



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
APRIL 1, 2020
Via Zoom

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said and there was a moment of silence for the victims of COVID-19.

Call to Order and Roll Call of Members:

The meeting was called to order by Mrs. Maher at 7:03 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.

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AT 7:10 PM. ALL APPROVED.

The open meeting resumed at 8:05 p.m.

Minutes:

Minutes from March 4, 2020

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE AMENDED MARCH 4, 2020 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR MARCH 2020 FOR TD BANK IN THE AMOUNT OF \$72,923.61, IMPREST ACCOUNT WARRANT FOR MARCH 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR MARCH 2020 FOR TD BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR MARCH 2020 FOR TD BANK IN THE AMOUNT OF \$10,651.47. ALL APPROVED.

- B. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR MARCH 2020 FOR STERLING BANK IN THE AMOUNT OF \$464,446.15. ALL APPROVED.
- C. Cash balance report: General Fund is \$5,826,905.46; Capital Projects is \$468,733.34.
- D. MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR MARCH 2020 IN THE AMOUNT OF \$9,566.89. ALL APPROVED.
- E. Central Library Fund spent to date for 2020 is \$72,396.61 and the Central Book Aid spent to date for 2020 is \$20,168.70.
- F. A Chase monthly report for the Board of Trustees information is included in their packet.
- G. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$626,731 AS OF MAY 7, 2020. ALL APPROVED.

Unfinished Business:

A. Construction Update

- 1. Interior/Exterior Renovation & Parking Lot Expansion Project
 - a. Intricate Tech Solutions Change Order Number 1
 - b. Mt. Olympus Restoration Inc. Change Order Number 7
 - c. Mt. Olympus Restoration Inc. Change Order Proposal 1/17/20
 - d. L.E.B. Electric Change Orders Numbers 6-9

Mr. Calgi, Calgi Construction Company, Inc., discussed the Levittown Public Library – Misc. Renovation - Executive Summary report for the month of March. Mr. Calgi also discussed the Payment Summary and Change Orders, which are included in the report. Mr. Calgi stated that the original completion date for this project was April 27, 2020. Mr. Calgi discussed Executive Order 202.6 from NYS Governor, which is included in his report. Because of the COVID-19 Virus, the Executive Order was issued. Based upon those guidelines and a discussion with the Library Director and Attorney, the Library Project has been temporarily shut down. They have not issued a date on when the project can resume. Mrs. Reed discussed change orders a. through d.

MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CHANGE ORDERS A THROUGH D. ALL APPROVED.

B. 2020-2021 Proposed Library Budget

- a. Motion to approve the Resolution to override tax levy established in General Municipal Law §3-c

MR. DALTON MOVED AND MRS. SANTER SECONDED TO TABLE THE MOTION TO APPROVE THE RESOLUTION TO OVERRIDE TAX LEVY ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C. ALL APPROVED.

- b. Motion to accept the 2020-2021 Proposed Library Budget

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE 2020-2021 PROPOSED LIBRARY BUDGET. ALL APPROVED.

C. LIPA PILOT payments

Mrs. Reed stated that she and Mr. Ben Truncale, Library Attorney, have met with the Levittown Public School District regarding the LIPA PILOT payments. They recommend leaving things as is, at this time, as long as the 2% Tax Cap is in place. It would not be beneficial to the Library.

Personnel Changes:

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

Communications:

- A. None

Period for Public Expression:

Dominic Calgi – Calgi Construction
Frank McKenna, Director of Seaford Library, Levittown resident

Mr. McKenna thanked the Levittown Library Director, Assistant Director, Library Staff and the Board of Trustees for all their hard work and efforts during difficult times with this pandemic.

Director's Progress and Services Report:

- A. Buildings and Grounds

Mrs. Reed stated that she and Ken have been going to the Library and checking to make sure there are no issues in the building during the closure.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Members Library Director Meeting on Wednesday, March 18, 2020
2. Meeting with Assemblyman Mikulin on Friday, March 20, 2020 - canceled
3. NLS Board Meeting on Monday, March 23, 2020
4. MLD Executive Board Meeting on Wednesday, April 1, 2020

Mrs. Reed stated that there was a discussion regarding the Budget Vote and Trustees Election. The Governor's executive order has postponed the Budget Vote until at least June 1, 2020. There are provisions made in current law, that if there cannot be a Library Budget Vote then the Library budget goes to the current fiscal year's budget. If there cannot be a Trustee Election, the Trustee whose term is up would be allowed to continue in the position for one year. The Library will have to have a Trustee Vote within the one year.

Mr. Dalton stated that at the NLS Meeting there was a discussion regarding Nassau Libraries utilizing the 3D Printers to create PPE for the Department of Health and Hospitals in Nassau County. They are just waiting for the approval from the Department of Health's Commissioner. The Board stated that they agree with moving forward with utilizing the Libraries 3D Printers.

C. Public Service and Programs:

Mrs. Reed stated that the Public Service and Programs report was not in the packets. The staff was not able to access the statistics when the Library closed so quickly. They are starting to count the Programs that the Library is doing on-line.

A. Miscellaneous:

Mrs. Reed thanked all the staff for helping with the closure procedures once they were closed due to the pandemic. The staff have been working from home and are participating in Zoom staff meetings. When staff members enter the building, they are following proper safety guidelines.

MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO APPROVE THAT ONLY ONE SIGNATURE IS REQUIRED ON THE LIBRARY CHECKS FOR \$10,000 AND OVER FOR THE NEXT THREE MONTHS IF NEEDED. ALL APPROVED.

Committee Reports:

A. Foundation Committee

Mr. Pettit-Milonakis stated the Foundation Committee had a Zoom meeting tonight. The committee decided to postpone the Craft Fair and Movie Night fundraisers.

New Business:

A. Circulation Policy

MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE CIRCULATION POLICY. ALL APPROVED.

B. Pandemic Policy

MRS. SANTER MOVED AND MR DALTON SECONDED TO APPROVE THE PANDEMIC POLICY. ALL APPROVED.

Meetings and Conferences:

- A. Computers in Libraries Conference – March 31 – April 2, 2020; Arlington, VA – **POSTPONED**
- B. Kiwanis Club of Levittown Annual Brotherhood-Sisterhood Luncheon – Thursday, April 2, 2020; Domenico's Restaurant, 12:00 PM – **POSTPONED**
- C. Wisdom Lane Middle School Artists' Reception – Tuesday, April 7, 2020 - **Canceled**
- D. **Regular Board Meeting – Wednesday, May 6, 2020**
- E. NYLIBS/PAC Dinner – Wednesday, May 13, 2020; 317 Main Street; Farmingdale, NY - **Canceled**
- F. Long Island Library Conference – Thursday, May 14, 2020; Melville Marriott; Melville, NY - **Canceled**
- G. Levittown School District's 24th Annual Recognition Dinner – Thursday, May 14, 2020, 6:30 PM; Domenico's Restaurant
- H. **Library & School District Budget Vote – TBA**
- I. **Regular Board Meeting – Wednesday, June 3, 2020**
- J. **Regular Board Meeting – Wednesday, July 1, 2020**

MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE AV WORK PROPOSAL IN MEETING ROOMS A & B NOT TO EXCEED \$130,000. ALL APPROVED.

MR. DALTON MOVED AND MRS. SANTER SECONDED TO ADJOURN THE REGULAR BOARD MEETING AT 9:05 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES APRIL 1, 2020

Mrs. Maher called the Executive Session to order at 7:11 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, and, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney.

The Board discussed personnel and legal matters.

MR. DALTON MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 8:04 PM. ALL APPROVED.