



Growing with Our Community

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

MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
March 3, 2021
Via Zoom

Pledge of Allegiance:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

The meeting was called to order by Mrs. Maher at 7:04 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 Truncale, Library Attorney.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR A MATTER OF PERSONNEL AT 7:05 PM.

The open meeting resumed at 8:04 p.m.

Minutes:

Minutes from February 3, 2021

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE FEBRUARY 3, 2021 MINUTES. ALL APPROVED.

Financial Report of the Library:

- A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR FEBRUARY 2021 FOR TD BANK IN THE AMOUNT OF \$141,180.61, IMPREST ACCOUNT WARRANT FOR FEBRUARY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR FEBRUARY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT FOR FEBRUARY 2021 FOR TD BANK IN THE AMOUNT OF \$98,692.01. ALL APPROVED.
- B. MR. GRELLER MOVED AND MR. DALTON SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2021 FOR TD BANK IN THE AMOUNT OF \$422,641.20. ALL APPROVED.
- C. Cash balance report: General Fund - \$5,887,644.40; Capital Projects - \$152,518.94
- D. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR FEBRUARY 2021 FOR TD BANK IN THE AMOUNT OF \$23.95. ALL APPROVED

E. Central Library Fund spent to date for 2021 is \$3,042.90, and the Central Book Aid spent to date for 2021 is \$0.00.

F. A Chase Monthly report for the Board of Trustees' information is included in their packet.

G. Request for tax funds from School District - \$637,472.00 – April 8, 2021

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$637,472.00 AS OF APRIL 8, 2021. ALL APPROVED.

H. Motion to transfer \$200,000.00 from the General Fund to the Capital Projects Fund

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO TRANSFER \$200,000.00 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND. ALL APPROVED.

I. Motion to continue allowing one signature on checks \$10,000.00 and over for the next three months.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO CONTINUE ALLOWING ONE SIGNATURE ON CHECKS \$10,000.00 AND OVER FOR THE NEXT THREE MONTHS. ALL APPROVED.

J. Motion to accept a donation from the Nassau County Camera Club in the amount of \$150.00.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT A DONATION FROM THE NASSAU COUNTY CAMERA CLUB IN THE AMOUNT OF \$150.00. ALL APPROVED.

K. Motion to authorize payment of T-Mobile bills

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE PAYMENT OF T-MOBILE 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.

L. Motion to accept Local Library Services Aid (LLSA) check – 10% balance due for 2020 State Aid by NY State in the amount of \$1,094.08

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT LOCAL LIBRARY SERVICES AID (LLSA) CHECK – 10% BALANCE DUE FOR 2020 STATE AID BY NY STATE IN THE AMOUNT OF \$1,094.08. ALL APPROVED.

Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mr. Calgi, Calgi Construction Company, Inc., reviewed the Executive Summary and stated that the certificates of insurance were submitted from various contractors who were previously approved by the Board. They are putting together schedules with the contractors to come up with a completion schedule. The well and pump vault removal has been completed.

a. Stasi Brothers Asphalt Corp. proposal - \$9,020.00

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE STASI BROTHERS ASPHALT CORP PROPOSAL IN THE AMOUNT OF \$9,020.00. ALL APPROVED.

b. Stamford Office Furniture proposal

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE STAMFORD OFFICE FURNITURE PROPOSAL IN THE AMOUNT OF \$36,456.08, WITH THE PROVISION THAT IT FALLS WITHIN STATE CONTRACT PRICING. IF NOT, IT WILL BE READDRESSSED IN APRIL'S MEETING. ALL APPROVED.

2. UV Lighting (Supply & Install)

Mr. Smith, Smith & Pucillo Architects stated that the contractor is making corrections to the shop drawings and submittals. Once received, they will be reviewed and will move forward.

B. LED Digital Sign

Mrs. Reed stated that they are waiting for a date for the installation of the LED digital sign. The electrical work must be completed first.

C. 2021-2022 Proposed Budget

1. Motion to accept the 2021-2022 Proposed Budget

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE 2021-2022 PROPOSED BUDGET. ALL APPROVED.

2. Motion to approve the Budget mailer printing and mailing cost

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE BUDGET MAILER PRINTING AND MAILING COST NOT TO EXCEED \$5,000.00. ALL APPROVED.

D. Website redesign proposals

1. Stirling - \$19,740.00
2. Brian Pallister - \$13,800.00
3. Renaissance - \$4,295.00

Mrs. Ferro discussed the proposals for the website redesign.

MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO ACCEPT THE RENAISSANCE WEBSITE REDESIGN PROPOSAL IN THE AMOUNT OF \$4,295.00. ALL APPROVED.

Personnel Changes:

- A. Motion to accept the Personnel Calendar

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

Communications:

- A. Thank you letter from Long Island Cares
- B. Phone calls from patrons
- C. Thank you letter from Wantagh-Levittown Volunteer Ambulance Corps.
- D. Levittown Tribune article

Period for Public Expression:

- Dominic Calgi – Calgi Construction Co., Inc.
Michael Smith – Smith & Pucillo Architects

Director's Progress and Services Report:

- A. Building and Grounds:

Mrs. Reed stated that the previous contractor ordered two mirrors in the wrong direction, and they could not be mounted in the remodeled lower-level restrooms. They were able to be used in the family restroom and the staff restrooms on the lower level. All of our single-user restroom signs have been changed to gender-neutral in time for the new law, effective March 23, 2021.

Library Closures/Reopenings:

- The Library building was closed due to snow on February 18, 2021.
- Due to COVID exposure in the building, the Library closed to patrons February 5-15, 2021, and reverted to Contactless Pickup.
- On February 16, 2021, the Library reopened with Browse and Go service.

- B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, February 17, 2021
2. NLS Board Meeting on Monday, February 22, 2021

3. NYLA Advocacy Day on February 26, 2021
4. MLD Executive Board Meeting on Wednesday, March 3, 2021

C. Public Service and Programs

The total Adult attendance for February 2021 was 290. The total Young Adult attendance for February 2021 was 107. The total Children's attendance for February 2021 was 171. The total Innovation Station attendance for February 2021 was 4. The total Administration – Notary Services for February 2021 was 0. The grand total for February 2021 was 486.

Mrs. Reed stated that the staff passed their Passport recertifications. The Levittown Public Library has been recertified as a Passport Acceptance Facility.

C. Miscellaneous:

1. Levittown Community Council Meeting – Monday, February 22, 2021

Mrs. Reed stated that Legislator Ferretti attended the meeting to talk about local events in the community.

2. Levittown Chamber of Commerce – February Meetings

Mrs. Reed stated that at the General meeting there was a guest speaker discussing individual health & wellness and why it is important to keep it up during COVID. Mrs. Reed is planning on having this speaker at a future staff meeting.

Mrs. Reed stated that the Dr. Seuss Organization announced they are pulling six of his books based on racist remarks. Levittown Public Library owns five of the books. There was a discussion to remove the books from the shelves to protect them from being stolen. Long term, they will be available as Reference books, in-library use only. The Library Purchasing Material Policy will be reviewed and presented at the April meeting.

Committee Reports:

- A. Foundation Committee – None

New Business:

- A. Mobile Hotspots – fines

Mrs. Reed stated that some patrons are not returning the Mobile Hotspots since they are fine-free. The Library has been fine-free with all the Library materials since COVID.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO REINSTITUTE THE FINE POLICY FOR ELECTRONIC DEVICES. ALL APPROVED.

- B. The Sharing Table

Mrs. Reed stated that the Library received a letter regarding Sharing Tables and they would like the Library to be a location. There was a discussion, and the Board decided

to participate on a trial basis until July 1, 2021. This will be revisited at the July meeting.

Meetings and Conferences:

- A. **Regular Board Meeting – Wednesday, April 7, 2021**
- B. **Regular Board Meeting – Wednesday, May 5, 2021**
- C. **Library & School District Budget Vote – Tuesday, May 18, 2021**
- D. **Regular Board Meeting – Wednesday, June 2, 2021**

Adjournment:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE MEETING AT 9:15 PM. ALL APPROVED.



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Mrs. Maher called the Executive Session to order at 7:04 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Library Attorney, Ben Truncale. Mr. Dalton was late with notice.

The Board discussed a matter of contract and personnel.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:04 PM. ALL APPROVED.