



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 January 2, 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 Mr. Dalton at 8:03 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

### **Minutes:**

Minutes from December 5, 2018

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED DECEMBER 5, 2018 MINUTES. 4 APPROVED, 1 ABSTAINED. MOTION PASSED.

### **Financial Report of the Library:**

Brian Cleary, Library Treasurer, presented the Financial Report of the Library.

A. MRS. MAHER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR DECEMBER 2018 FOR TD BANK IN THE AMOUNT OF \$83,903.36, IMPREST ACCOUNT WARRANT FOR DECEMBER 2018, CAPITAL ONE BANK IN THE AMOUNT OF \$2,000.00, AND WITHHOLDING ACCOUNT WARRANT FOR DECEMBER 2018 FOR TD BANK IN THE AMOUNT OF \$14,981.08. ALL APPROVED.

B. Monthly expenditures to be approved for Capital Project Fund in the amount of \$0.00.

No motion to be made since the amount is \$0.00.

C. Cash balance report as of December 2018: General Fund is \$6,471,358.11; Capital Projects is \$173,519.92.

- D. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2018 IN THE AMOUNT OF \$34,883.73. ALL APPROVED
- E. Central Library Fund spent to date for 2018 is \$214,870.50 & Central Book Aid spent to date for 2018 is \$33,800.
- F. A Chase Monthly report for the Board of Trustees information is included in their packet.
- G. MRS. SANTER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447 AS OF FEBRUARY 7, 2019. ALL APPROVED.
- H. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL TO TRANSFER \$20,000 TO LINE 6120 (A NON-FIC BKS) FROM LINE 6221 (CONTINUATIONS – A REF). ALL APPROVED.
- I. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL TO TRANSFER \$100,000 TO CLA FROM GENERAL FUND. ALL APPROVED.
- J. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL TO TRANSFER \$3,000 TO THE COFFEE CAFÉ ACCOUNT FROM LINE 6550 (JANITOR SUPPLIES). ALL APPROVED.
- K. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL TO TRANSFER \$7,000 TO LINE 6330 (BK PROCESSING) FROM LINE 6900 (PRO. FEES-ATTORNEY). ALL APPROVED.
- L. Baldessari & Coster LLP – 2018 Financial Report

Mr. Albert Coster, Baldessari & Coster LLP, presented the 2018 Financial Report of the Library. He reviewed the report with the Board of Trustees and answered any questions.

MRS. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE 2018 FINANCIAL REPORT. ALL APPROVED.

**Unfinished Business:**

- A. Banking update

Mr. Cleary discussed the banking update during the Financial report.

B. Construction update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that she has spoken with Domenic Calgi, Calgi Construction, and Architect Michael Smith. They are still waiting for official documentation from the Water Department regarding the portion of the property next to the library. Mrs. Reed is going to contact Councilman Dennis Dunne, Sr. to see if he can help us with this matter.

C. Children's Room design update

Mrs. Reed stated that the Request for Proposals have been sent out to three different companies regarding the actual murals and 3D items. We are still waiting for three quotes from professional painters.

**Personnel Changes:**

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVE THE PERSONNEL CALENDAR. ALL APPROVED.

**Communications:**

- A. Letter from the Jack Benigno
- B. Letter from Rosalie Travers

**Period for Public Expression:**

Albert Coster, Baldessari & Coster LLP  
Joan Galante, Library Staff

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

A. Building and Grounds:

Mrs. Reed stated that the new glass doors for the YA office were delivered, but unfortunately, they did not fit correctly. The installers will return with the correct materials necessary for the correct fit.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. NLS Annual Meeting on Wednesday, December 12, 2018
2. ILS Services Council Meeting on Thursday, December 13, 2018  
(canceled)
3. NLS Board Meeting on Monday, December 17, 2018
4. Member Library Director meeting on Wednesday, December 19, 2018
5. MLD Executive Board Meeting on Wednesday, January 2, 2019

C. Public Service and Programs:

The total Adult and Young Adult attendance for December 2018 was 761. The total Children's attendance for December 2018 was 673. The total Innovation Station attendance for December 2018 was 89. The grand total for December 2018 was 1523.

Mrs. Reed stated the 2018 Passport Statistics report for the Board of Trustees is included in their packet.

D. Miscellaneous: No miscellaneous.

**Committee Reports:**

A. Foundation Committee

Mr. Greller stated the Foundation met tonight. The Foundation is having a fundraiser on Sunday, January 6, 2019, at 3:00 p.m., at the Bellmore Playhouse showing Mary Poppins Returns. Tickets are still available.

**New Business:**

A. Johnson Controls security camera system upgrade

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE CONTRACT FROM JOHNSON CONTROLS FOR A SECURITY CAMERA SYSTEM UPGRADE, NOT TO EXCEED \$62,000 AND SERVICE CONTRACT, NOT TO EXCEED \$5,000 A YEAR. ALL APPROVED.

**Meetings and Conferences:**

- A. Levittown Chamber of Commerce 58<sup>th</sup> Annual Installation Dinner – Wednesday, January 16, 2019; 6:00-10:00 p.m.; Westbury Manor
- B. **First Open Budget Meeting & Regular Board Meeting – Wednesday, February 6, 2019**
- C. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 6, 2019**
- D. **Regular Board Meeting – Wednesday, April 3, 2019**
- E. Computers in Libraries Conference – March 26-28, 2019; Arlington, VA

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL TO SEND ONE STAFF MEMBER TO THE COMPUTERS IN LIBRARIES CONFERENCE – MARCH 26-28, 2019; ARLINGTON, VA. ALL APPROVED.

**Executive Session**

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS AT 9:06 P.M. ALL APPROVED.

The open meeting resumed at 9:26 p.m.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE REGULAR MEETING AT 9:27 PM. ALL APPROVED.



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## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 2, 2019

Mr. Dalton called the Executive Session to order at 9:15 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney.

The Board and the Director discussed personnel and legal matters.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:25 PM. ALL APPROVED.