



# 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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9 MINUTES OF THE REGULAR MEETING  
10 OF THE LEVITTOWN PUBLIC LIBRARY  
11 BOARD OF TRUSTEES  
12 JUNE 3, 2020  
13 Via Zoom  
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16 **Pledge of Allegiance and a Moment of Silence:**

17 The Pledge of Allegiance was said and there was a moment of silence for the  
18 victims of racial injustice and COVID-19.  
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20 **Call to Order and Roll Call of Members:**

21 The meeting was called to order by Mrs. Maher at 7:05 p.m. Present were Mrs.  
22 Maher, Mr. Greller, Mrs. Santer, Mr. Dalton, and Mr. Pettit-Milonakis, joined by  
23 Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, Brian Cleary, Library  
24 Treasurer, and Ben Truncala, Library Attorney.  
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26 MR. DALTON MOVED AND MR. GRELLER SECONDED TO ENTER INTO  
27 EXECUTIVE SESSION FOR MATTERS OF CONTRACT AT 7:10 PM. ALL  
28 APPROVED.  
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30 The open meeting resumed at 8:13 p.m.  
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33 **Minutes:**

34 Minutes from May 6, 2020  
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36 MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF  
37 THE AMENDED MAY 6, 2020 MINUTES. ALL APPROVED.  
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39 **Financial Report of the Library:**

40 A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL  
41 OF GENERAL FUND WARRANT FOR MAY 2020 FOR TD BANK IN THE  
42 AMOUNT OF \$75,833.04, IMPREST ACCOUNT WARRANT FOR MAY 2020  
43 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT  
44 FOR MAY 2020 FOR TD BANK IN THE AMOUNT OF \$0.00 AND  
45 WITHHOLDING ACCOUNT WARRANT FOR MAY 2020 FOR TD BANK IN  
46 THE AMOUNT OF \$102,662.33. ALL APPROVED.

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B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR MAY 2020 FOR STERLING BANK IN THE AMOUNT OF \$36,657.70. ALL APPROVED.

C. Cash balance report: General Fund is \$5,936,905.28; Capital Projects is \$300,814.89.

D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR MAY 2020 IN THE AMOUNT OF \$1,798.05. ALL APPROVED.

E. Central Library Fund spent to date for 2020 is \$80,198.31 and the Central Book Aid spent to date for 2020 is \$20,318.70.

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 JULY 11, 2020. ALL APPROVED.

H. Motion to accept the Utica National Insurance Group dividend payment for 2018 term in the amount of \$4,283.40.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE UTICA NATIONAL INSURANCE GROUP DIVIDEND PAYMENT FOR 2018 TERM IN THE AMOUNT OF \$4,283.40. ALL APPROVED.

I. Motion to accept the Prime Risk Partners donation for Family Place Libraries in the amount of \$500.00

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PRIME RISK PARTNERS DONATION FOR FAMILY PLACE LIBRARIES IN THE AMOUNT OF \$500.00. ALL APPROVED.

J. Motion to accept the E-Rate check FY 2018-2019 in the amount of \$4,988.02

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE E-RATE CHECK FY 2018-2019 IN THE AMOUNT OF \$4,988.02. ALL APPROVED.

**Unfinished Business:**

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

a. LEB Change Order #10

Dominic Calgi, Calgi Construction Company, Inc. Mr. Calgi discussed the progress of the project and the Levittown Public Library – Misc. Renovation - Executive Summary report for the month of May. Mr. Calgi stated that LEB Change Order #10 is for an additional three smoke detectors in the amount of \$2,321.93.

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF LEB CHANGE ORDER #10 FOR THREE ADDITIONAL SMOKE DETECTORS IN THE MULTI-PURPOSE ROOM IN THE AMOUNT OF \$2,321.93. ALL APPROVED.

B. Motion to approve the 2020/2021 Sunday Schedule

Tabled until next month's Board meeting when there is more information.

C. Work from Home Provision

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE DIRECTOR TO FOLLOW THE EXECUTIVE ORDER REGARDING STAFFING. FULL TIME STAFF MAY WORK FOR SEVENTEEN AND ONE-HALF HOURS WEEKLY IN THE BUILDING, WITH THE REMAINDER OF THEIR NORMAL WORK HOURS BEING DONE FROM HOME. IN ADDITION, TRAVEL TIME IS GIVEN AS STATED IN THE CURRENT MEMORANDUM OF AGREEMENT. THIS CLAUSE IS ADDITIONALLY PRORATED FOR PART-TIMERS. ALL APPROVED.

**Personnel Changes:**

A. Motion to accept the personnel calendar

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

B. Motion to accept Annual & Hourly Salary Changes Effective July 1, 2020

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE ANNUAL & HOURLY SALARY CHANGES. ALL APPROVED.

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**Communications:**

A. None

**Period for Public Expression:**

Dominic Calgi – Calgi Construction  
Michael Smith – Smith & Pucillo, Architect

**Director’s Progress and Services Report:**

A. Buildings and Grounds

Mrs. Reed stated that the new landscaping company has been onsite and has completed the spring cleanup of the Library grounds.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. NLS Board Meeting on Monday, May 18, 2020
2. Member Library Director Meeting on Wednesday, May 20, 2020
3. MLD Executive Board Meeting on Wednesday, June 3, 2020

C. Public Service and Programs:

Mrs. Reed stated that the Public Service and Programs report was not in your packet. The Library is waiting for guidance from the State on how to count the virtual programs.

D. Miscellaneous:

Mrs. Reed stated that she received several requests from parents asking the Library to have information on the website, for various age groups, regarding anti-racism. The tech team is in the process of setting up the information on the website. The Library was also asked if they would host a forum on racism. There was a discussion on this request, and the Board advised the Director to move forward with this program.

**Committee Reports:**

A. Foundation Committee

Mr. Pettit-Milonakis stated the Foundation Committee met tonight, and there is not much to discuss due to the on-going Pandemic. The Foundation is hoping to

182 have a craft fair sometime in October.

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184 **New Business:**

185 A. MetLife Dental & Vision renewal

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187 MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
188 ACCEPT THE METLIFE DENTAL & VISION RENEWAL. ALL APPROVED.

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190 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
191 AUTHORIZE THE DIRECTOR TO SIGN THE RENEWAL. ALL APPROVED.

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193 B. LPL Proposed PPE Policy 2020

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195 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
196 LPL PROPOSED PPE POLICY 2020. ALL APPROVED.

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198 C. LPL Employee Daily COVID-19 Screening 2020

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200 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
201 LPL EMPLOYEE DAILY COVID-19 SCREENING 2020. ALL APPROVED.

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203 D. LPL COVID-19 Reopening Safety Plan

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205 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE  
206 LPL COVID-19 REOPENING SAFETY PLAN. ALL APPROVED.

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208 E. LPL COVID-19 Reopening Plan

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210 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE  
211 LPL COVID-19 REOPENING PLAN. ALL APPROVED.

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213 F. Overdue Fines during Contactless Service

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215 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO WAIVE THE  
216 OVERDUE FINES DURING CONTACTLESS SERVICE PERIOD. ALL  
217 APPROVED.

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220 G. Coffee Machine Contract

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222 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO NOT RENEW  
223 THE COFFEE MACHINE CONTRACT AND TO SOLICIT A NEW COMPANY.  
224 ALL APPROVED.

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227 **Meetings and Conferences:**

- 228       A.     **Library & School District Budget Vote – Absentee Ballots must be**  
229             **received by Tuesday, June 9, 2020**  
230       B.     **Regular Board Meeting – Wednesday, July 1, 2020**  
231       C.     **Regular Board Meeting – Wednesday, September 2, 2020**  
232       D.     **Regular Board Meeting – Wednesday, October 7, 2020**

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235       Mr. Greller thanked all the staff for their hard work, things that have been done at  
236       home, and their patience. If anything comes up, please let your department head  
237       know. We are all here to work together.

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239       MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RE-ENTER INTO  
240       EXECUTIVE SESSION FOR MATTERS OF PERSONNEL AT 9:11 PM. ALL  
241       APPROVED.

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243       The open meeting resumed at 9:32 p.m.

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245       MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE  
246       ADMINISTRATION SALARY SCALE AS PRESENTED. ALL APPROVED.

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248       MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE  
249       REGULAR MEETING AT 9:37 PM. ALL APPROVED.

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## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JUNE 3, 2020

Mrs. Maher called the Executive Session to order at 7:07 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 contract matters.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RE-ENTER INTO EXECUTIVE SESSION FOR MATTERS OF PERSONNEL AT 9:11 PM. ALL APPROVED.

Mrs. Maher called the Executive Session to order at 9:18 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro when requested.

The Board discussed personnel matters.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:31 PM. ALL APPROVED.