



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
MAY 6, 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. GRELLER MOVED AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AT 7:10 PM. ALL APPROVED.

The open meeting resumed at 8:06 p.m.

Minutes:

Minutes from April 1, 2020

MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF THE AMENDED APRIL 1, 2020 MINUTES. 1 ABSTAINED, 4 APPROVED. MOTION PASSED.

Financial Report of the Library:

A. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR APRIL 2020 FOR TD BANK IN THE AMOUNT OF \$44,943.14, IMPREST ACCOUNT WARRANT FOR APRIL 2020 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR APRIL 2020 FOR TD BANK IN THE AMOUNT OF \$537.00 AND WITHHOLDING ACCOUNT WARRANT FOR APRIL 2020 FOR TD BANK IN THE AMOUNT OF \$199,368.37. ALL APPROVED.

- B. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR APRIL 2020 FOR STERLING BANK IN THE AMOUNT OF \$111,383.62. ALL APPROVED.
- C. Cash balance report: General Fund is \$5,771,733.27; Capital Projects is \$357,635.35.
- D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR APRIL 2020 IN THE AMOUNT OF \$3,158.65. ALL APPROVED.
- E. Central Library Fund spent to date for 2020 is \$75,555.26 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. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$626,731 AS OF JUNE 4, 2020. ALL APPROVED.

Mrs. Reed stated that the Levittown School District requested that the Library allow them to have the Tax Funds directing deposited. Mr. Cleary is in the process of working on this with the school.

Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mr. Calgi, Calgi Construction Company, Inc., stated that on April 27, 2020, the contractors returned to work. He discussed the process they have done since starting back on the project. The Library Attorney sent an e-mail regarding the Governor's Executive Order from April 9, 2020, on the proper procedures on how to resume construction. Mr. Calgi discussed the Levittown Public Library – Misc. Renovation - Executive Summary report for the month of April. Mr. Calgi also discussed the Payment Summary and Change Orders, which will be in the Executive Summary report that Mrs. Reed will forward to the Board.

Mr. Smith, the Architect, stated that they finished the technical documents for the AV Contract for the work in the multipurpose room. Hopefully, next week he will be able to send over an advertisement to bid to Mrs. Ferro.

Personnel Changes:

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

Communications:

A. Levittown Tribune Article

Period for Public Expression:

A. Dominic Calgi – Calgi Construction

Director's Progress and Services Report:

A. Buildings and Grounds

Mrs. Reed stated that the Library building is only open for the construction workers. Now that a custodian is in the building, the mail and packages are being delivered to the Library.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Members Library Director Meeting - Wednesday, April 15, 2020
2. NLS Board Meeting - Monday, April 27, 2020
3. MLD Executive Board Meeting - Wednesday, May 6, 2020

Mrs. Reed stated that the discussions during all the meetings are related to library services during the Pandemic. It has been agreed that the Summer Reading Program will be exclusively online for all the libraries in Nassau County. The theme is "Imagine Your Story." Mr. Dalton stated that NLS was approved for the PPE Grant and have already received the money.

C. Public Service and Programs:

Mrs. Reed stated that the Public Service and Programs report was not in your packet. The Library is waiting for guidance from the State on how to count the virtual programs.

1. Miscellaneous:
 - a. Levittown School Board Meeting – Wednesday, May 6, 2020

Mrs. Reed stated that the Head of Technical Services was in attendance for the online School Board Meeting. She reported that the School District & Library Budget Vote will be a paper ballot.

Committee Reports:

A. Foundation Committee

Mr. Greller stated the Foundation Committee did not meet tonight. The next meeting is scheduled for June 3, 2020.

New Business:

A. Carpet Cleaning Quotes

1. All Pro Carpet Cleaning: \$3,955.00
2. Sears Carpet & Upholstery Care: \$2,759.00
3. Stanley Steemer: \$3,768.45

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE SEARS CARPET & UPHOLSTERY CARE QUOTE IN THE AMOUNT OF \$2,759.00. ALL APPROVED.

B. Motion to accept three reels of 3D printer filament valued at \$150.00

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE THREE REELS OF 3D PRINTER FILAMENT VALUED AT \$150.00. ALL APPROVED.

C. Motion for the Disposition of Equipment

1 Viper Industrial Products Inc. Spot Cleaner for carpets; Model WOLF130; Serial # 008666

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

D. Motion to approve the 2021-2022 Holiday Schedule

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE 2021-2022 HOLIDAY SCHEDULE. ALL APPROVED.

E. Motion to approve the 2020-2021 Sunday Schedule

Tabled until June 3, 2020, Regular Board Meeting.

F. Motion to approve the Central Library Aid Expenditure Plan for 2020

1. Attestation of the use of CBA & CLDA Funding

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE CENTRAL LIBRARY AID EXPENDITURE PLAN FOR 2020. ALL APPROVED.

- G. Motion to approve the mailing of the newsletter to every home in the district, at a cost not to exceed \$4,500

MRS. SANTER MOVED AND MR. GRELLER SECOND TO APPROVE THE MAILING OF THE NEWSLETTER TO EVERY HOME IN THE DISTRICT, AT A COST NOT TO EXCEED \$4,500. ALL APPROVED.

- H. Motion to approve to pay employees without penalty during the period of March 13, 2020, through and including June 3, 2020, in accordance with 202.8, which has been modified and extended through May 6, 2020. The Board reserves the right to revisit the issue of compensation should the Covid-19 crisis necessitate further closure beyond May 6, 2020. Payment is contingent upon staff remaining on-call and reporting to work upon request and performing requested tasks while at home.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE TO PAY EMPLOYEES WITHOUT PENALTY DURING THE PERIOD OF MARCH 13, 2020, THROUGH AND INCLUDING JUNE 3, 2020, IN ACCORDANCE WITH 202.8, WHICH HAS BEEN MODIFIED AND EXTENDED THROUGH MAY 6, 2020. THE BOARD RESERVES THE RIGHT TO REVISIT THE ISSUE OF COMPENSATION SHOULD THE COVID-19 CRISIS NECESSITATE FURTHER CLOSURE BEYOND MAY 6, 2020. PAYMENT IS CONTINGENT UPON STAFF REMAINING ON-CALL AND REPORTING TO WORK UPON REQUEST AND PERFORMING REQUESTED TASKS WHILE AT HOME. ALL APPROVED.

Meetings and Conferences:

- A. NYLIBS/PAC Dinner – Wednesday, May 13, 2020; 317 Main Street; Farmingdale, NY - **Canceled**
- B. Long Island Library Conference – Thursday, May 14, 2020; Melville Marriott; Melville, NY - **Canceled**
- C. Levittown School District's 24th Annual Recognition Dinner – Thursday, May 14, 2020, 6:30 PM; Domenico's Restaurant - **Canceled**
- D. **Library & School District Budget Vote – June 9, 2020, by paper ballot**
- E. **Regular Board Meeting – Wednesday, June 3, 2020**
- F. **Regular Board Meeting – Wednesday, July 1, 2020**

LPL Board of Trustees

May 6, 2020

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Mr. Greller wanted to note to all staff members that the Board thanks them for their patience and their willingness to work from home. They recognize this situation is not easy, and everyone is trying to get along the best we can. He wished everyone to stay healthy and stay safe.

MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE REGULAR BOARD MEETING AT 8:54 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION
OF THE REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 6, 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 matters of contract.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 8:05 PM. ALL APPROVED.