



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

Growing with Our Community

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 8, 2020

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said and a moment of silence was observed for retired staff member Shoan Reilly.

Call to Order and Roll Call of Members:

The meeting was called to order by Mrs. Maher at 8:07 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, Brian Cleary, Library Treasurer and Ben Truncale, Library Attorney. Mr. Dalton arrived at 8:29 p.m.

Minutes:

Minutes from December 4, 2019

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED DECEMBER 4, 2019 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR DECEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$93,905.45, IMPREST ACCOUNT WARRANT FOR DECEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR DECEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR DECEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$103,981.97. ALL APPROVED.

B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR DECEMBER 2019 FOR STERLING BANK IN THE AMOUNT OF \$56.25. ALL APPROVED.

C. Cash balance report as of December 31, 2019: General Fund is \$6,419,991.40; Capital Projects is \$176,975.60.

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48 D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL
49 OF CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2019 IN THE
50 AMOUNT OF \$30,039.65. ALL APPROVED.
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52 E. Central Library Fund spent to date for 2019 is \$214,915 and the Central Book
53 Aid spent to date for 2019 is \$33,800.
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55 F. A Chase monthly report for the Board of Trustees is included in their packet.
56
57 G. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE REQUEST
58 FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF
59 \$626,732 AS OF FEBRUARY 6, 2020. ALL APPROVED.
60
61 H. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE
62 APPROVAL TO TRANSFER \$100,000 FROM THE GENERAL FUND TO
63 THE CENTRAL LIBRARY ACCOUNT. ALL APPROVED.
64
65 I. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL
66 TO TRANSFER \$3,000 TO THE COFFEE CAFÉ ACCOUNT FROM LINE
67 6550 (JANITOR SUPPLIES). ALL APPROVED.
68

69 **Unfinished Business:**

70 A. Construction Update

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

72
73 Mr. Calgi, Calgi Construction Company, Inc., discussed the project and the
74 changes that have been made regarding the bathroom renovations and the
75 pending change order request from L.E.B. Electric.
76

77 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
78 APPROVE THE PLUMBING REDESIGN NOT TO EXCEED \$25,000. ALL
79 APPROVED.
80

81 Mr. Calgi discussed the Electrical Change Order from L.E.B. Electric
82 regarding the Hallway Cleanup in the amount of \$6,060.43 and Relocation of
83 Panel RP in the amount of \$7,838.50.
84

85 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
86 APPROVE ELECTRICAL CHANGES NOT TO EXCESS \$16,000. ALL
87 APPROVED.
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89 Mr. Calgi discussed the meetings with an AV consultant and a furniture
90 consultant and hopefully will have more to report at the next Board meeting.
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B. Children’s Room – Restrooms

Mr. Calgi stated the Library received a credit for the doors and will incorporate it with this project.

Personnel Changes:

Tabled until Executive Session

Communications:

A. Card from Joy Oddo (Jump for Joy)

Period for Public Expression:

Dominic Calgi – Calgi Construction
Laura Hoffman – Levittown Library Foundation

Director’s Progress and Services Report:

A. Buildings and Grounds

B. System Developments:

Mrs. Reed reported on the following meetings:

1. NLS Annual Meeting, December 9, 2019
2. Members Library Director Meeting on Wednesday, December 18, 2019
3. Trustee Workshop for Directors on Thursday, December 11, 2019
4. NLS Board Meeting on Monday, December 16, 2019
5. MLD Executive Board Meeting on Wednesday, January 8, 2020

C. Public Service and Programs:

The total Adult and Young Adult attendance for December 2019 was 915. The total Children’s attendance for December 2019 was 687. The total Innovation Station attendance for December 2019 was 85. The grand total for December was 1,687.

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

A. Miscellaneous:

Mrs. Reed stated the Levittown Library Credit Card does not receive points for the purchases made with the credit card.

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Committee Reports:

- A. Foundation Committee

Mr. Greller stated that the Foundation Committee met tonight and the Craft Fair will be May 9, 2020. They are working on having another Family Movie Night. The next Foundation meeting will be March 4, 2020.

New Business:

- A. Motion for Disposition of Equipment:

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

- 1 Wood & Metal bench (outside Administration Office)

Meetings and Conferences:

- A. Trustee Workshop: What Every Library Trustee Should Know – Saturday, January 25, 2020; 9:30 a.m. to 12:00 p.m.; NLS, Uniondale, NY
- B. Levittown Chamber of Commerce 59th Annual Installation Dinner – Wednesday, January 29, 200, 6:00-10:00 p.m.; Domenico’s Restaurant
- C. **First Open Budget Meeting & Regular Board Meeting – Wednesday, February 5, 2020**
- D. PLA 2020 Conference – February 25-29, 2020; Nashville, TN
- E. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 4, 2020**
- F. Levittown School District’s 24th Annual Recognition Dinner – Thursday, March 12, 2020, 6:30 p.m.; Domenico’s Restaurant
- G. **Regular Board Meeting – Wednesday, April 1, 2020**
- H. Long Island Library Conference – Thursday, May 14 2020; Melville Marriott; Melville, NY

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE UP TO 14 STAFF MEMBERS TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE ON THURSDAY, MAY 14, 2020; MELVILLE MARRIOTT; MELVILLE, NY. ALL APPROVED.

- I. **Library & School District Budget Vote – Tuesday, May 19, 2020**

182 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ENTER INTO
183 EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER AT 8:51 PM.
184 ALL APPROVED.

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186 The open meeting resumed at 9:36 p.m.

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188 MR. DALTON MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
189 PERSONNEL CALENDAR. 3 YES, 1 YES WITH EXCEPTION OF INDIVIDUAL
190 #2 UNDER SALARY ADJUSTMENT, 1 ABSTAIN. MOTION PASSED.

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192 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE
193 REGULAR MEETING AT 9:39 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 8, 2020

Mrs. Maher called the Executive Session to order at 8:51 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. Truncale, the Library Attorney.

The Board discussed personnel matters.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:35 PM. ALL APPROVED.