



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 NOVEMBER 6, 2019

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

The meeting was called to order by Mrs. Maher at 8:04 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director and Brian Cleary, Library Treasurer. Mr. Dalton was absent with notice. Ben Truncale, Library Attorney, arrived at 8:30 p.m.

Minutes:

Minutes from October 2, 2019

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED OCTOBER 2, 2019 MINUTES. ALL APPROVED.

Financial Report of the Library:

- A. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR OCTOBER 2019 FOR TD BANK IN THE AMOUNT OF \$220,395.62, IMPREST ACCOUNT WARRANT FOR OCTOBER 2019 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR OCTOBER 2019 FOR TD BANK IN THE AMOUNT OF \$537.00 AND WITHHOLDING ACCOUNT WARRANT FOR OCTOBER 2019 FOR TD BANK IN THE AMOUNT OF \$116,475.64. ALL APPROVED.
- B. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR OCTOBER 2019 FOR STERLING BANK IN THE AMOUNT OF \$1,445.76. ALL APPROVED.
- C. Cash balance report as of October 31, 2019: General Fund is \$6,854,897.82; Capital Projects is \$22,200.67.

47 D. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL
48 OF CENTRAL LIBRARY FUND WARRANT FOR OCTOBER 2019 IN THE
49 AMOUNT OF \$17,869.84. ALL APPROVED.

50
51 E. Central Library Fund spent to date for 2019 is \$182,961.44, and the Central
52 Book Aid spent to date for 2019 is \$13,709.99.

53
54 F. The Chase monthly report for the Board of Trustees is included in their
55 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 DECEMBER 5, 2019. ALL APPROVED.

60
61 H. MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT A
62 DONATION CHECK FROM NASSAU COUNTY CAMERA CLUB IN THE
63 AMOUNT OF \$300.00. ALL APPROVED.

64
65 **Unfinished Business:**

66 A. Construction Update

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

68
69 Mr. Calgi, Calgi Construction Company, Inc., discussed the Interior/Exterior
70 project. The asbestos abatement and project monitoring will start on
71 November 12, 2019. The project is underway.

72
73 a. Approval for Testing and Inspection Services

74
75 MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED
76 TO ACCEPT THE PROPOSAL FROM MUNICIPAL TESTING LAB IN
77 THE AMOUNT OF \$16,238.00. ALL APPROVED.

78
79 b. Approval for Asbestos Abatement – Night Schedule and Accelerated
80 Schedule

81 c. Approval for Asbestos Project Monitoring

82
83 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED
84 TO ACCEPT THE PROPOSAL FOR OVERNIGHT SHIFTS FROM
85 9:00 PM TO 5:00 AM FOR THE ASBESTOS PROJECT MONITORING
86 AND ABATEMENT WITH MT. OLYMPOS RESTORATION INC. AND
87 OMEGA ENVIRONMENTAL SERVICES, INC. ALL APPROVED.

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92 B. Children's Room – Restrooms

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94 Mr. Calgi, Calgi Construction Company, Inc., stated the Children's Room
95 project is just about complete. There has been an issue with the bathroom
96 doors, and a letter was sent to the General Contractor to either fix the issue
97 with the doors or credit the money.

98
99 C. Proposed Board of Trustee Bylaw Revision

100
101 MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO
102 ACCEPT THE REVISED BYLAWS. ALL APPROVED.

103
104 **Personnel Changes:**

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

107
108 **Communications:**

109 A. Levittown Tribune Article

110
111 **Period for Public Expression:**

112 Dominic Calgi – Calgi Construction
113 Joan Galante – Library Staff
114 Laura Hoffman – Library Foundation

115
116
117 **Director's Progress and Services Report:**

118 A. Buildings and Grounds

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120 Mrs. Reed stated that Johnson Controls installed the additional cameras and
121 have two more to be installed.

122
123 B. System Developments:

124
125 Mrs. Reed reported on the following meetings:

- 126
127 1. Members Library Director Meeting on Wednesday, October 16,
128 2019
129 2. ILS Services Council Meeting – Cancelled
130 3. Macmillan Book Embargo Press Conference on Thursday, October
131 17, 2019
132 4. NLS Board Meeting on Monday, October 28, 2019
133 5. MLD Executive Board Meeting on Wednesday, November 6, 2019

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137 C. Public Service and Programs:

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139 The total Adult and Young Adult attendance for October 2019 was 721. The total
140 Children's attendance for October 2019 was 1,058. The total Innovation Station
141 attendance for October 2019 was 103. The grand total for October was 1,882.

142
143 Mrs. Reed stated the 2019 Passport Statistics report is included in the Board
144 packets.

145
146 A. Miscellaneous:

- 147
148 1. LILRC 28th Annual Conference of Libraries and the Future –
149 Friday, October 11, 2019; 8:00 a.m. – 4:00 p.m.; Heritage Club at
150 Bethpage
151
152 2. Great Give Back – Saturday, October 19, 2019
153
154 3. Levittown Fire Department Fire Prevention Open House – Friday,
155 October 25, 2019; 6:00-9:00 p.m.; Gardiners Avenue Firehouse
156
157 4. Kiwanis Club Annual Pancake Breakfast & LEADD Walk and Fair
158 – Sunday, October 27, 2019; 8:00-11:00 a.m.; Levittown Memorial
159 Education Center in the Panther Room
160

161 Mrs. Reed stated that the Library is participating in the Giving Globe and Toys for
162 Tots again this year. There are boxes located in the lobby.

163
164 Mrs. Ferro discussed the Bike Share program. She is still investigating and
165 waiting to hear back from Corporate Sponsorships.
166

167 **Committee Reports:**

168 A. Foundation Committee

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170 Mr. Greller stated that the Foundation Committee met tonight. The Foundation
171 has started an Origami Owl Fundraiser. The next meeting will be in January
172 2020.
173

174 **New Business:**

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176 A. Motion for Disposition of Equipment:

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178 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE
179 THE DISPOSITION OF EQUIPMENT OF THE FOLLOWING. ALL
180 APPROVED.
181

- 182 1 Children's ABC book spinner
- 183 1 Bench (outside Administration – no serial number)
- 184 1 Bin for book drop
- 185 2 Projector reels
- 186 1 Halart/Vicros projector
- 187 1 Sony reel to reel tape recorder TC-252 S/N 118240
- 188 1 Makerbot 5th Generation 3D Printer R50017084
- 189 1 Dell Latitude E6510 Service Tag FCG8RM1
- 190 1 Dell Latitude E6510 Service Tag 7BG8RM1
- 191 1 Dell Latitude E6500 Service Tag 6Q85LK1
- 192 1 Dell Latitude E6500 Service Tag 2TJMTJ1
- 193 1 Dell Latitude E6500 Service Tag 4Q85LK1
- 194 1 Dell Latitude E6500 Service Tag GSJMTJ1
- 195 1 Dell Latitude E6500 Service Tag 2FFPSJ1
- 196 1 Dell Latitude E6500 Service Tag 5Q85LK1
- 197 1 Dell Latitude E6500 Service Tag 7Q85LK1

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200 B. NYLA's Letter to the Editor template

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Mrs. Reed stated that the Letter to the Editor template is a letter regarding Governor Cuomo's previous cuts to Library Aid. The Board advised Mrs. Reed to send the Letter to the Editor on the Library Board of Trustees behalf.

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C. Proposed NLS ILS and Associated Services Budget 2020

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MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSED NLS ILS AND ASSOCIATED SERVICES BUDGET 2020. ALL APPROVED.

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D. Laptop quotes

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MR. PETTIT-MILONAKIS AND MRS. SANTER SECONDED TO ACCEPT THE PROPOSAL FOR DELL LAPTOPS FROM DELL IN THE AMOUNT OF \$17,338.84. ALL APPROVED.

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219 **Meetings and Conferences:**

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- A. NYLA Annual Conference – November 13-16, 2019 – Saratoga Springs, NY
- B. NCLA Annual Dinner & Installation of Officers – Thursday, November 21, 2019; 6:00-10:00 p.m.; The Coral House; Baldwin, NY
- C. **Regular Board Meeting – Wednesday, December 4, 2019**
- D. **Regular Board Meeting – Wednesday, January 8, 2020**
- E. **First Open Budget Meeting & Regular Board Meeting – Wednesday,**

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February 5, 2020

F. PLA 2020 Conference – February 25-29, 2020; Nashville, TN

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ENTER INTO EXECUTIVE SESSION AT 8:49 PM. ALL APPROVED.

The open meeting resumed at 9:14 p.m.

MR. GRELLER MOVED AND MR. PETIT-MILONAKIS SECONDED TO ADD SUBSTITUTE LIBRARIAN POSITION IN ACCORDANCE WITH CIVIL SERVICE. ALL APPROVED.

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



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MINUTES OF THE EXECUTIVE SESSION
OF THE REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
NOVEMBER 6, 2019

Mrs. Maher called the Executive Session to order at 8:48 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, and, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney. Mr. Dalton was absent with notice.

The Board discussed personnel and legal matters.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:14 PM. ALL APPROVED.

