

# LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168  
<http://www.levittownpl.org>

LEVITTOWN PUBLIC LIBRARY  
Growing with Our Community

TRINA REED, DIRECTOR

## MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES October 4, 2017

Pledge of  
Allegiance and  
Moment of  
Silence:

The Pledge of Allegiance was said. A moment of silence was held for the victims of the Las Vegas Shooting.

Call to Order and  
Roll Call of  
Members:

The meeting was called to order by Mr. Dalton at 8:46 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Santer, and Mrs. Maher, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

Approval and  
Signing of  
Minutes:

Minutes from September 6, 2017.

Approved with corrections.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED SEPTEMBER 6, 2017 MINUTES. 3 IN FAVOR, 1 ABSTAINED. MOTION PASSED.

Financial Report  
of the Library:

Brian Cleary, Library Accountant, presented the Financial Report of the Library.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR SEPTEMBER 2017 IN THE AMOUNT OF \$180,414.44, IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2017 IN THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2017 IN THE AMOUNT OF \$20,939.83. ALL APPROVED.

The cash balance report as of September 30, 2017 is \$6,241,123.19.

The Central Library Fund spent to date for September 2017 is \$123,793.19 & the Central Book Aid spent to date for September 2017 is \$5,526.96.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR SEPTEMBER 2017 IN THE AMOUNT OF \$19,641.68. ALL APPROVED.

A Chase Monthly report for the Board of Trustees information is included in their packet.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$617,428 AS OF NOVEMBER 2, 2017. ALL APPROVED.

Motion to accept the 2017 Bullet Aid check from Senator Kemp Hannon in the amount of \$20,000.00:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE 2017 BULLET AID CHECK FROM SENATOR KEMP HANNON IN THE AMOUNT OF \$20,000.00. ALL APPROVED.

Motion to accept the 2017 Central Library Aid check in the amount of \$246,151.70:

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE 2017 CENTRAL LIBRARY AID CHECK IN THE AMOUNT OF \$246,151.70. ALL APPROVED.

Motion to transfer \$200,000.00 from the Central Library Fund to the General Fund:

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO TRANSFER \$200,000.00 FROM CENTRAL LIBRARY FUND TO THE GENERAL FUND. ALL APPROVED.

Motion to allow electronic transfer of funds from the Withholding Account to NEFCU, for deductions from staff paychecks:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ALLOW ELECTRONIC TRANSFER OF FUNDS FROM THE WITHHOLDING ACCOUNT TO NEFCU, FOR DEDUCTIONS FROM STAFF PAYCHECKS. ALL APPROVED.

Motion to allow electronic transfer of funds from the General Fund to the Withholding Accounts, for the Health Insurance and the Dental Insurance each month:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ALLOW ELECTRONIC TRANSFER OF FUNDS FROM THE GENERAL FUND TO THE WITHHOLDING ACCOUNTS, FOR THE HEALTH INSURANCE AND THE DENTAL INSURANCE EACH MONTH. ALL APPROVED.

Unfinished  
Business:

A. Construction update

1. HVAC

Mr. Calgi, Calgi Construction Management, stated that the library received one copy of the closeout which will be finalized tomorrow. The specifications calls for three copies of the closeout report. The Levittown Public Library, Calgi Management, and the Architect should receive the finalized report for their records.

2. Quiet Study & Eatery – Replacement of two 3form panels

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE REPLACEMENT OF TWO 3FORM PANELS IN THE QUIET STUDY AREA IN THE AMOUNT OF \$6,065.89. ALL APPROVED.

3. Book Lift – Circulation

Mrs. Reed stated that there is no update on the book lift at this time.

4. Masonry Repairs - Report – Calgi

Mr. Calgi, of Calgi Construction Management, discussed

the report from Shallu Construction Corp. on the Masonry repair at Main Floor Window Lintels.

MRS. MAHER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF THE MASONRY REPAIRS OF THE (2) TWO WINDOW LINTELS LOCATED ON THE MAIN FLOOR, SUBMITTED BY SMITH & PUCILLO, ARCHITECTS TOTALING \$8,950.00.

5. Parking lot Expansion Project - Report – Calgi

Mr. Calgi, of Calgi Construction Management, discussed the Civil Engineering Services Evaluation & Recommendations for the Parking Lot Expansion Project. He presented the Board with three proposals for review and discussion at the next Board meeting.

Personnel Changes:

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR SEPTEMBER 2017. ALL APPROVED.

Communications:

None.

Period for Public Expression:

Peter E. Ziropiannis, Levittown  
Domenic Calgi, Calgi Construction  
Barbara McGovern, Library staff  
Celeste Watman, Syosset  
Ben Truncale, Library Attorney

Members of the public asked questions that were answered by the Board.

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated the new flag pole was installed today.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director meeting on Wednesday, September 20, 2017

2. NLS Board meeting on Monday, September 25, 2017 – Mr. Dalton reported.
3. ALIS Directors meeting on Thursday, September 28, 2017
4. ALIS Executive Board meeting on Thursday, September 28, 2017
5. MLD Executive Board Meeting on Wednesday, October 4, 2017

C. Public Service and Programs:

The total Adult and Young Adult attendance for September 2017 was 881. The total Children's attendance for September 2017 was 318. The total Innovation Station attendance for September 2017 was 257. The grand total for September 2017 was 1,456.

D. Miscellaneous:

1. Van

Mrs. Reed discussed the issues with the Library van. It is at Town & Country getting new brakes and belts that need to be changed.

Committee Reports:

A. Foundation Committee:

Mr. Greller stated that the Committee met this evening. The LevitCon is taking place on October 21<sup>st</sup>, and the Foundation has vendors participating in the LevitCon. The Paint Night is scheduled for November 17, 2017, in the Innovation Station.

New Business:

A. Motion to approve the telephone proposal

Mrs. Reed stated that the Library has been having problems with their current telephone system. Mrs. Ferro presented three proposals for a new telephone system.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE PROPOSAL FROM NORTH ATLANTIC COMMUNICATIONS IN THE AMOUNT OF

\$17,753.00. ALL APPROVED.

B. Motion to fill the Trustee Vacancy

Mr. Dalton stated that the Board needs to fill the Trustee Vacancy created by the unfortunate and the untimely death of our dear former colleague Richard Santer.

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPOINT MR. PETER ZIROGIANNIS TO FILL THE TRUSTEE VACANCY THROUGH JUNE 30, 2018. ALL APPROVED.

Mr. Ziropiannis took the Oath of Office:

Mr. Dalton swore Mr. Ziropiannis in as a Library Board Trustee. Mr. Ziropiannis raised his right hand and stated the Constitutional Oath of Office on October 4, 2017. Congratulations were offered from the Board of Trustees to Mr. Ziropiannis.

Meetings and Conferences

- A. Levittown Chamber of Commerce Family Fall Festival & Street Fair – October 7, 2017; 10:00 a.m. – 4:00 p.m.; St. Bernard’s School Gym
- B. Levittown Fire Department Open House – October 15, 2017; 10:00 a.m. – 2:00 p.m.; Levittown Firehouse
- C. 2017 Depository Library Council Library Conference – October 16-18, 2017; Arlington, VA
- D. LILRC 26<sup>th</sup> Annual Conference on Libraries and the Future - October 26-27, 2017; Carlyle on the Green, Bethpage State Park
- E. LevitCon – Saturday, October 21, 2017
- F. **Regular Board Meeting - Wednesday, November 1, 2017**
- G. NYLA Annual Conference – November 8-11, 2017; Saratoga Springs, NY
- H. **Regular Board Meeting - Wednesday, December 6, 2017**
- I. PLA 2018 Conference – March 20-24, 2018; Philadelphia, PA

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE THE LIBRARY

DIRECTOR AND ONE STAFF MEMBER TO ATTEND  
PLA 2018 CONFERENCE – MARCH 20-24, 2018;  
PHILADELPHIA, PA. ALL APPROVED.

Executive  
Session:

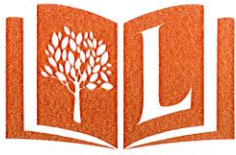
MR. GRELLER MOVED AND MR. ZIROGIANNIS  
SECONDED TO ADJOURN THE REGULAR MEETING  
AT 9:40 PM TO ENTER INTO EXECUTIVE SESSION  
FOR PERSONNEL & LEGAL MATTERS. ALL  
APPROVED.

The open meeting resumed at 10:00 p.m.

Adjournment:

MRS. MAHER MOVED AND MR. ZIROGIANNIS  
SECONDED TO ADJOURN THE REGULAR MEETING  
AT 10:02 PM. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke



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Minutes of the Executive Session  
of the Regular Meeting of the  
Levittown Public Library Board of Trustees  
October 4, 2017

Mr. Dalton called the Executive Session to order at 9:43 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, Mrs. Santer, and Mr. Ziropiannis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney.

The Board and Director discussed personnel matters.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ADJOURN THE EXECUTIVE SESSION AT 9:59 P.M. ALL APPROVED.