



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

1
2
3 Growing with Our Community
4
5
6
7

8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES OCTOBER 2, 2019

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said and a moment of silence was observed for slain Police Officer Brian Mulkeen and Teacher Mr. Michael Verdi from Division Avenue High School.

Call to Order and Roll Call of Members:

The meeting was called to order by Mrs. Maher at 8:04 p.m. Present were Mrs. Maher, Mr. Dalton, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director, and Brian Cleary, Library Treasurer. Ben Truncale, Library Attorney, arrived at 8:35 p.m.

Minutes:

Minutes from September 4, 2019

There was a discussion regarding the Roll Call of Members. The Board stated that if a Trustee arrives after Roll Call, the minutes will reflect the time the Trustee arrived.

MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF THE SEPTEMBER 4, 2019 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR SEPTEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$100,679.98, IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR SEPTEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR SEPTEMBER 2019 FOR TD BANK IN THE AMOUNT OF \$101,660.01. ALL APPROVED.

- 47 B. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE
48 APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR SEPTEMBER
49 2019 FOR STERLING BANK IN THE AMOUNT OF \$3,204.50. ALL
50 APPROVED.
51
- 52 C. Cash balance report as of September 30, 2019: General Fund is
53 \$6,781,466.64; Capital Projects is \$23,581.76.
54
- 55 D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL
56 OF CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2019 IN THE
57 AMOUNT OF \$238,708.50. ALL APPROVED.
58
- 59 E. Central Library Fund spent to date for 2019 is \$166,410.55, and the Central
60 Book Aid spent to date for 2019 is \$12,307.82.
61
- 62 F. A Chase monthly report for the Board of Trustees is included in their packet.
63
- 64 G. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST
65 FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF
66 \$626,732 AS OF NOVEMBER 3, 2019. ALL APPROVED.
67

68 **Unfinished Business:**

69 A. Construction Update

70
71 1. Interior/Exterior Renovation & Parking Lot Expansion Project
72

73 Mrs. Reed stated that the four Prime Contractors' contracts have been
74 prepared and reviewed by the Library Attorney, Ben Truncala. Once they are
75 signed and returned by the contractors, Calgi Construction Management will
76 set up a meeting with Mrs. Reed for her signature, to fully execute each
77 contract.
78

79 B. Children's Room - Restrooms
80

81 Mrs. Reed stated that the hardware on the doors for the Children's Room
82 restrooms were installed incorrectly. The tiles that were removed to widen the
83 restroom doors have to be replaced. The company will be back to replace the
84 tiles and have the locksmith fix the lock.
85

86 **Personnel Changes:**

87 MR. DALTON MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
88 PERSONNEL CALENDAR. ALL APPROVED.
89

90 **Communications:**

91 A. None

92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136

Period for Public Expression:

Maryanne Linehan – Library Staff

Director’s Progress and Services Report:

A. Buildings and Grounds

Mrs. Reed stated that one of the two stalls in the downstairs Ladies’ Restroom is out of commission. Mrs. Ferro contacted the Architect and was told that it is part of the first phase of construction, and they recommend not to fix the stall at this time. It will be replaced during construction.

Mr. Greller stated that the Town of Hempstead decided to restrict the Veterans Memorial Park across from the Library to Levittown District Residents only. Mrs. Reed contacted Dennis Dunne’s office and was assured this was a rumor and not a fact. She advised Councilman Dunne’s office that this would not be a good idea as the Levittown Public Library is a Central Library and offers services to all Nassau County residents. Many out of district library users visit the park and use the parking lot.

There was a discussion regarding homeless people applying for library cards. The Board stated that the Library could issue library cards if the patron does not have a home address.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Members Library Director Meeting on Wednesday, September 18, 2019
2. NLS Board Meeting on Monday, September 23, 2019
Mrs. Reed was unable to attend
3. ILS Services Council Meeting on Thursday, September 26, 2019
4. MLD Executive Board Meeting on Wednesday, October 2, 2019

C. Public Service and Programs:

The total Adult and Young Adult attendance for September 2019 was 929. The total Children’s attendance for September 2019 was 224. The total Innovation Station attendance for Sept 2019 was 90. The total for September was 1,243.

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

137 A. Miscellaneous:

138
139 1. Levittown Community Council Meeting on Monday, September
140 23, 2019

141
142 Mrs. Reed attended the Levittown Community Council Meeting on Monday,
143 September 23, 2019, and discussed the upcoming construction projects at the
144 Library.

145
146 2. Great Give Back on Saturday, October 19, 2019

147
148 Mrs. Reed stated that the Great Give Back is Saturday, October 19, 2019.

149
150 Mrs. Reed stated that the Library held an Aging Well Expo on September 26th;
151 during the event, Senator Kevin Thomas presented her and Mrs. Santer with a
152 Proclamation Honoring the Levittown Public Library.

153
154 **Committee Reports:**

155 A. Foundation Committee

156
157 Mr. Greller stated that the Foundation met tonight. They are looking into Origami
158 Owl and Movie Fundraisers. The Foundation has updated the By-Laws to reflect
159 more of what the Foundation has become and what its goals are.

160
161 **New Business:**

162 A. Resolution in Support of Fair Access to Digital Content

163 Mr. Dalton read the Fair Access to Digital Content.

164
165 MR. DALTON MOVED AND MR. GRELLER SECONDED TO APPROVE
166 THE RESOLUTION IN SUPPORT OF FAIR ACCESS TO DIGITAL
167 CONTENT. ALL APPROVED.

168
169 B. MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE
170 JOHNSON CONTROLS PROPOSAL FOR ADDITIONAL SECURITY
171 CAMERAS. ALL APPROVED.

172
173 C. Tech help

174
175 Mrs. Reed discussed allowing the staff to provide help with technology to
176 Library patrons. She would like to make this service available to the
177 community. The Board agreed.

178
179 D. Kantola Training

180
181 Mrs. Reed asked the Board to forward their Kantola Training Certificates or

182 proof of comparable Sexual Harassment Prevention Training for the Library to
183 have on file.

184

185 E. Motion for Disposition of Equipment of Records:

186

187 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
188 APPROVE THE DISPOSITION OF RECORDS OF THE FOLLOWING:
189 9.[337] APPLICATION FOR EMPLOYMENT (2016) OF THE RECORDS
190 RETENTION AND DISPOSITION SCHEDULE, MI-1. ALL APPROVED.

191

192 F. PILOT

193

194 Mrs. Reed informed the Board that the Library is entitled to PILOT (Payment
195 in Lieu of Taxes). The chart she provided shows what the Levittown School
196 District receives and what percentage the Library is entitled to for the PILOT.
197 There was a discussion on this, and the Board stated to go forward with
198 requesting PILOT money and not asking for prior years' money.

199

200 G. Assurance: Public Library Construction Grant Program 2019

201

202 Mrs. Maher read, duly adopted, and signed the Assurance: Public Library
203 Construction Grant Program 2019.

204

205 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ADOPT THE
206 ASSURANCE: PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM
207 2019. ALL APPROVED.

208

209 H. Substitute Librarian

210

211 Mrs. Reed discussed a Substitute Librarian position. This position would be
212 paid an hourly rate. The position is a non-competitive title from Civil Service.
213 The Board thinks the Substitute Librarian position would be helpful and asked
214 Mrs. Reed to have a conversation with the Union.

215

216

217 I. Proposed Board of Trustee By-law Revision

218

219 Mr. Greller presented the Revision of the Board of Trustee By-laws. Mr.
220 Greller stated according to the By-Laws, the Board of Trustees has to be
221 notified of any changes 14 days in advance prior to voting. He will make the
222 necessary changes and e-mail and mail a revised copy to the Board of
223 Trustees. The vote will take place at the November meeting.

224

225

226 **Meetings and Conferences:**

- 227 A. LILRC 28th Annual Conference of Libraries and the Future – Friday,
228 October 11, 2019; 8:00 a.m. – 4:00 p.m.; at Heritage Club at Bethpage
229 B. Levittown Fire Department Fire Prevention Open House – Friday, October
230 25, 2019; 6:00-9:00 p.m.; Gardiners Avenue Firehouse
231 C. Kiwanis Club Annual Pancake Breakfast & LEADD Walk and Fair –
232 Sunday, October 27, 2019; 8:00 AM.
233 D. **Regular Board Meeting – Wednesday, November 6, 2019**
234 E. NYLA Annual Conference – November 13-16, 2019 – Saratoga Springs,
235 NY
236 F. NCLA Annual Dinner & Installation of Officers – Thursday, November 21,
237 2019; 6:00-10:00 p.m.; The Coral House; Baldwin, NY
238 G. **Regular Board Meeting – Wednesday, December 4, 2019**
239 H. PLA 2020 Conference – February 25-29, 2020; Nashville, TN
240

241 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
242 APPROVE TWO STAFF MEMBERS TO ATTEND THE PLA 2020
243 CONFERENCE. ALL APPROVED.
244

245 MR. GRELLER MOVED AND MR. DALTON SECONDED TO ENTER INTO
246 EXECUTIVE SESSION AT 9:29 PM. ALL APPROVED.
247

248 The open meeting resumed at 10:04 p.m.
249

250 MR. DALTON MOVED AND MR. GRELLER SECONDED TO ADJOURN THE
251 REGULAR MEETING AT 10:05 PM. ALL APPROVED.
252



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 EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES OCTOBER 2, 2019

Mrs. Maher called the Executive Session to order at 9:29 p.m. Present were Mrs. Maher, Mr. Dalton, Mr. Greller, 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 10:03 PM. ALL APPROVED.