



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

1
2
3 Growing with Our Community
4
5
6
7
8
9

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES

10
11
12
13 April 7, 2021
14 VIA ZOOM
15
16

17 **Pledge of Allegiance:**

18 The Pledge of Allegiance was said.
19

20 **Call to Order and Roll Call of Members:**

21 Mrs. Maher called the Executive Session to order at 7:09 p.m. Present were
22 Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs.
23 Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Dalton was late
24 with notice.
25

26 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ENTER INTO
27 EXECUTIVE SESSION FOR A MATTER OF CONTRACT AND PERSONNEL AT 7:10
28 PM.
29

30 The open meeting resumed at 8:02 p.m.
31

32 **Minutes:**

33 Minutes from March 3, 2021
34

35 MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE
36 MARCH 3, 2021 MINUTES. ALL APPROVED.
37

38 **Financial Report of the Library:**

39 A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF
40 GENERAL FUND WARRANT FOR MARCH 2021 FOR TD BANK IN THE AMOUNT
41 OF \$108,326.80, IMPREST ACCOUNT WARRANT FOR MARCH 2021 FOR TD
42 BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR MARCH 2021
43 FOR TD BANK IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT
44 FOR MARCH 2021 FOR TD BANK IN THE AMOUNT OF \$94,396.82. ALL
45 APPROVED.
46

47 B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF
48 CAPITAL PROJECTS FUND WARRANT FOR MARCH 2021 FOR TD BANK IN THE
49 AMOUNT OF \$108,011.83. ALL APPROVED.
50

- 51 C. Cash balance report as of March 31, 2021: General Fund is \$5,665,760.28; Capital
52 Projects is \$244,512.45.
53
54 D. MR. GRELLER MOVED AND MR. DALTON SECONDED THE APPROVAL OF THE
55 CENTRAL LIBRARY FUND WARRANT FOR MARCH 2021 FOR TD BANK IN THE
56 AMOUNT OF \$34,366.84. ALL APPROVED.
57
58 E. Central Library Fund spent to date for 2021 is \$37,472.00, and the Central Book Aid
59 spent to date for 2021 is \$0.00.
60
61 F. A Chase Monthly report for the Board of Trustees' information is included in their
62 packet.
63
64 G. Request for tax funds from School District - \$637,472.00 – May 6, 2021
65
66 MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR
67 TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$637,472.00
68 AS OF MAY 6, 2021. ALL APPROVED.
69
70

71 **Unfinished Business:**

72 A. Construction Update

73
74 1. Interior/Exterior Renovation & Parking Lot Expansion Project
75

76 Mr. Calgi, Calgi Construction Company, Inc., reviewed the Executive Summary and
77 discussed the progress of the renovation project. The new digital sign posts were
78 installed, and they are currently scheduling the work for the installation of the sign.
79

- 80 a. Specialty Construction System Change Orders 1, 2 & 3
81 b. Front canopy roof proposals
82 i. More Consulting Corp - \$12,750.00
83 ii. Milcon Construction Corp - \$24,100.00
84 iii. Nationwide Roofing - \$23,000.00
85 c. Flooring systems

86 2. UV Lighting (Supply & Install)

- 87 a. Intricate Tech Solutions – Change Order #5
88

89 MR. DALTON MOVED AND MR. GRELLER SECONDED TO APPROVE THE ITEMS A,
90 B i (More Consulting Corp), C & 2. ALL APPROVED.
91

92 Mr. Smith, Smith & Pucillo Architects stated that the furniture had been ordered for the
93 Multi-Purpose room. They are waiting on a delivery date.
94

95 B. 2021-2022 Proposed Budget
96
97
98
99

100 C. LED Digital Sign

101
102 Mrs. Reed stated that she received an email stating, the LED sign will be installed
103 tomorrow.

104
105

106 **Personnel Changes:**

107 A. Motion to accept the Personnel Calendar

108

109 MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT
110 THE PERSONNEL CALENDAR. 4 APPROVED, 1 ABSTAINED, MOTION PASSED.

111

112 **Communications:**

113 A. Email from patron

114

115 Mrs. Reed stated the email was a request to film a movie segment in the Levittown
116 Public Library. The filming took place April 1st at 7:00 a.m. so it would not interrupt
117 library service. Mrs. Ferro stated the filming was complete by 9:00 a.m. They requested
118 that the Library be credited. The film is called Montauk 77, and the filmmaker is a
119 Levittown resident.

120

121

122 **Period for Public Expression:**

123 Frank HARRIPERSAD – Calgi Construction

124 Michael Smith – Smith & Pucillo Architect

125

126 **Director's Progress and Services Report:**

127 A. Building and Grounds:

128

129 Mrs. Reed stated that the Board will reopen the Library on April 15th with regular hours
130 and no time limits in the building. The Library patrons and staff will still need to maintain
131 social distance. These practices will be in place as long as we do not meet the
132 maximum occupancy.

133

134 B. System Developments:

135

136 Mrs. Reed reported on the following meetings:

137

138 1. Member Library Director Meeting on Wednesday, March 17, 2021

139 2. NLS Board Meeting on Monday, 22, 2021

140 3. MLD/NCLA Meeting with Martha Krisel on March 24, 2021

141 Mrs. Reed stated that New York State has restored the Central Library Funds
142 that were originally reduced in the 2020 calendar year to due budget cuts. The
143 money will be allocated in the 2021 calendar year.

144 4. MLD Executive Board Meeting on Wednesday, April 7, 2021

145

146 C. Public Service and Programs

147

148 The total Adult attendance for March 2021 was 430. The total Young Adult attendance

149 for March 2021 was 952. The total Children's attendance for March 2021 was 321. The
150 total Innovation Station attendance for March 2021 was 8. The Administration – Notary
151 Services for March 2021 was 0. The grand total for March 2021 was 1,400.

152
153 C. Miscellaneous:

154
155 Mrs. Reed reported on the following meetings:

- 156
157 1. Levittown Chamber of Commerce – March Meetings
158

159 **Committee Reports:**

- 160 A. Foundation Committee – None
161

162 **New Business:**

- 163 A. Motion to approve the Disposition of Equipment
164

165 8 Nook E- Readers Model #BNRV300 Serial #'s 3014110125853004;
166 3014120057573008; 3014120001253002; 3014120054713001; 3014120046483006;
167 3012610038953001; 3012560119663003; and 3012750013763008
168

169 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE
170 DISPOSITION OF EQUIPMENT. ALL APPROVED.
171

- 172 B. MetLife Dental renewal
173

174 Mrs. Reed stated that the MetLife Dental renewal was received and she was notified that
175 it was sent out before the renewal date. There might be changes to the policy, so it will
176 be on next month's agenda. The old representative from MetLife is now working with a
177 different company and is interested in sending a proposal for dental insurance.
178

- 179 C. Motion to approve the NYS Annual Report 2020
180

181 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE NYS
182 ANNUAL REPORT 2020. ALL APPROVED.
183

- 184 D. Motion to accept the donation of 13 N95 masks & 80 KN98 masks
185

186 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ACCEPT THE
187 DONATION OF 13 N95 MASKS & 80 KN95 MASKS. ALL APPROVED.
188

- 189 E. Baldessari & Coster, LLP – Understanding of Services
190

191 MR. GRELLER MOVED AND MRS. SANTER SECONDED ACCEPT THE
192 BALDESSARI & COSTER, LLP – UNDERSTANDING OF SERVICES. ALL
193 APPROVED.
194

195 **Meetings and Conferences:**

- 196 A. **Regular Board Meeting – Wednesday, May 5, 2021**
197 B. **Library & School District Budget Vote – Tuesday, May 18, 2021**

198 C. **Regular Board Meeting – Wednesday, June 2, 2021**

199 D. 2021 Virtual ALA Conference – June 23-29, 2021

200

201 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE 1 STAFF
202 MEMBER TO ATTEND THE 2021 VIRTUAL ALA CONFERENCE – JUNE 23-29, 2021.
203 ALL APPROVED.

204

205 E. **Regular Board Meeting – Wednesday, July 7, 2021**

206

207

208 **Adjournment:**

209 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE
210 MEETING AT 8:49 PM. ALL APPROVED.

211

212



Growing with Our Community

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

MINUTES OF THE EXECUTIVE SESSION OF THE
REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 7, 2021
VIA ZOOM

Mrs. Maher called the Executive Session to order at 7:10 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Library Attorney, Ben Truncale. Mr. Dalton was late with notice.

The Board discussed a matter of contract and personnel.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:02 PM. ALL APPROVED.