



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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2 Growing with Our Community
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8 MINUTES OF THE REGULAR MEETING
9 OF THE LEVITTOWN PUBLIC LIBRARY
10 BOARD OF TRUSTEES
11 July 1, 2020
12 via Zoom
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15 **Pledge of Allegiance:**

16 The Pledge of Allegiance was said.
17

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

19 The meeting was called to order by Mrs. Maher at 7:08 p.m. Present were Mr.
20 Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, joined by
21 Mrs. Reed, Director and Mrs. Ferro, Assistant Library Director.
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23 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ENTER INTO
24 EXECUTIVE SESSION TO DISCUSS A MATTER OF CONTRACT. ALL
25 APPROVED.
26

27 The open meeting resumed at 8:02 p.m.
28

29 **Oath of Office:** Susan Maher
30

31 Mr. Greller swore in Mrs. Maher as a Board Trustee. Mrs. Maher raised her right
32 hand and stated the Constitutional Oath of Office on July 1, 2020.
33

34 Congratulations were offered from the Board of Trustees to Mrs. Maher.
35

36 **Election of Officers:**

37 The Levittown Public Library Board of Trustees Election of Officers for
38 2020/2021:
39

40 MR. GRELLER MOVED AND MR. DALTON SECONDED TO NOMINATE THE
41 FOLLOWING OFFICERS FOR THE BOARD OF TRUSTEES:
42

43 MRS. MAHER AS PRESIDENT
44 MR. GRELLER AS VICE PRESIDENT
45 MR. PETTIT-MILONAKIS AS SECRETARY
46 MRS. SANTER AS TRUSTEE
47 MR. DALTON AS TRUSTEE
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49 ALL APPROVED.

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Minutes:

Minutes from June 3, 2020

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED JUNE 3, 2020 MINUTES. ALL APPROVED.

Financial Report of the Library:

- A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JUNE 2020 FOR TD BANK IN THE AMOUNT OF \$68,633.48, IMPREST ACCOUNT WARRANT FOR JUNE 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR JUNE 2020 FOR TD BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR JUNE 2020 FOR TD BANK IN THE AMOUNT OF \$101,311.17. ALL APPROVED.
- B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JUNE 2020 FOR STERLING BANK IN THE AMOUNT OF \$20,277.98. ALL APPROVED.
- C. Cash balance report as of June 30, 2020: General Fund is \$6,096,174.62; Capital Projects is \$300,868.45.
- D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JUNE 2020 TD BANK IN THE AMOUNT OF \$810.00. ALL APPROVED.
- E. Central Library Fund spent to date for 2020 is \$98,206.81 and the Central Book Aid spent to date for 2020 is \$20,608.70.
- F. A Chase Monthly report for the Board of Trustees information is included in their packet.
- G. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$637,473 AS OF AUGUST 8, 2020. ALL APPROVED.
- H. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$637,473 AS OF SEPTEMBER 3, 2020. ALL APPROVED.

97 I. Motion to Authorize Payment of ILS and Nassau Library System Bills During
98 July and August:

99
100 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE
101 THE PAYMENT OF ILS AND NASSAU LIBRARY SYSTEM BILLS DURING
102 JULY AND AUGUST. ALL APPROVED.

103
104 J. Motion to Designate TD Bank and Sterling National Bank for Fiscal Year
105 2020/2021:

106
107 MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL
108 TO DESIGNATE THE FOLLOWING BANKS: TD BANK - CHECKING
109 ACCOUNTS: LEVITTOWN PUBLIC LIBRARY; LEVITTOWN PUBLIC
110 LIBRARY IMPREST ACCOUNT; LEVITTOWN PUBLIC LIBRARY PAYROLL
111 ACCOUNT; LEVITTOWN PUBLIC LIBRARY WITHHOLDING ACCOUNT;
112 LEVITTOWN PUBLIC LIBRARY CENTRAL LIBRARY ACCOUNT;
113 LEVITTOWN PUBLIC LIBRARY COFFEE CAFÉ ACCOUNT; STERLING
114 NATIONAL BANK MONEY MARKET ACCOUNT; SAVINGS ACCOUNT;
115 CAPITAL PROJECT FUND CHECKING ACCOUNT; AND STERLING
116 NATIONAL BANK FOR MUNIRATE MONEY MARKET ACCOUNT FOR
117 FISCAL YEAR 2020/2021. ALL APPROVED.

118
119 K. Motion to Authorize Director to Invest Library Funds:

120
121 MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL
122 TO AUTHORIZE THE DIRECTOR TO INVEST LIBRARY FUNDS AS
123 AUTHORIZED BY STATE LAW IN SUCH A WAY AS TO YIELD THE
124 MAXIMUM RETURN COMPATIBLE WITH REQUIRED ACCESSIBILITY,
125 THE DETAILS TO BE REPORTED AT THE NEXT MEETING. ALL
126 APPROVED.

127
128 L. Motion to authorize payment of late June, July, and August bills:

129
130 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE
131 PAYMENT OF LATE JUNE BILLS AND JULY AND AUGUST BILLS WITH
132 EXPENDITURES TO BE REPORTED ON THE APPROVAL OF BILLS
133 SHEET IN SEPTEMBER MEETING OF THE BOARD OF TRUSTEES. ALL
134 APPROVED.

135
136 M. Motion to authorize payment of utility bills:

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138 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE
139 PAYMENT OF UTILITY BILLS BETWEEN BOARD MEETINGS TO AVOID
140 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL
141 OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

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N. Motion to authorize the payment of Dell bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF DELL BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

O. Motion to authorize the payment of library program expenses:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF LIBRARY PROGRAM EXPENSES FOR JULY AND AUGUST. ALL APPROVED.

P. Motion to authorize the payment of bus trips:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF BUS TRIPS. ALL APPROVED.

Q. Motion to authorize the payment of museum passes:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF MUSEUM PASSES. ALL APPROVED.

R. Motion to authorize the payment of Library VISA Bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENTS OF LIBRARY VISA BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

S. Motion to authorize payment of leased copy machines:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE PAYMENT OF THE LEASED COPY MACHINE BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

T. Motion to authorize the payment of DexMedia bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF DEXMEDIA BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

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U. Motion to authorize the payment of Amazon bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF AMAZON BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED

V. Signing of bank forms

W. Motion to affirm Purchasing Policy:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE PURCHASING POLICY. ALL APPROVED.

X. Motion to affirm Investment Policy:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE INVESTMENT POLICY. ALL APPROVED.

Y. Motion to affirm Petty Cash Policy:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE PETTY CASH POLICY. ALL APPROVED.

Z. Motion Designating Attorney, Auditor, Stenographer and TALX Corporation:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO DESIGNATE THE FOLLOWING FOR THE FISCAL YEAR 2020/2021:

ATTORNEY: SPELLMAN GIBBONS POLIZZI TRUNCALE & TRENTACOSTE, LLP
TREASURER: BRIAN CLEARY
AUDITOR: BALDESSARI & COSTER, LLP
UNEMPLOYMENT COMPENSATION SERVICES: TALX CORPORATION AT \$541.20 PER YEAR
BOARD STENOGRAPHER: EILEEN O'ROURKE AT \$250 PER MEETING.
ALL APPROVED.

AA. Motion to transfer \$22,000 from budget line 6070 Health Insurance to line 6246 Electronic Resources :

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE TRANSFER OF \$22,000 FROM BUDGET LINE 6070 HEALTH INSURANCE TO LINE 6246 ELECTRONIC RESOURCES. ALL APPROVED.

238 BB. Motion to transfer \$6,000 from budget line 6070 Health Insurance to line
239 6245 Overdrive eBooks:

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241 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE
242 THE TRANSFER OF \$6,000 FROM BUDGET LINE 6070 HEALTH
243 INSURANCE TO LINE 6245 OVERDRIVE EBOOKS. ALL APPROVED.

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245 CC. Motion to transfer \$23,000 from budget line 6010 Staff – Other salaries to
246 line 6560 Building Service Contracts:

247
248 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE
249 THE TRANSFER OF \$23,000 FROM BUDGET LINE 6010 STAFF –
250 OTHERS SALARIES TO LINE 6560 BUILDING SERVICE CONTRACTS.
251 ALL APPROVED.

252
253 DD. Motion to transfer \$4,000 from budget line 6010 Staff – Other salaries to
254 line 6570 Repairs to Building & Equipment:

255
256 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE
257 THE TRANSFER OF \$4,000 FROM BUDGET LINE 6010 STAFF – OTHERS
258 SALARIES TO LINE 6570 REPAIRS TO BUILDING & EQUIPMENT. ALL
259 APPROVED.

260
261 **Unfinished Business:**

262 A. Construction Update

263
264 1. Interior/Exterior Renovation & Parking Lot Expansion Project

- 265 a. Motion to approve A.V. Bid
266 b. Motion to authorize the Library Attorney to make a settlement with
267 the General Contractor, Mt. Olympos, as discussed in Executive
268 Session,

269
270 Mr. Calgi, of Calgi Construction Company, Inc., discussed the Executive
271 Summary report for the month of June. Mr. Calgi stated they met with the
272 General Contractor, Mt. Olympos, and discussed the details of how they will be
273 phased off of the project.

274
275 Mr. Smith, of Smith & Pucillo Architects, discussed the A.V Bids and is
276 recommending Advanced Sound Company in the amount of \$136,935.81. He
277 has a meeting to finalize the agreement.

278
279 MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE
280 CONTRACT WITH ADVANCED SOUND COMPANY IN THE AMOUNT OF
281 \$136,935.81, PENDING THE OUTCOME OF MR. SMITH'S MEETING. ALL
282 APPROVED.

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285 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE
286 THE LIBRARY ATTORNEY TO NEGOTIATE A SETTLEMENT WITH THE
287 GENERAL CONTRACTOR, MT. OLYMPOS, AS DISCUSSED IN EXECUTIVE
288 SESSION. ALL APPROVED.

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290 B. Motion to approve the 2020/2021 Sunday Schedule

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292 MRS. SANTER MOVED AND MRS. MAHER SECONDED TO APPROVE THE
293 2020/2021 SUNDAY SCHEDULE OF 26 WEEKS PROPOSED PREVIOUSLY.
294 ALL APPROVED.

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296 C. Work from Home Provision

297
298 Mrs. Reed stated the Governor has authorized that Library staff can work 100%
299 back in the building at this time. The Board had a previous provision in place
300 prior to this Board meeting.

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302 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE
303 STAFF WORKING 100% OF THEIR TIME IN THE BUILDING, AS PREVIOUSLY
304 DISCUSSED, BUT CONTINUING TO MAKE AN ALLOWANCE FOR CHILD
305 CARE, ELDER CARE AND HEALTH CARE ISSUES, AS STATED IN THE
306 VARIOUS GOVERNOR'S EXECUTIVE ORDERS. ALL APPROVED.

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308 D. Budget Vote results: Library Budget: Yes: 5,496; No: 1,923; Total: 7,258;
309 Susan Maher: 5,416 votes.

310
311 **Personnel Changes:**

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

314
315 **Communications:**

316 A. Email from patron

317
318 **Period for Public Expression:**

319 Dominic Calgi – Calgi Construction
320 Michael Smith – Smith & Pucillo Architect

321
322 **Director's Progress and Services Report:**

323 A. Building and Grounds:

324
325 Mrs. Reed stated that the Library is having a keyless entry system installed for
326 the delivery and staff door. Once this is installed, the staff will have a F.O.B. that
327 will allow entry.

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332 B. System Developments:

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334 Mrs. Reed reported on the following meetings:

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- 336 1. NLS Board Meeting on Monday, June 18, 2020
- 337 2. Member Library Director Meeting on Wednesday, June 22, 2020
- 338 3. MLD Executive Board Meeting on July 1, 2020

339

340 C. Public Service and Programs:

341

342 Mrs. Reed stated that the Library will continue to offer programs online for the
343 summer. The Public Service and Programs report was not in their packet. The
344 Library is waiting for guidance from the State on how to count the virtual
345 programs.

346

347 A. Miscellaneous:

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- 349 1. Re-opening Plan

350

351 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE
352 THE LIBRARY DIRECTOR TO PUT THE RE-OPENING PLAN ON THE
353 LIBRARY'S WEBSITE. ALL APPROVED.

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355 **Committee Reports:**

- 356 A. Foundation Committee – no report

357

358 **New Business:**

- 359 A. Quote from ATI Technical Services, Inc.

360

361 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE
362 QUOTE FROM ATI TECHNICAL SERVICES, INC. IN THE AMOUNT OF
363 \$3,081.00. ALL APPROVED.

364

- 365 B. Card Access proposals

- 366 1. Digital Provisions: \$5,609.69
- 367 2. Johnson Controls: \$8,520.07 installation; \$875 annual maintenance
368 cost
- 369 3. Sentry Communications & Security: \$3,925.00

370

371 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT
372 SENTRY COMMUNICATION & SECURITY CARD ACCESS PROPOSAL IN
373 THE AMOUNT OF \$3,925.00. ALL APPROVED.

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- 379 C. Protective Barriers proposal
380 1. Fox Glass: \$68,163.00
381 2. NYLD: \$10,974.00
382 3. Syosset Glass & Mirror: \$24,450.00
383 4. Glass Doctor: \$14,985.00
384

385 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT NYLD
386 PROPOSAL FOR PROTECTIVE BARRIERS IN THE AMOUNT OF \$10,974.00.
387 ALL APPROVED.
388

389 D. Motion for the Disposition of Records
390

391 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE
392 DISPOSITION OF RECORDS OF:
393

394 RESOLVED, BY THE BOARD OF TRUSTEES OF THE LEVITTOWN PUBLIC
395 LIBRARY THAT LISA BUCKMAN, RECORDS MANAGEMENT OFFICER BE,
396 AND HEREBY IS AUTHORIZED TO DISPOSE OF RECORD ITEM NUMBERS:
397 1.217 (BANK STATEMENTS, FY 2013/2014); 2.231 (LIBRARY BILLS, FY
398 2013/2014); 5.203 (CASH TRANSACTION RECORDS, FY 2013/2014); 3.219
399 (COPY OF CHECK STUBS, FY 2013/2014); 17.237 (COPY OF RECEIPTS, FY
400 2013/2014); 3.312 (TIME SHEETS, FY 2013/2014); & 3.312 (LEAVE SHEETS
401 2013/2014) OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE,
402 MI1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL
403 COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF
404 NEW YORK.
405

406 ALL APPROVED.
407
408

409 E. Motion for the Disposition of Equipment
410

411 MR. DALTON MOVED AND MR. GRELLER SECONDED TO APPROVE THE
412 MOTION FOR THE DISPOSITION OF THE FOLLOWING EQUIPMENT:
413

414 1 Royal Vacuum CR518Z serial Number 17606M0001
415

416 ALL APPROVED.
417
418

419 **Meetings and Conferences:**

- 420 A. **Regular Board Meeting – Wednesday, September 2, 2020**
421 B. **Regular Board Meeting – Wednesday, October 7, 2020**
422 C. **Regular Board Meeting – Wednesday, November 4, 2020**
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425

426 **Adjournment:**

427 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO RE-ENTER INTO
428 EXECUTIVE SESSION FOR STAFF MATTERS AT 8:52 PM. ALL APPROVED.

429
430 The open meeting resumed at 8:56 p.m.

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432 MR. GRELLER MOVED MRS. SANTER SECONDED TO CONTINUE WITH
433 STIPENDS AS DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.

434
435 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE
436 OPEN MEETING AT 8:57 PM. ALL APPROVED.

437



Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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<http://www.levittownpl.org> Trina Reed, Director

MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JULY 1, 2020

Mrs. Maher called the Executive Session to order at 7:09 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. Also present: Dominic Calgi of Calgi Construction, Michael Smith, of Smith & Pucillo Architects.

The Board discussed matters of contract.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RE-ENTER INTO OPEN SESSION AT 8:02 PM. ALL APPROVED.

Mrs. Maher called the Executive Session to order at 8:53 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro.

The Board discussed personnel matters.

MRS. SANTER MOVED AND MR. DALTON SECONDED TO RESUME THE OPEN REGULAR MEETING AT 8:56 PM. ALL APPROVED.