



# 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  
JANUARY 6, 2021  
Via Zoom

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**Pledge of Allegiance:**

The Pledge of Allegiance was said.

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

The meeting was called to order by Mrs. Maher at 7:09 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, joined by Ben Truncala, Library Attorney.

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MR. DALTON MOVED AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION AT 7:10 PM. ALL APPROVED.

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

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**Minutes:**

Minutes from December 2, 2020

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE DECEMBER 2, 2020, MINUTES. ALL APPROVED.

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**Financial Report of the Library:**

A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR DECEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$106,513.03, IMPREST ACCOUNT WARRANT FOR DECEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$1,087.29, COFFEE CAFÉ WARRANT FOR NOVEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT FOR DECEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$98,385.90. ALL APPROVED.

B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR DECEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$102,997.12. ALL APPROVED.

C. Cash balance report as of December 31, 2020: General Fund is \$5,789,175.44; Capital Projects is \$607,144.65

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52 D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF  
53 CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2020 FOR TD BANK IN  
54 THE AMOUNT OF \$30,228.48. ALL APPROVED.

55  
56 E. Central Library Fund spent to date for 2020 is \$167,488.00, and the Central Book Aid  
57 spent to date for 2020 is \$26,356.00.

58  
59 F. A Chase monthly report for the Board of Trustees' information is included in their  
60 packet.

61  
62 G. Motion to approve the transfer of \$100,000.00 from the General Fund to CLA to  
63 cover expenses until the 2021 check arrives from NY State.

64  
65 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE  
66 TRANSFER OF \$100,000.00 FROM THE GENERAL FUND TO CENTRAL  
67 LIBRARY FUND. ALL APPROVED.

68  
69 H. Request for tax funds from School District - \$637,472.00 – January 7, 2021

70  
71 MR. GRELLER MOVED AND MRS. SANTER SECONDED THE REQUEST FOR  
72 TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$637,472.00  
73 AS OF JANUARY 7, 2021. ALL APPROVED.

74  
75 I. Request for tax funds from School District - \$637,472.00 – February 4, 2021

76  
77 MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR  
78 TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$637,472.00  
79 AS OF FEBRUARY 4, 2021. ALL APPROVED.

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81 J. Baldessari & Coster LLP – 2019 Financial Report

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83 Mr. Coster, Baldessari & Coster LLP, presented and reviewed the 2019 Financial  
84 Report for the Levittown Public Library.

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86 MR. DALTON MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
87 BALDESSARI & COSTER LLP 2019 FINANCIAL REPORT. ALL APPROVED.

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90 **Unfinished Business:**

91 A. Construction Update

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93 Mr. Frank Harrisersad, Calgi Construction Company, Inc., reviewed the Executive  
94 Summary.

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

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98 There is an underground pump and a vault that must be addressed in order to  
99 move forward with the LED Digital Sign project. There was a discussion, and  
100 before action can take place, asbestos testing must occur. The Board directed

101 Mrs. Reed to proceed with Omega testing the area for asbestos in the amount of  
102 \$2,125.00.

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104 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE  
105 CHANGE ORDER TO THE CURRENT SIGN PROJECT WITH STASI BROTHERS  
106 TO REMOVE THE WELL VAULT AFTER THE HAZMAT TESTING HAS TAKEN  
107 PLACE IN THE AMOUNT NOT TO EXCEED \$8,000.00. ALL APPROVED.

- 108  
109 2. Steel work update:  
110 a. Specialty Construction System: \$24,850.00  
111 b. Strocchia Iron Works: \$81,790.61  
112 c. Intricate Tech Solutions: \$45,000.00  
113 d. Colonial Crafters: \$95,470.00

114  
115 Mrs. Reed stated that the Board already approved Specialty Construction System for  
116 the steel work with a "do not exceed cost." The contract amount is \$24,850.00.

- 117  
118 3. Store Fronts and Automatic Sliding Doors

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120 a. Nabco quote: \$73,648.91

121  
122 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ACCEPT NABCO  
123 QUOTE FOR THE STORE FRONTS AND AUTOMATIC SLIDING DOORS IN THE  
124 AMOUNT OF \$73,648.91. ALL APPROVED.

- 125  
126 4. Capco Shades

127  
128 MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE  
129 CHANGE ORDER FOR CAPCO SHADES IN THE AMOUNT OF \$3,400.00. ALL  
130 APPROVED.

- 131  
132 5. LEB Revised Change Order #11 from \$1,152.87 to \$1,345.59

133  
134 Mrs. Reed stated that the revised change order #11 was approved by the Board for  
135 \$1,352.67. The correct amount should be \$1,345.59, which reflects prevailing  
136 wages.

- 137  
138 B. LED Digital Sign

139  
140 Mrs. Reed stated that the Board was not in agreement with the digital sign  
141 renderings' sample choices. The Board needs to select an LED Digital Sign, so she  
142 will send another email with fewer options.

143  
144 Additional Construction items:

145  
146 Mr. Smith stated that he requested a quote for 80, 100, or 120 chairs and a sample  
147 of a table.

148  
149

150 Mr. Smith stated that there were concerns with the installation of the assisted  
151 listening system in the flooring for the Community Room. There was a discussion,  
152 and the Board advised Mr. Smith to move forward with investigating the flooring  
153 installation.  
154

155  
156 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE  
157 BOARD PRESIDENT TO EXECUTE AN AGREEMENT FOR A CONSTRUCTION  
158 CONTRACT MATTER, AS DISCUSSED IN EXECUTIVE SESSION, ON BEHALF  
159 OF THE BOARD, UPON APPROVAL FROM BEN TRUNCALE AND DOMINIC  
160 CALGI. ALL APPROVED.  
161

162 **Personnel Changes:**

163 A. Motion to accept the Personnel Calendar  
164

165 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
166 PERSONNEL CALENDAR. ALL APPROVED.  
167

168 **Communications:**

169 Thank you from Birch Family Services  
170

171 **Period for Public Expression:**

172 Frank Harripersad – Calgi Construction  
173 Michael Smith – Smith & Pucillo Architect  
174 Mr. Coster -- Baldessari & Coster LLP  
175

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

177 A. Building and Grounds:  
178

179 Mrs. Reed stated that the Library had to close the building on the afternoon of December  
180 30, 2020, until January 13, 2021, due to COVID-19 exposure in one of the departments.  
181 The Library is set to reopen on January 14, 2021, with Browse and Go service. The  
182 building closed early on December 16, 2020, due to weather conditions and was closed  
183 on December 17, 2020, due to snow.  
184

185 B. System Developments:  
186

187 Mrs. Reed reported on the following meetings:  
188

- 189 1. NLS Annual Meeting on Monday, December 7, 2020
- 190 2. Member Library Director Meeting on Wednesday, December 16, 2020
- 191 3. NLS Board Meeting on Monday, December 21, 2020
- 192 4. MLD Executive Board Meeting on Wednesday, January 6, 2021  
193

194 C. Public Service and Programs  
195

196 The total Adult attendance for December 2020 was 232. The total Young Adult  
197 attendance for December 2020 was 57. The total Children's attendance for December  
198 2020 was 171. The total Innovation Station attendance for December 2020 was 12. The

199 total Administration Notary Services for December 2020 was 11. The grand total for  
200 December 2020 was 483.

201

202 C. Miscellaneous:

203

204 Mrs. Reed stated that the Levittown Tribune had a change in the editor. Jessica Carruba  
205 has been in touch with the new editor regarding the articles she submits for the Library.

206

207 **Committee Reports:**

208 A. Foundation Committee –

209

210 Mr. Greller stated that the Foundation met tonight and decided, due to the ongoing  
211 issues with the pandemic, to forgo the 2021 Craft Fair. Their next meeting is scheduled  
212 for March 3, 2021.

213

214 **New Business:**

215 A. Motion to approve Dell quote in the amount of \$4,843.64.00

216

217 MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE DELL  
218 QUOTE IN THE AMOUNT OF \$4,843.64.00. ALL APPROVED.

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220 MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF THE  
221 QUOTE FOR MICROSOFT SOFTWARE LICENSE IN THE AMOUNT OF \$3,551.90.  
222 ALL APPROVED.

223

224 **Meetings and Conferences:**

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226 A. NLS Annual Meeting – Monday, December 7, 2020 – 7:30 p.m.

227 B. **Regular Board Meeting – Wednesday, January 6, 2021**

228 C. Levittown Chamber of Commerce 60<sup>th</sup> Annual Installation of Officers and  
229 Directors – Wednesday, January 20, 2021; 7:00 p.m. via Zoom

230 D. **First Open Budget Meeting & Regular Board Meeting – Wednesday,  
231 February 3, 2021**

232 E. **Second Open Budget Meeting & Regular Board Meeting – Wednesday,  
233 March 3, 2021**

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235 **Adjournment:**

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237 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE  
238 MEETING AT 9:15 PM. ALL APPROVED.

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Growing with Our Community

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## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 6, 2021

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION AT 7:10 PM. ALL APPROVED.

Mrs. Maher called the Executive Session to order at 7:11 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney.

The Board discussed personnel and legal matters.

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