



# 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

3 Growing with Our Community

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8 **MINUTES OF THE REGULAR MEETING**  
9 **OF THE LEVITTOWN PUBLIC LIBRARY**  
10 **BOARD OF TRUSTEES**  
11 **DECEMBER 4, 2019**

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14 **Pledge of Allegiance and a Moment of Silence:**

15 The Pledge of Allegiance was said.

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

18 The meeting was called to order by Mrs. Maher at 8:13 p.m. Present were Mrs.  
19 Maher, Mr. Dalton, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, joined by  
20 Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Brian Cleary,  
21 Library Treasurer. Ben Truncale, Library Attorney, was absent with notice.

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23 **Minutes:**

24 Minutes from November 6, 2019

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26 MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF  
27 THE AMENDED NOVEMBER 6, 2019 MINUTES. ALL APPROVED.

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29 **Financial Report of the Library:**

30 A. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL  
31 OF GENERAL FUND WARRANT FOR NOVEMBER 2019 FOR TD BANK IN  
32 THE AMOUNT OF \$640,999.70, IMPREST ACCOUNT WARRANT FOR  
33 NOVEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE  
34 CAFÉ WARRANT FOR NOVEMBER 2019 FOR TD BANK IN THE AMOUNT  
35 OF \$150.74 AND WITHHOLDING ACCOUNT WARRANT FOR NOVEMBER  
36 2019 FOR TD BANK IN THE AMOUNT OF \$106,776.74. ALL APPROVED.

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38 B. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE  
39 APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR NOVEMBER  
40 2019 FOR STERLING BANK IN THE AMOUNT OF \$45,378.12. ALL  
41 APPROVED.

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43 C. Cash balance report as of November 30, 2019: General Fund is  
44 \$6,442,376.47; Capital Projects is **-\$23,148.81**. (Please note the checks  
45 have not been mailed out. Sufficient funds will be transferred in time to cover  
46 the cost.)

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- D. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2019 IN THE AMOUNT OF \$26,849.02. ALL APPROVED.
- E. Central Library Fund spent to date for 2019 is \$208,352.56 and the Central Book Aid spent to date for 2019 is \$15,084.67.
- F. A Chase monthly report for the Board of Trustees information is included in their packet.
- G. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$626,732 AS OF JANUARY 8, 2020. ALL APPROVED.
- H. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO TRANSFER \$200,000 FROM THE GENERAL FUND TO THE CAPITAL FUND. ALL APPROVED.

**Unfinished Business:**

- A. Construction Update
  - 1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mr. Dominic Calgi, Calgi Construction Company, Inc., presented the Executive Summary regarding the project overview. Mrs. Reed discussed the Proposal for Change Order #1.

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE PROPOSAL FOR CHANGE ORDER #1 IN THE AMOUNT OF \$1,800. ALL APPROVED.

Mr. Michael Smith, Smith & Pucillo Architects, discussed the Proposed Finishes Manual, which are the interior designs for the project. There was a discussion regarding the color of the floor and Mr. Smith stated that he will see what other colors are available.

Mrs. Reed informed the Board of previous issues with receiving three bids from companies to offer an audio/visual design for the Community Room. There was a discussion on offering a Design-Build Bid. Companies interested would be able to both design and build the Audio/Visual plan.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE DIRECTOR TO MOVE FORWARD WITH THE DESIGN BID CONCEPT FOR AUDIO VISUAL CONSULTING. ALL APPROVED.

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**B. Children's Room – Restrooms**

Mr. Calgi stated that the Library received a credit from Fidele Construction, Inc. for the incorrect restroom doors. They are going to issue a change order and the new contractor will have the proper doors ordered and installed.

**Personnel Changes:**

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

**Communications:**

- A. Levittown Tribune Article
- B. Letter from the County Assessor
- C. Thank you letter from the Chamber of Commerce

**Period for Public Expression:**

Michael Smith – Smith & Pucillo Architects  
Dominic Calgi – Calgi Construction  
Jessica Carruba, Library Staff

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

**A. Buildings and Grounds**

Mrs. Reed stated that the PW Martin room has been converted into a temporary staff room for the month of December.

**B. System Developments:**

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, November 20, 2019
2. ILS Services Council Meeting on Thursday, November 21, 2019
3. NLS Board Meeting on Monday, November 25, 2019
4. MLD Executive Board Meeting on Wednesday, December 4, 2019

**C. Public Service and Programs:**

The total Adult and Young Adult attendance for November 2019 was 750. The total Children's attendance for November 2019 was 547. The total Innovation Station attendance for November 2019 was 84. The grand total for November was 1,381.

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

A. Miscellaneous:

Mrs. Reed stated that the staff received an online survey regarding the configuration of the tables for the staff room when construction is complete. She asked if the Board approves having the staff involved in the selection of furniture for the staff room. The Board agrees.

**Committee Reports:**

A. Foundation Committee

Mr. Greller stated that the Foundation Committee did not meet tonight. The fundraiser for Origami Owl is going on now. The next meeting will be January 8, 2020.

**New Business:**

A. Banned patrons

Mrs. Reed stated that there have been a couple of patrons who have recently been banned from the library. There was a discussion on the length of time for banned patrons. There has been an issue with a patron who has been allowed back into the library, only to have the same behavior patterns. There was a discussion, and the Board decided to have the patron banned for six months to a year after the Director discusses the issue with the Library attorney.

B. Motion for Disposition of Equipment:

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT OF THE FOLLOWING. ALL APPROVED.

- 1 Oval Wood Table (Staff Room)
- 1 Round Wood Table (Staff Room)
- 1 Sofa (Staff Room)
- 3 Hon armed chairs (Staff Room)
- 8 Hon armless chairs (Staff Room)

C. Traveler proposal

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE

182 THE TRAVELER PROPOSAL. ALL APPROVED.  
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186 **Meetings and Conferences:**  
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- 188 A. Levittown Chamber of Commerce Tree Lighting – Monday, December 2,  
189 2019
- 190 B. NLS Annual Meeting – Monday, December 9, 2019
- 191 C. **Regular Board Meeting – Wednesday, January 8, 2020**
- 192 D. **First Open Budget Meeting & Regular Board Meeting – Wednesday,**  
193 **February 5, 2020**
- 194 E. PLA 2020 Conference – February 25-29, 2020; Nashville, TN
- 195 F. **First Open Budget Meeting & Regular Board Meeting – Wednesday,**  
196 **March 4, 2020**  
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199 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
200 ENTER INTO EXECUTIVE SESSION AT 9:18 PM. ALL APPROVED.  
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202 The open meeting resumed at 10:09 p.m.  
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204 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
205 APPROVE STAFF WHO WORK AN OVERNIGHT SHIFT DUE TO  
206 CONSTRUCTION TO RECEIVE FULL COMPENSATION SHOULD THE  
207 SCHEDULED PROJECT END PRIOR TO THE SEVEN HOURS SHIFT, WITHIN  
208 A REASONABLE TIME OF AT LEAST FIVE HOURS WORKED, PENDING  
209 DIRECTORS APPROVAL, RETROACTIVE TO OCTOBER 1, 2019. ALL  
210 APPROVED  
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212 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED TO  
213 INCREASE A TYPIST-CLERK'S SALARY FROM STEP 4 TO STEP 5 AS  
214 LISTED ON THE SALARY SCALE. 4 APPROVED, 1 OPPOSED; MOTION  
215 PASSED.  
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217 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ADD  
218 THE POSITION OF TYPIST-CLERK, BILINGUAL. ALL APPROVED.  
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220 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO  
221 APPROVE A PROMOTIONAL SENIOR LIBRARY CLERK FOR THE  
222 ADMINISTRATION OFFICE. ALL APPROVED.  
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224 MR. DALTON MOVED AND MR. GRELLER SECONDED TO ADJOURN THE  
225 REGULAR MEETING AT 10:10 PM. ALL APPROVED.  
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Growing with Our Community

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## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES DECEMBER 4, 2019

Mrs. Maher called the Executive Session to order at 9:19 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, and, joined by Mrs. Reed, Mrs. Ferro. Mr. Truncale, the Library attorney, was absent with notice.

The Board discussed personnel and legal matters.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 10:08 PM. ALL APPROVED.