



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
SEPTEMBER 2, 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 7:06 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, Mr. Dalton, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, Brian Cleary, Library Treasurer, and Ben Truncale, Library Attorney.

MRS. SANTER MOVED AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AT 7:07 PM. ALL APPROVED.

The open meeting resumed at 7:49 p.m.

Minutes:

Minutes from July 1, 2020, and August 12, 2020

MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF THE AMENDED JULY 1, 2020, AND AUGUST 12, 2020 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JULY 2020 FOR TD BANK IN THE AMOUNT OF \$170,336.50, AND AUGUST 2020 IN THE AMOUNT OF \$126,455.79, IMPREST ACCOUNT WARRANT FOR JULY 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, AND AUGUST 2020 IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR JULY 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, AND AUGUST 2020 IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JULY 2020 FOR TD BANK IN THE AMOUNT OF \$100,894.56, AND AUGUST 2020 IN THE AMOUNT OF \$105,304.43. ALL APPROVED.

- B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JULY 2020 FOR STERLING BANK IN THE AMOUNT OF \$73,314.89 AND MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR AUGUST 2020 IN THE AMOUNT OF \$132,639.76. ALL APPROVED.
- C. Cash balance report as of July 31, 2020: General Fund is \$6,171,297.43; Capital Projects is \$227,597.55. Cash balance report as of August 30, 2020: General Fund is \$6,270,931.73; Capital Projects is \$94,997.11.
- D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JULY 2020 IN THE AMOUNT OF \$9,945.53 AND MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR AUGUST 2020 IN THE AMOUNT OF \$18,383.95. ALL APPROVED.
- E. Central Library Fund spent to date for 2020 is \$126,007.29 and the Central Book Aid spent to date for 2020 is \$20,608.70.
- 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 \$637,472 AS OF OCTOBER 8, 2020. ALL APPROVED.
- H. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THAT ONLY ONE SIGNATURE IS REQUIRED ON LIBRARY CHECKS FOR \$10,000 AND OVER FOR THE NEXT THREE MONTHS. ALL APPROVED.
- I. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL TO TRANSFER \$40,000 FROM THE GENERAL FUND TO THE CENTRAL LIBRARY FUND. ALL APPROVED.

Unfinished Business:

- A. Construction Update- Frank Harripersad, Project Manager, of Calgi Construction Management, reviewed the Executive Summary.
 - 1. Interior/Exterior Renovation & Parking Lot Expansion Project
 - i. MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE INTRICATE TECH SOLUTIONS CHANGE ORDER #2 IN THE AMOUNT OF \$5,002.50. ALL APPROVED.

- ii. MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE ADVANCE SOUND COMPANY CHANGE ORDER PROPOSAL IN THE AMOUNT OF \$5,129.60. ALL APPROVED.
- iii. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RATIFY A SETTLEMENT WITH MT. OLYMPUS AS NEGOTIATED BY THE LIBRARY'S ATTORNEY. ALL APPROVED.

Personnel Changes:

- A. Motion to accept the personnel calendar

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

Communications:

- A. Email from patron
- B. Letter from East Meadow Public Library patron
- C. Card from patron
- D. Two thank you cards
- E. Levittown Tribune article

Period for Public Expression:

Frank Harripersad – Calgi Construction
Michael Smith – Smith & Pucillo Architect

Director's Progress and Services Report:

- A. Building and Grounds:
Mrs. Reed stated that in compliance with social distancing parameters, the library has begun to offer a limited number of computers available for the public. Newspapers have also been made available to patrons. To maintain social distancing, one chair per table will be made available to the public beginning Monday, September 7, 2020.
- B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting – Wednesday, August 19, 2020
2. NLS Board Meeting – Monday, August 24, 2020
3. MLD Executive Board Meeting – Wednesday, September 2, 2020

C. Public Service and Programs:
Mrs. Reed stated that libraries have been given direction on how New York State requires them to document program statistics. Each department is working on gathering the information to be shared soon.

D. Miscellaneous:

1. Library closed at 11:30 a.m. due to a storm with severe winds on Tuesday, August 4, 2020.
2. Kantola Training
Mrs. Reed stated the training for all staff and Board members will need to be completed by the end of October.

Committee Reports:

A. Foundation Committee

Mr. Greller stated that fundraising will be on hold for the time being. They are looking into different avenues for fundraising.

New Business:

A. Staff area protective barrier proposals:

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE NYLD PROPOSALS IN THE AMOUNT OF \$15,875.00 AND \$7,425.00. ALL APPROVED.

B. Protective Barrier Onsite Changes:

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE NYLD ONSITE CHANGES IN THE AMOUNT OF \$2,950.00 AND \$2,500.00. ALL APPROVED.

C. Motion to approve the J & J Pirro Service Contract Renewal Invoice

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE J & J PIRRO SERVICE CONTRACT RENEWAL (8/1/20-7/21/21) IN THE AMOUNT OF \$5,685.00. ALL APPROVED.

D. Motion to approve the County Energy Controls, Inc. Annual Contract

MR. DALTON MOVED AND MR. GRELLER SECONDED TO APPROVE COUNTY ENERGY CONTROLS INC. ANNUAL CONTRACT (8/1/20-7/31/21) IN THE AMOUNT OF \$3,696.00. ALL APPROVED.

- E. Motion to approve the Bibliotheca Contract Renewal invoice

MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE BIBLIOTHECA CONTRACT RENEWAL (11/1/20-10/31/21) IN THE AMOUNT OF \$3,029.00. ALL APPROVED.

- F. Motion to adopt *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*

MRS. SANTER MOVED AND MR. DALTON SECONDED TO ADOPT RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1). ALL APPROVED.

- G. Motion for the Disposition of Equipment

MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT OF THE FOLLOWING. ALL APPROVED.

1 Metal frame bench with wood seat and back - McGuire Archetype
(Reference area)

1 Metal frame and wood side table – McGuire Archetype (Circulation area)

MR. GRELLER MOVED AND MR. DALTON SECONDED TO NAME MRS. SANTER FINANCIAL OFFICER OF THE BOARD. ALL APPROVED.

Meetings and Conferences:

- A. LILRC Legislative Breakfast via Zoom - Thursday, October 1, 2020 & Friday, October 2, 2020; 9:00 - 10:00 AM
- B. **Regular Board Meeting -- Wednesday, October 7, 2020**
- C. 29th Annual Conference on Libraries and the Future: Diversity, Democracy, Engagement via Zoom - October 9, 2020; 9:00 AM - 1:00 PM
- D. Empire State Virtual MakerFaire – Saturday, October 17, 2020
- E. The Great Give Back - Saturday, October 17, 2020
- F. **Regular Board Meeting -- Wednesday, November 4, 2020**
- G. NYLA Virtual Annual Conference – November 5 & 6, 2020
- H. **Regular Board Meeting – Wednesday, December 2, 2020**

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 8:53 PM. ALL APPROVED.



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 EXECUTIVE SESSION OF THE
REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 2, 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, joined by, Ben Truncale, Library Attorney, Frank Harripersad, Project Manager of Calgi Construction, and Michael Smith of Smith & Pucillo Architect.

The Board discussed a matter of contract.

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