



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
OCTOBER 7, 2020
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 7:11 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.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AT 7:12 PM. ALL APPROVED.

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

Minutes:

Minutes from September 2, 2020, & September 9, 2020

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE SEPTEMBER 2, 2020 MINUTES AND SEPTEMBER 9, 2020 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR SEPTEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$147,452.15, IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$1,550.00, COFFEE CAFÉ WARRANT FOR SEPTEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR SEPTEMBER 2020 FOR TD BANK IN THE AMOUNT OF \$101,360.85. ALL APPROVED.

47 B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL
48 OF CAPITAL PROJECTS FUND WARRANT FOR SEPTEMBER 2020 FOR
49 STERLING BANK IN THE AMOUNT OF \$5,328.80. ALL APPROVED.

50
51 C. Cash balance report: General Fund is \$6,192,914.16 and Capital Projects is
52 \$89,715.93.

53
54 D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL
55 OF CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2020 FOR
56 TD BANK IN THE AMOUNT OF \$114.10. ALL APPROVED.

57
58 E. Central Library Fund spent to date for September 2020 is \$126,121.39 and
59 the Central Book Aid spent to date for September 2020 is \$20,608.70.

60
61 F. A Chase Monthly report for the Board of Trustees information is included in
62 their packet.

63
64 G. Request for tax funds from School District

65
66 Mrs. Reed stated that the School District did send the August, September, and
67 October tax funds. The School District will start paying the Library on a pro-rata
68 basis each time it receives a tax payment from the Town throughout the year.
69 The Library does not have to send a letter requesting the tax funds moving
70 forward.

71
72 **Unfinished Business:**

73 A. Construction Update

74
75 Mr. Calgi, Calgi Construction Company, Inc., reviewed the Executive Summary.

76
77 1. Interior/Exterior Renovation & Parking Lot Expansion Project

- 78 a. Temporary fencing quotes
79 a. National Construction Rentals - \$932.32
80 b. United Site Services - \$1,149.76
81 c. US Rent A Fence - \$873.82

82
83 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED TO
84 ACCEPT THE PROPOSAL FROM US RENT A FENCE IN THE AMOUNT OF
85 \$873.82. ALL APPROVED.

- 86
87 b. Portable toilet quotes
88 a. Callahead - \$300.00 per month
89 b. Outback Portable Toilets, Inc - \$285.000 per month
90 c. United Site Services - \$528.02 per month
91

92 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE
93 PROPOSAL FROM CALLAHEAD IN THE AMOUNT OF \$300.00 PER MONTH.
94 ALL APPROVED.

- 95
96 c. Dumpster quotes
97 a. Budget Dempster - \$443.00
98 b. Crown Waste Corp. - \$700.00
99 c. MadKing Containers - \$580.00

100
101
102 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
103 PROPOSAL FROM CROWN WASTE CORP. IN THE AMOUNT OF \$700.00.
104 ALL APPROVED.

- 105
106 d. Window Installation quotes
107 a. Arrow Steel Window Corp. - \$115,700.00
108

109
110 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ACCEPT THE
111 PROPOSAL FROM ARROW STEEL WINDOW CORP. IN THE AMOUNT OF
112 \$115,700.00. ALL APPROVED.

- 113
114 e. Exterior painting quotes
115 a. KP Organization Painting & Wallcovering (9/10) - \$48,000.00
116 b. KP Organization Painting & Wallcovering (9/30) - \$48,000.00
117 c. Landmark Painting & Decorating - \$98,830.00
118 d. RJ Painting, Inc. - \$121,000.00

119
120 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
121 ACCEPT THE PROPOSAL FROM KP ORGANIZATION PAINTING &
122 WALLCOVERING (9/30) IN THE AMOUNT OF \$48,000.00. ALL APPROVED.

- 123
124 f. Shades for Community Room (to complete)
125 a. Capco Shades - \$9,649.11
126

127 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
128 PROPOSAL FROM CAPCO SHADES IN THE AMOUNT OF \$9,649.11. ALL
129 APPROVED.

- 130
131 g. Terrazzo tiles for Stair:
132 a. Wausau Tile - \$5,426.86
133

134 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
135 PROPOSAL FROM WAUSAU TILE IN THE AMOUNT OF \$5,426.86. ALL
136 APPROVED.

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B. UV Lighting Proposal - \$8,500

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE PROPOSAL FROM UV LIGHTING IN THE AMOUNT OF \$8,500. ALL APPROVED.

C. LPL COVID-19 Reopening Plan – revision

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

Personnel Changes:

A. MR. DALTON MOVED AND MRS. SANTER SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

B. MR. GRELLER MOVED AND MR. DALTON SECONDED TO ACCEPT THE PROPOSED SALARY SCHEDULE 2020-2021. ALL APPROVED.

Communications:

A. Letter from patron

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 emergency phone line in the library’s elevator was not working correctly. Noble Elevator has been contacted to fix the issue.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, September 16, 2020
2. NLS Board Meeting on Monday, September 21, 2020
3. MLD Executive Board Meeting on Wednesday, October 7, 2020

182 C. Public Service and Programs:

183
184 Mrs. Reed stated that the Public Service and Programs report was not in your
185 packet. The staff is working on gathering the new information required for the NY
186 State Report. The Public Service and Programs report will be adjusted to match
187 the NY State Report.

188
189 A. Miscellaneous:

- 190
191 1. Count on Libraries
192 2. "Nassau Libraries Helping Communities" video:
193 <https://vimeo.com/463542555>

194
195 Mrs. Reed discussed the Count on Libraries report and the "Nassau Libraries
196 Helping Communities" video.

197
198 **Committee Reports:**

- 199 A. Foundation Committee – no report

200
201 **New Business:**

- 202 A. Flood alarm proposals
- 203
204 1. SimpleSENCE - \$297.00
205 2. Alarm Bureau Inc. - \$625.00
206 3. Johnson Controls - \$1125.00

207
208
209 MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT
210 SIMPLESENCE IN THE AMOUNT OF \$297.00. ALL APPROVED.

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213 **Meetings and Conferences:**

- 214 A. 29th Annual Conference on Libraries and the Future: Diversity,
215 Democracy, Engagement via Zoom – October 9, 2020; 9:00 AM – 1:00
216 PM

217
218 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
219 APPROVE ONE STAFF MEMBER TO ATTEND, VIA ZOOM, THE 29TH ANNUAL
220 CONFERENCE ON LIBRARIES AND THE FUTURE: DIVERSITY,
221 DEMOCRACY, ENGAGEMENT VIA ZOOM – OCTOBER 9, 2020; 9:00 AM –
222 1:00 PM IN THE AMOUNT OF \$25.00. ALL APPROVED.

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224 B. Empire State Virtual MakerFaire – Saturday, October 17, 2020
225 C. The Great Give Back - Saturday, October 17, 2020
226 D. **Regular Board Meeting – Wednesday, November 4, 2020**

227 E. NYLA Virtual Annual Conference – November 5 & 6, 2020

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229 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE TWO
230 STAFF MEMBERS TO ATTEND THE NYLA VIRTUAL ANNUAL CONFERENCE
231 NOVEMBER 5 & 6, 2020, IN THE AMOUNT NOT TO EXCEED \$600.00. ALL
232 APPROVED.

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234 F. **Regular Board Meeting – Wednesday, December 2, 2020**

235 G. **Regular Board Meeting – Wednesday, January 6, 2021**

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237 **Adjournment:**

238 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE
239 MEETING AT 9:06 PM. ALL APPROVED.

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REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY
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OCTOBER 7, 2020
VIA ZOOM

Mrs. Maher called the Executive Session to order at 7:12 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 personnel and contract.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 7:49 PM. ALL APPROVED.