



# 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

1 Growing with Our Community

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5 MINUTES OF THE REGULAR MEETING  
6 OF THE LEVITTOWN PUBLIC LIBRARY  
7 BOARD OF TRUSTEES  
8 November 4, 2020

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10 Via Zoom – login information will be listed at: <https://www.levittownpl.org>

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13 **Pledge of Allegiance and a moment of silence:**

14 The Pledge of Allegiance was said and a moment of silence was observed for retired  
15 staff member Doris Priefer.

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

18 The meeting was called to order by Mrs. Maher at 7:06 p.m. Present were Mr. Dalton,  
19 Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, Mrs. Reed, Director, and  
20 Mrs. Ferro, Assistant Library Director, and joined by Ben Truncale, Library Attorney.

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22 The open meeting resumed at 8:03 p.m.  
23 Brian Cleary, Treasurer joined the meeting.

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25 **Minutes:**

26 Minutes from October 7, 2020

27  
28 MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE  
29 OCTOBER 7, 2020 AMENDED MINUTES. ALL APPROVED.

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31 **Financial Report of the Library:**

32 A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE  
33 APPROVAL OF GENERAL FUND WARRANT FOR OCTOBER 2020 FOR  
34 TD BANK IN THE AMOUNT OF \$154,178.74, IMPREST ACCOUNT  
35 WARRANT FOR OCTOBER 2020 FOR TD BANK IN THE AMOUNT OF  
36 \$1,450.50, COFFEE CAFÉ WARRANT FOR OCTOBER 2020 FOR TD BANK  
37 IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT  
38 FOR OCTOBER 2020 FOR TD BANK IN THE AMOUNT OF \$104,104.17.  
39 ALL APPROVED.  
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42 B. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE  
43 APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR OCTOBER  
44 2020 FOR STERLING BANK IN THE AMOUNT OF \$62,401.16. ALL  
45 APPROVED.

46  
47 C. Cash balance report: General Fund - \$6,282,228.65; Capital Projects -  
48 \$27,314.16

49  
50 D. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE  
51 APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR OCTOBER  
52 2020 TD BANK IN THE AMOUNT OF \$106.70. ALL APPROVED.

53  
54 E. Central Library Fund spent to date for October 2020 is \$126,228.09 and  
55 the Central Book Aid spent to date for October 2020 is \$20,608.70.

56  
57 F. A Chase Monthly report for the Board of Trustees information is included  
58 in their packet.

59  
60 G. Tax funds from School District update.

61  
62 Mr. Cleary stated the library has not received Tax funds from the School  
63 District for October. The School District is expecting taxes to come in the  
64 next two weeks. Once they receive the funds they will send the Library the  
65 agreed portion.

66  
67 H. Motion to accept the 2020 FY "Plus Use" Payment for 2018 Direct Access  
68 Statistics in the amount of \$180.09.

69  
70 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
71 2020 FY "PLUS USE" PAYMENT FOR 2018 DIRECT ACCESS STATISTICS  
72 IN THE AMOUNT OF \$180.09. ALL APPROVED.

73  
74 I. Motion to accept the 2020 Local Library Services Aid (LLSA) – 90%  
75 payment less 20% reduction applied to all State Aid by NY State due to  
76 COVID-19 in the amount of \$9,846.72.

77  
78 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
79 2020 LOCAL LIBRARY SERVICES AID (LLSA) – 90% PAYMENT LESS 20%  
80 REDUCTION APPLIED TO ALL STATE AID BY NY STATE DUE TO COVID-  
81 19 IN THE AMOUNT OF \$9,846.72. ALL APPROVED.

82  
83 J. Mrs. Reed stated that in the Board packet, the Budget Accounting  
84 General Fund ending October 31, 2020, the contingency line items were  
85 over-spent by \$31,420.34 in error. The insurance company billed the

86 Worker's Compensation twice, and they will mail a refund check for the  
87 second payment to correct the error.

88

89 **Unfinished Business:**

90 Mr. Dalton was excused from the meeting.

91

92 A. Construction Update

93

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

95

96 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
97 PROCEED WITH THE STEEL WORK CONCRETE AND A CONTRACTOR TO  
98 BE SELECTED BY NOVEMBER 11, 2020, AMOUNT NOT TO EXCEED  
99 \$50,000. ALL APPROVED.

100

101 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
102 ACCEPT THE PROPOSAL FROM NATIONWIDE COMMERCIAL &  
103 INDUSTRIAL SERVICES IN THE AMOUNT OF APPROXIMATELY \$33,000.  
104 ALL APPROVED.

105

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

107

108 a. Staff room floor clean & wax quotes:

109

- 110 i. Zerorez - \$450.00
- 111 ii. Stanley Steemer - \$675.00
- 112 iii. SMS - \$850.00

113

114 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE  
115 PROPOSAL FROM STANLEY STEEMER IN THE AMOUNT OF \$675.00. ALL  
116 APPROVED.

117

118 b. Wood doors – frame & hardware quotes

119

- 120 i. DURO Windows - \$244,000.00
- 121 ii. JC Ryan EBCO/H&G, LLC - \$30,000.00
- 122 iii. Lumar Doors Inc. (October 6, 2020) - \$43,300.00
- 123 iv. Lumar Doors Inc. (October 13, 2020) - \$15,250.00
- 124 v. M&D Door (October 20, 2020) - \$10,078.24
- 125 vi. M&D Door (October 21, 2020) - \$10,356.30

126

127 MRS. SANTER MOVED AND MR. GRELLER SECONDED ACCEPT THE  
128 PROPOSAL FROM LUMAR DOORS INC. (OCTOBER 6, 2020) IN THE  
129 AMOUNT OF \$43,300.00. ALL APPROVED.

130

131 c. Floor Installer quotes

- 132 i. Jo-Mark Installation – 2 quotes totaling - \$41,155.50

- 131 ii. Parsons Floor – 5 quotes totaling - \$28,971.65
- 132 iii. Pyramid Floors – revised quote \$33,000.00

133  
134 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
135 PROPOSAL FROM PYRAMID FLOORS – REVISED QUOTE IN THE AMOUNT  
136 OF \$33,000.00. ALL APPROVED.

- 137
- 138 2. LEB Electric - Change Order #11 - \$1,152.87

139  
140 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE  
141 LEB ELECTRIC – CHANGE ORDER #11 IN THE AMOUNT OF \$1,152.87. ALL  
142 APPROVED.

- 143
- 144 3. Intricate Tech Solutions emergency work - \$9,120.00

145  
146 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE  
147 INTRICATE TECH SOLUTIONS EMERGENCY WORK IN THE AMOUNT OF  
148 \$9,120.00. ALL APPROVED.

- 149
- 150 4. Arrow Window – TS proposal - \$6,300.00

151  
152 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE  
153 ARROW WINDOW – TS PROPOSAL IN THE AMOUNT NOT TO EXCEED  
154 \$6,500. ALL APPROVED.

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**Personnel Changes:**

158 A. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO  
159 ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

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161 B. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO  
162 ACCEPT THE PROPOSED SALARY SCHEDULE 2021-2022. ALL  
163 APPROVED.

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165 C. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO  
166 ACCEPT THE PROPOSED SALARY SCHEDULE 2022-2023. ALL  
167 APPROVED.

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169 D. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO  
170 ACCEPT THE PROPOSED SALARY SCHEDULE 2023-2024. ALL  
171 APPROVED.

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**Communications:**

- A. Request from patron to change the loan period for hotspots to 30 days.

The Board of Trustees advised Mrs. Reed to keep the loan period for hotspots as it is.

**Period for Public Expression:**

- Domenic Calgi – Calgi Construction
- Michael Smith – Smith & Pucillo Architect

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

- A. Building and Grounds:

Mrs. Reed stated that the Library is having an issue with the hot water in the Innovation Station. They will be contacting a plumber to see what the problem is.

- B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, October 21, 2020
2. Area 4 Meeting on Wednesday, October 21, 2020
3. NLS Board Meeting on Monday, October 26, 2020
4. MLD Executive Board Meeting on Wednesday, November 2, 2020

- C. Public Service and Programs:

The total Adult attendance for March - August was 1,487. The Young Adult attendance for March - August 2020 was 557. The total Children’s attendance for March - August 2020 was 398. The total Innovation Station attendance for January 2020 was 192. The grand total for March - August was 2,634.

Mrs. Reed stated the 2020 Passport Statistics report is included in the Board packets.

- D. Miscellaneous:

1. Tracsystems (AVS) money collected since opening computers to the public: \$698.55.

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**Committee Reports:**

A. Foundation Committee

Mr. Greller stated that the Foundation met tonight. They are looking into different options for fundraising. The next meeting is January 2021.

**New Business:**

A. 2021 NLS Member Library Support Vote

The Board of Trustees of the Library Public Library voted to approve NLS' request for Member Library Support for the calendar year 2021 in the amount of \$ 40,071 at a meeting held on November 4, 2020.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE 2021 NLS MEMBER LIBRARY SUPPORT VOTE. 4 IN FAVOR, MOTION PASSED.

B. 2021 ILS & Associated Services Budget Vote

The Board of Trustees of the Levittown Public Library, upon due consideration of the proposed 2021 ILS & Associated Services Budget and Participating Libraries Schedule of Fees, hereby resolve to vote in favor of said recommended budget and schedule of fees and hereby appoints Mrs. Trina Reed to submit this authorization to NLS prior to the November 19th, 2020 deadline.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE 2021 ILS & ASSOCIATED SERVICES BUDGET VOTE. 4 IN FAVOR, MOTION PASSED.

Mr. Dalton re-entered the meeting.

C. Digital Sign Estimates

1. Option 1 - \$27,646.00
2. Option 2 - \$26,242.00
3. Option 3 - \$26,079.00

The Board stated they are in favor of option 3 for the Digital Sign Estimate. Mrs. Reed may proceed with the Digital Sign and get three quotes.

263 D. ATI Technical Services, Inc. Dungs valve replacement quote - \$3,254.00

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265 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE  
266 ATI TECHNICAL SERVICES, INC DUNGS VALVE REPLACEMENT QUOTE IN  
267 THE AMOUNT OF \$3,254.00. ALL APPROVED.  
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270 E. Chair cleaning quotes:  
271 1. Sears Carpet & Upholstery Care - \$3,418.98 (Saturday after 5  
272 p.m.)  
273 2. Stanley Steemer - \$2,400.00  
274 3. Zerorez - \$1,508.00  
275

276 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT STANLEY  
277 STEEMER FOR THE CHAIR CLEANING IN THE AMOUNT OF \$2,400.00. ALL  
278 APPROVED.  
279

280  
281 F. Motion for the Disposition of Records  
282

283 RESOLVED, BY THE BOARD OF TRUSTEES OF THE LEVITTOWN PUBLIC  
284 LIBRARY THAT LISA BUCKMAN, RECORDS MANAGEMENT OFFICER BE,  
285 AND HEREBY IS AUTHORIZED TO DISPOSE OF RECORD ITEM NUMBERS:  
286 502 (GENERAL LEDGERS FY 1951-6/3/2013) OF THE RECORDS  
287 RETENTION AND DISPOSITION SCHEDULE, MI1, ISSUED PURSUANT TO  
288 PART 185.14, TITLE 8 OF THE OFFICIAL COMPILATION OF CODES, RULES  
289 AND REGULATIONS OF THE STATE OF NEW YORK.  
290

291 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE  
292 MOTION FOR THE DISPOSITION OF RECORDS. ALL APPROVED.  
293

294 G. Motion for the Disposition of Equipment  
295 1 chair 99120 2/02/2009 (Circulation)  
296 1 chair DCVRN1 (Circulation)  
297 1 chair DAGRZG (Circulation)  
298 1 chair no marking (Circulation)  
299

300 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE  
301 MOTION FOR THE DISPOSITION OF EQUIPMENT. ALL APPROVED.  
302

303 **Meetings and Conferences:**

- 304 A. NYLA Virtual Annual Conference – November 5 & 6, 2020  
305 **B. Regular Board Meeting – Wednesday, December 2, 2020**  
306 C. NLS Annual Meeting – Monday, December 7, 2020 – 7:30 p.m.  
307 **D. Regular Board Meeting – Wednesday, January 6, 2021**

308                    **E.    First Open Budget & Regular Board Meeting – Wednesday,**  
309    **February 3, 2021**

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311    **Adjournment:**  
312                    MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE  
313                    MEETING AT 9:21 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 4, 2020  
VIA ZOOM

Mrs. Maher called the Executive Session to order at 7:07 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, Mrs. Reed, Director and Mrs. Ferro, Assistant Library Director, and joined by, Ben Truncale, Library Attorney.

The Board discussed a matter of contract.

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