



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 FEBRUARY 5, 2020

Pledge of Allegiance:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

Mrs. Maher, President, asked Vice President, Mr. Greller, to run the meeting.

The meeting was called to order by Mr. Greller at 8:05 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, Mr. Dalton, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, Brian Cleary, Library Treasurer and Ben Truncale, Library Attorney.

Minutes:

Minutes from January 8, 2020

MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED JANUARY 8, 2020 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MR. PETTIT-MILONAKIS MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF \$112,968.95, IMPREST ACCOUNT WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF \$596.00 AND WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF \$102,450.03. ALL APPROVED.

B. MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2020 FOR STERLING BANK IN THE AMOUNT OF \$138,864.68. ALL APPROVED.

- 47 C. Cash balance report: General Fund is \$6,437,238.50; Capital Projects is
48 \$38,110.92.
49
- 50 D. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE
51 APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JANUARY
52 2020 IN THE AMOUNT OF \$72,847.58. ALL APPROVED.
53
- 54 E. Central Library Fund spent to date for 2020 is \$59,346.39 and the Central
55 Book Aid spent to date for 2020 is \$13,501.19.
56
- 57 F. A Chase monthly report for the Board of Trustees information is included in
58 their packet.
59
- 60 G. MRS. SANTER MOVED AND MR. DALTON SECONDED THE REQUEST
61 FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF
62 \$626,731 AS OF MARCH 7, 2020. ALL APPROVED.
63
- 64 H. MRS. MAHER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
65 2020 ADULT LITERACY WORKFORCE DEVELOPMENT PROJECT
66 PUBLIC STIPEND CHECK IN THE AMOUNT OF \$650.00. ALL APPROVED.
67
- 68 I. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
69 ACCEPT THE 2019-2020 BULLET AID CHECK IN THE AMOUNT OF
70 \$15,000. ALL APPROVED.
71
- 72 J. MRS. MAHER MOVED AND MR. DALTON SECONDED THE APPROVAL
73 TO TRANSFER \$1,200 FROM BUDGET LINE 6090 WORKER'S
74 COMPENSATION TO LINE 6246 ELECTRONIC RESOURCES. ALL
75 APPROVED
76
- 77 K. MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL
78 TO TRANSFER \$3,500 FROM BUDGET LINE 6050 STATE RETIREMENT
79 TO LINE 6170 YA BOOKS. ALL APPROVED
80
- 81 L. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE
82 APPROVAL TO TRANSFER \$4,000 FROM BUDGET LINE 6050 STATE
83 RETIREMENT TO LINE 6392 YA PROGRAMS. ALL APPROVED.
84
- 85 M. Baldessari & Coster LLP – 2019 Financial Report
86
- 87 Mr. Stoner, of Baldessari & Coster LLP, handed out the 2019 Financial
88 Report to the Board. He discussed the report and answered questions. Mr.
89 Cleary, Library Treasurer, discussed the Library implementing the pre-tax
90 Medical and Dental "Cafeteria Plan."
91

92 MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
93 IMPLEMENT THE CAFETERIA PLAN. ALL APPROVED.

94
95 MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
96 ACCEPT THE LEVITTOWN PUBLIC LIBRARY 2019 FINANCIAL REPORT
97 AS PROVIDED BY BALDESSARI & COSTER LLP. ALL APPROVED.
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100 **Unfinished Business:**

101 A. Construction Update

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103 1. Interior/Exterior Renovation & Parking Lot Expansion Project

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105 Mrs. Reed informed the Board of Trustees that Mr. Calgi, Calgi
106 Construction Company, Inc, and Mr. Smith, Smith & Pucillo, have had a
107 difficult time working with the General Contractor. They have gone above
108 and beyond their job description to make sure the project is moving
109 forward.
110

111 Mr. Calgi discussed the Levittown Public Library – Misc. Renovations,
112 Executive Summary report for the month of January. Mr. Calgi also
113 discussed the Payment Summary, which is included in the report.
114

115 Mr. Smith discussed the flooring in the Multi-Purpose Room. There was a
116 discussion on the different flooring, the Board decided on the floor
117 recommended by Mr. Smith.
118

119 B. Addendum to the Smith & Pucillo Contract

120
121 MRS. MAHER MOVED AND MR. DALTON SECONDED TO APPROVE THE
122 ADDENDUM TO INCLUDE A/V DESIGN IN THE SMITH & PUCCILLO
123 CONTRACT IN THE AMOUNT OF \$13,200.00. ALL APPROVED.
124

125 C. Children's Room – Restrooms

126
127 Mr. Smith discussed the credit for the doors to the Children's Restrooms.
128 They will add the doors to the scope of work of the current project. Mr. Smith
129 stated that he is waiting for the paperwork from the contractor.
130

131 D. LIPA PILOT payments

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133 Mr. Truncale, Library Attorney, discussed the LIPA PILOT payments. He is
134 coordinating a meeting with the Levittown Public School District Assistant
135 Superintendent of Business & Finance and will report back to the Board.
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Personnel Changes:

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

Communications:

A. Request from Mariya Kazakova

Mrs. Reed stated that the request from Ms. Kazakaov should be denied as the request is covered under the No Solicitation Policy. The Board agreed.

Period for Public Expression:

Mary Mollineaux, Library Staff
Dennis Stoner, Baldessari & Coster LLP
Dominic Calgi, Calgi Construction
Michael Smith, Smith & Puccillo Architects

Director's Progress and Services Report:

A. Buildings and Grounds

Mrs. Reed stated that one of the lights in the Eatery is not working correctly. The electrician has been notified and is looking for an LED replacement.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Members Library Director Meeting on Wednesday, January 22, 2020
2. Trustee Workshop on Saturday, January 25, 2020
3. NLS Board Meeting on Monday, January 27, 2020
4. MLD Executive Board Meeting on Wednesday, February 5, 2020

C. Public Service and Programs:

The total Adult and Young Adult attendance for January 2020 was 747. The total Children's attendance for January 2020 was 680. The total Innovation Station attendance for January 2020 was 95. The grand total for January was 1,522.

Mrs. Reed stated the 2019 Passport Statistics report is included in the Board packets.

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A. Miscellaneous:

1. Catholic Daughters of the Americas

Mrs. Reed stated that on January 11, 2020, she spoke regarding the Library services, programs, and provided an update on the construction. The Catholic Daughters of the Americas made a \$100 donation to the Levittown Library Foundation.

2. Levittown Chamber of Commerce Installation Dinner

Mrs. Reed stated that she attended the Levittown Chamber of Commerce Installation Dinner and made new contacts. The manager of Starbucks is interested in a book cart sponsored by the Levittown Public Library and allowing the Library to provide Storytimes at Starbucks. There was a discussion on this, and the Board agreed with partnering with Starbucks.

3. Geocache location

Mrs. Ferro stated that a Levittown resident requested that the Levittown Public Library be a geocache location, which is a GPS Scavenger Hunt. There was a discussion on this, and the Library will participate.

Committee Reports:

A. Foundation Committee

Mr. Greller stated that there was no Foundation Committee meeting tonight. The next meeting will be March 4, 2020.

New Business:

A. Motion to approve the 2020/2021 Board Meeting schedule

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE 2020/2021 BOARD MEETING SCHEDULE. ALL APPROVED.

B. 2020/2021 Proposed Library Budget

Mrs. Reed presented the first draft of the 2020/2021 Proposed Library Budget.

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C. Motion for the Disposition of Equipment

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT OF THE FOLLOWING: 1 LITTLE TIKES COOK AND CLEAN KITCHEN (CHILDREN'S); 1 HOTPOINT STOVE; MODEL NO. R A720 K1CT; SERIAL NO. DR102637A (STAFF ROOM); AND 1 FROSTED MIRROR (ADMINISTRATION). ALL APPROVED.

D. National Grid Repository

Mrs. Reed stated National Grid has been reaching out to the Central Libraries. They have information that needs to be available to the public. National Grid would like to have that information available on the Central Libraries' website. There was a discussion on this, and Mrs. Reed stated that she would like something in writing, specifying precisely what they expect from the Library and will inform the Board before moving forward.

E. Stonybrook University Social Work Intern Program

Mrs. Reed discussed the Stonybrook University Social Work Intern Program. There was a discussion, and the Board agrees with her moving forward with this program.

F. Noble Elevator Company, Inc. Maintenance Agreement

MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO ACCEPT THE NOBLE ELEVATOR COMPANY INC. MAINTENANCE CONTRACT. ALL APPROVED.

G. Circulation Policy amendment

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE AMENDED CIRCULATION POLICY AS PRESENTED. ALL APPROVED.

H. Possible partnership with Starbucks

This was discussed under Miscellaneous.

I. Trustee Workshop follow-up:

There was a discussion on when the Board Minutes are published to the website. Mrs. Reed stated that the approved Levittown Public Library Board Minutes are usually published within the next day or two.

- 272 **Meetings and Conferences:**
273 A. Levittown High Schools Artists' Reception – Thursday, February 6, 2020
274 B. Advocacy Day – Wednesday, February 25, 2020; Albany, NY
275 C. PLA 2020 Conference – February 25-29, 2020; Nashville, TN
276 D. **Second Open Budget Meeting & Regular Board Meeting –**
277 **Wednesday, March 4, 2020**
278 E. Salk Middle Artists' Reception – Thursday, March 5, 2020
279 F. Levittown School District's 24th Annual Recognition Dinner – Thursday,
280 March 12, 2020, 6:30 p.m.; Domenico's Restaurant
281 G. Computers in Libraries Conference – March 31 – April 1, 2020; Arlington,
282 VA
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284 MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVE
285 ONE STAFF MEMBER TO ATTEND THE COMPUTERS IN LIBRARIES
286 CONFERENCE – MARCH 31 – APRIL 1, 2020: ARLINGTON, VA. ALL
287 APPROVED.
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289 H. **Regular Board Meeting – Wednesday, April 1, 2020**
290 I. Wisdom Lane Middle School Artists' Reception – Tuesday, April 7, 2020
291 J. Long Island Library Conference – Thursday, May 14, 2020; Melville
292 Marriott; Melville, NY
293 K. **Library & School District Budget Vote – Tuesday, May 19, 2020**
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296 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ENTER
297 INTO EXECUTIVE SESSION AT 9:44 PM. ALL APPROVED.
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299 The regular meeting resumed at 10:03 p.m.
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301 MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
302 ADJOURN THE REGULAR MEETING AT 10:04 PM.
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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES FEBRUARY 5, 2020

Mrs. Maher called the Executive Session to order at 9:45 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, and, joined by Mrs. Reed, Mrs. Ferro and Mr. Truncala, the Library Attorney.

The Board discussed personnel and legal matters.

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 10:02 PM. ALL APPROVED.