changes:

A. Motion to accept the Personnel Calendar

MR. GRELLER MOVED AND MR. DALTON SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

B. Motion to accept the Page, PT Salary Changes Effective December 31, 2020

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PAGE, PT SALARY CHANGES EFFECTIVE DECEMBER 31, 2020. ALL APPROVED.

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Communications:

None

Period for Public Expression:

- Domenic Calgi – Calgi Construction
- Michael Smith – Smith & Pucillo Architect
- Lisa Buckman - Library Staff
- Maryanne Linehan - Library Staff

Director’s Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated the staff entry door wasn’t closing automatically yesterday and the custodial team was able to adjust it themselves. There is no need to call in an outside company.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, November 18, 2020
2. NLS Board Meeting on Monday, November 23, 2020
3. MLD Executive Board Meeting on Wednesday, December 2, 2020

Mrs. Reed stated she was inducted onto the Board of Directors at the Chamber of Commerce meeting on Monday, November 16, 2020. The Installation for the Chamber of Commerce is scheduled for January 20, 2021.

C. Public Service and Programs – September – November 2020

The total Adult attendance for September - November 2020 was 676. The total Young Adult attendance for September - November 2020 was 276. The total Children’s attendance for September - November 2020 was 550. The total Innovation Station attendance for September - November 2020 was 17. The Administration – Notary Services for September – November was 15. The grand total for September - November 2020 was 1,534.

D. Miscellaneous:

Committee Reports:

A. Foundation Committee

Mr. Greller stated that the Foundation’s next meeting is on January 6, 2021.

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New Business:

A. Motion to approve the Disposition of Equipment

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT FOR 1 GENERAL ELECTRIC REFRIGERATOR MODEL GTS18FBSARCC, S/N AR730131. ALL APPROVED.

B. Notary Services

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE SIX STAFF MEMBERS TO BE TRAINED AND LICENSED TO PROVIDE NOTARY SERVICE FOR THE LIBRARY. ALL APPROVED.

C. LPL COVID-19 Micro-Cluster Protocols

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE LPL COVID -19 "MICRO-CLUSTER" PROTOCOLS INCLUDING THE RED ZONE/EMERGENCY STOP. ALL APPROVED.

Mr. Greller stated the microfiche/film machine needs to be updated. Mrs. Reed will look into purchasing a new microfiche/film machine. If the cost is over \$3,000.00, she will bring it to the Board for approval.

Meetings and Conferences:

- A. NLS Annual Meeting – Monday, December 7, 2020 – 7:30 p.m.
- B. **Regular Board Meeting – Wednesday, January 6, 2021**
- C. **First Open Budget Meeting & Regular Board Meeting – Wednesday, February 3, 2021**
- D. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 3, 2021**

Adjournment:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE MEETING AT 8:57 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE
REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
DECEMBER 2, 2020
VIA ZOOM

Mrs. Maher called the Executive Session to order at 7:07 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, Mrs. Reed, Director and Mrs. Ferro, Assistant Library Director.

The Board discussed a matter of contract and personnel.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 7:43 PM. ALL APPROVED.