



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

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## MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES MARCH 4, 2020

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

The Pledge of Allegiance was said.

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

19 The meeting was called to order by Mrs. Maher at 8:03 PM Present were Mrs.  
20 Maher, Mr. Greller, Mrs. Santer, Mr. Dalton, and Mr. Pettit-Milonakis, joined by  
21 Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Brian Cleary,  
22 Library Treasurer, arrived at 8:11 PM, Ben Truncala, Library Attorney, was  
23 absent with notice.

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### **Minutes:**

Minutes from February 5, 2020

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MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF  
THE AMENDED FEBRUARY 5, 2020 MINUTES. ALL APPROVED.

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

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MR. GRELLER MOVED MRS. SANTER SECONDED TO TABLE THE  
FINANCIAL REPORT OF THE LIBRARY UNTIL THE TREASURER ARRIVES.  
ALL IN FAVOR.

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#### A. Construction Update

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

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Mr. Calgi, of Calgi Construction Company, Inc., discussed the Levittown  
Public Library – Misc. Renovation - Executive Summary report for February.  
Mr. Calgi also presented the Payment Summary and Change Orders, which  
are included in the report. Mr. Calgi stated they still have daily battles with the  
General Contractor. Mrs. Reed noted that the General Contractor told her the  
meeting rooms would be completed in July.

47 Mrs. Reed met with the Town of Hempstead, Commissioner Reinhardt, along  
48 with Mr. Dalton and Mr. Smith. They discussed the property the Town of  
49 Hempstead is willing to sell to the Library. Once the Board approves moving  
50 forward with this project, the Library would require R&M Engineering SVS to  
51 complete another Boundary and Topographic Survey. The Board agreed with  
52 Mrs. Reed to move forward with exploring the plan of purchasing the property  
53 from the Town of Hempstead.

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56 A. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE  
57 APPROVAL OF GENERAL FUND WARRANT FOR FEBRUARY 2020 FOR  
58 TD BANK IN THE AMOUNT OF \$154,801.26, IMPREST ACCOUNT  
59 WARRANT FOR FEBRUARY 2020 FOR TD BANK IN THE AMOUNT OF  
60 \$0.00, COFFEE CAFÉ WARRANT FOR FEBRUARY 2020 FOR TD BANK IN  
61 THE AMOUNT OF \$186.49 AND WITHHOLDING ACCOUNT WARRANT  
62 FOR FEBRUARY 2020 FOR TD BANK IN THE AMOUNT OF \$127,527.58.  
63 ALL APPROVED.

64  
65 B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL  
66 OF CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2020 FOR  
67 STERLING BANK IN THE AMOUNT OF \$5,216.75. ALL APPROVED.

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69 C. Cash balance report as of February 2020: General Fund is \$6,071,222.10;  
70 Capital Projects is \$33,084.69.

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72 D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL  
73 OF CENTRAL LIBRARY FUND WARRANT FOR FEBRUARY 2020 IN THE  
74 AMOUNT OF \$9,566.89. ALL APPROVED.

75  
76 E. Central Library Fund spent to date for 2020 is \$66,602.76 and the Central  
77 Book Aid spent to date for 2020 is \$15,811.71.

78  
79 F. A Chase monthly report for the Board of Trustees' information is included in  
80 their packet.

81  
82 G. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE REQUEST  
83 FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF  
84 \$626,731 AS OF APRIL 2, 2020. ALL APPROVED.

85  
86 H. MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE  
87 THE TRANSFER OF \$900,000 FROM THE GENERAL FUND TO CAPITAL  
88 PROJECTS. ALL APPROVED.

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- 92 I. MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO  
93 APPROVE THE FINAL 10% 2019 LOCAL LIBRARY SERVICES AID (LLSA)  
94 CHECK IN THE AMOUNT OF \$1,404.00. ALL APPROVED.  
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97 **Unfinished Business:**

98 B. 2020-2021 Proposed Library Budget  
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100 Mrs. Reed discussed the 2020-2021 Proposed Library Budget and noted it is  
101 within the Tax Cap.  
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103 1. Budget Mailer

104 Mrs. Reed discussed the different types of budget mailers that are mailed to  
105 the Levittown Community. There was a discussion on having the budget  
106 mailer printed in black and white or color ink.  
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108 MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO  
109 MAIL OUT THE PRINTED BUDGET VOTE MAILERS IN FULL COLOR NOT  
110 TO EXCEED \$4,500. ALL APPROVED.  
111

112 C. LIPA PILOT payments  
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114 Mrs. Reed stated that she and Mr. Ben Truncale, Library Attorney, have a  
115 meeting with the Levittown Public School District Superintendent and  
116 Assistant Superintendent of Business & Finance on March 10, 2020, and will  
117 report back to the Board.  
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120 **Personnel Changes:**

121 MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT THE  
122 PERSONNEL CALENDAR. ALL APPROVED.  
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124 **Communications:**

- 125 A. Letter from Long Island Coalition for the Homeless  
126 B. Letters from Levittown Kiwanis & Levittown Community Council  
127 C. Letter from Rhythm Osam  
128 D. Levittown Tribune Article  
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130 **Period for Public Expression:**

131 Dominic Calgi – Calgi Construction  
132 Michael Smith – Smith & Pucillo  
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134 **Director's Progress and Services Report:**

- 135 A. Buildings and Grounds  
136 1. Meeting with Commissioner Reinhardt on Monday, March 2,

137 2020

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139 This was discussed under Construction Update

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142 B. System Developments:

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144 Mrs. Reed reported on the following meetings:

- 145  
146 1. Meeting with Senator Thomas on Friday, February 7, 2020  
147 2. Members Library Director Meeting on Wednesday, February 19, 2020  
148 3. NLS Board Meeting on Thursday, February 27, 2020  
149 4. MLD Executive Board Meeting on Wednesday, March 4, 2020

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151 C. Public Service and Programs:

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153 The total Adult and Young Adult attendance for February 2020 was 954. The  
154 total Children's attendance for February 2020 was 781. The total Innovation  
155 Station attendance for February 2020 was 62. The grand total for February was  
156 1,797.

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

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161 D. Miscellaneous:

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163 1. Advocacy Day  
164 2. PLA Conference

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166 Mrs. Reed stated that she will have a written conference report for the Board.

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168 3. Coronavirus

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170 Mrs. Reed stated that the Library is taking the necessary precautions against the  
171 Coronavirus. The staff is disinfecting surfaces and wiping the equipment down  
172 after patrons use them.

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174 **Committee Reports:**

175 A. Foundation Committee

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177 Mr. Greller stated that the Foundation Committee met tonight. They are having a  
178 movie night at the Bellmore Playhouse on Sunday, April 19, 2020, and the Craft  
179 Fair is Saturday, May 9, 2020.

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181 **New Business:**

182 A. Motion to approve the NY State Annual Report 2019

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184 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE  
185 NY STATE ANNUAL REPORT 2019. ALL APPROVED.

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188 B. Baldessari & Coster, LLP – Understanding of Services

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190 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE  
191 BALDESSARI & COSTER, LLP – UNDERSTANDING OF SERVICES. ALL  
192 APPROVED.

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194 **Meetings and Conferences:**

- 195 A. Salk Middle School Artists' Reception – Thursday, March 5, 2020
- 196 B. Levittown School District's 24<sup>th</sup> Annual Recognition Dinner – Thursday,  
197 March 12, 2020, 6:30 PM; Domenico's Restaurant
- 198 C. Computers in Libraries Conference – March 31 – April 2, 2020; Arlington,  
199 VA
- 200 D. **Regular Board Meeting – Wednesday, April 1, 2020**
- 201 E. Kiwanis Club of Levittown Annual Brotherhood-Sisterhood Luncheon –  
202 Thursday, April 2, 2020; Domenico's Restaurant
- 203 F. Wisdom Lane Middle School Artists' Reception – Tuesday, April 7, 2020
- 204 G. **Regular Board Meeting – Wednesday, May 6, 2020**
- 205 H. Long Island Library Conference – Thursday, May 14, 2020; Melville  
206 Marriott; Melville, NY
- 207 I. **Library & School District Budget Vote – Tuesday, May 19, 2020**
- 208 J. **Regular Board Meeting – Wednesday, June 3, 2020**

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212 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
213 ADJOURN THE REGULAR BOARD MEETING AT 9:20 PM. ALL APPROVED.

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