



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 SEPTEMBER 4, 2019

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

The Pledge of Allegiance was said and a moment of silence was observed for retired staff members Josephine Fox and Edward McNamara.

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### **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 was absent with notice.

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### **Minutes:**

Minutes from July 10, 2019

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED JULY 10, 2019 MINUTES. ALL APPROVED.

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

A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JULY 2019 FOR TD BANK IN THE AMOUNT OF \$297,159.34, AND AUGUST 2019 IN THE AMOUNT OF \$111,955.61, IMPREST ACCOUNT WARRANT FOR JULY 2019 FOR TD BANK IN THE AMOUNT OF \$0.00, AND AUGUST IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR JULY 2019 FOR TD BANK IN THE AMOUNT OF \$733.63, AND AUGUST IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JULY 2019 FOR TD BANK IN THE AMOUNT OF \$107,848.77, AND AUGUST 2019 IN THE AMOUNT OF \$116,540.88. ALL APPROVED.

B. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JULY 2019 FOR STERLING BANK IN THE AMOUNT OF \$89,444.89 AND MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR AUGUST 2019 IN THE AMOUNT OF \$58,009.93. ALL APPROVED.

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48 C. Cash balance report as of July 30, 2019: General Fund is \$6,531,606.72;  
49 Capital Projects is \$84,524.82. Cash balance report as of August 30, 2019:  
50 General Fund is \$6,630,187.06; Capital Projects is \$26,668.17.  
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52 D. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE  
53 APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JULY 2019 IN  
54 THE AMOUNT OF \$25,498.47 AND MR. PETTIT-MILONAKIS MOVED AND  
55 MR. DALTON SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND  
56 WARRANT FOR AUGUST 2019 IN THE AMOUNT OF \$1,169.24. ALL  
57 APPROVED.  
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59 E. Central Library Fund spent to date for 2019 is \$127,888.45 and the Central  
60 Book Aid spent to date for 2019 is \$9,782.94.  
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62 F. A Chase monthly report for the Board of Trustees information is included in  
63 their packet.  
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65 G. MRS. MAHER MOVED AND MR. GRELLER SECONDED THE REQUEST  
66 FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF  
67 \$626,732 AS OF OCTOBER 3, 2019. ALL APPROVED.  
68  
69 H. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO  
70 ACCEPT THE LOCAL LIBRARY SERVICES AID (LLSA) 2019 90% CHECK  
71 IN THE AMOUNT OF \$12,633.00. ALL APPROVED.  
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73 I. MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE  
74 CLA CHECK IN THE AMOUNT OF \$248,715.50. ALL APPROVED.  
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76 J. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE  
77 APPROVAL TO TRANSFER \$200,000 FROM THE CLA ACCOUNT TO THE  
78 GENERAL FUND. ALL APPROVED.  
79

80 **Unfinished Business:**

- 81 A. Construction Update- Dominic Calgi, of Calgi Construction Management,  
82 stated that he, along with Trina interviewed with potential contractors who  
83 have submitted bids for the construction project. He vetted each of the  
84 potential candidates and proposed recommendations.  
85  
86 1. Interior/Exterior Renovation & Parking Lot Expansion Project  
87 a. Award of Contracts  
88 i. MR. DALTON MOVED AND MR. GRELLER SECONDED  
89 TO AWARD THE CONTRACT (GC) GENERAL  
90 CONSTRUCTION CONTRACT TO MT. OLYMPOS  
91 RESTORATION, INC. IN THE BASE BID AMOUNT OF

92 \$1,553,000.00. ALL APPROVED.  
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94 ii. MR. DALTON MOVED AND MR. GRELLER SECONDED  
95 TO AWARD THE CONTRACT (PC) PLUMBING  
96 CONSTRUCTION CONTRACT TO W.H.M. PLUMBING &  
97 HEATING CONTRACTORS, INC. FOR A TOTAL  
98 CONTRACT OF \$52,420.00. ALL APPROVED.  
99

100 iii. MR. DALTON MOVED AND MR. GRELLER SECONDED  
101 TO AWARD THE CONTRACT (MC) MECHANICAL  
102 CONSTRUCTION CONTRACT TO INTRICATE TECH  
103 SOLUTIONS, LTD FOR A TOTAL CONTRACT OF  
104 \$189,000.00. ALL APPROVED.  
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107 iv. MR. DALTON MOVED AND MR. GRELLER SECONDED  
108 TO AWARD THE CONTRACT (EC) ELECTRICAL  
109 CONSTRUCTION CONTRACT TO L.E.B. ELECTRIC, LTD  
110 IN THE BASE BID AMOUNT OF \$183,177.00. ALL  
111 APPROVED.  
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113 2. Parking lot appraisal

114 Mrs. Reed stated that the Library Attorney is waiting to hear back from the  
115 town regarding the purchase of the land adjacent to the library.  
116

117 B. Children's Room Design Update  
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119 Michael Smith stated that the work on the Children's room bathrooms is almost  
120 complete. They are waiting for the doors hardware which has been ordered.  
121

122 C. RAVE app  
123

124 Mrs. Reed stated that on July 22, 2019, the department heads were trained in  
125 using the RAVE app and that the Library is now an active participant.  
126

127 C. A/V Proposal

128 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED THE  
129 AUDIO/VISUAL AND CONTROL SYSTEMS DESIGN AND CONSULTING  
130 PROPOSAL FROM A.D.R. STUDIOS, INC. PENDING RECOMMENDATIONS  
131 FROM LIBRARY ATTORNEY AFTER REVIEW.  
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133 **Personnel Changes:**

134 MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT THE  
135 PERSONNEL CALENDAR. ALL APPROVED.  
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**Communications:**

- A. Letter from Jessica Carruba
- B. Levittown Tribune Article
- C. Comments from the Suggestion Box

**Period for Public Expression:**

- Dominic Calgi – Calgi Construction
- Michael Smith – Smith & Pucillo Architect
- Maryann Linehan – Library Staff
- Laura Hoffman – Levittown Library Foundation

**Director's Progress and Services Report:**

A. Building and Grounds:

Mrs. Reed referred to the Children's Room update.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. ILS Services Council Meeting on Thursday, August 22, 2019
2. NLS Board Meeting on Monday, August 26, 2019
3. MLD Executive Board Meeting on Wednesday, September 4, 2019

C. Public Service and Programs:

The total Adult and Young Adult attendance for July 2019 was 1,023. The total Children's attendance for July 2019 was 3,114. The total Innovation Station attendance for July 2019 was 128. The grand total for July was 4,265. The total Adult and Young Adult attendance for August 2019 was 1,089. The total Children's attendance for August 2019 was 1,059. The total Innovation Station attendance for August 2019 was 105. The grand total for August was 2,253.

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

A. Miscellaneous:

1. Maker Faire – canceled
2. Great Give Back – Saturday, October 19, 2019

- 182 **Committee Reports:**  
183       A.     Foundation Committee  
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185             Mr. Greller stated that the movie fundraiser on August 4, 2019, at the Bellmore  
186             Theater, featuring The Lion King was very well attended.  
187

- 188 **New Business:**  
189       A.     Motion for Disposition of Equipment of the following:  
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191             MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
192             APPROVE THE DISPOSITION OF EQUIPMENT OF THE FOLLOWING:  
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194             Chairs in the Assistant Director's Office  
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196             ALL APPROVED.  
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200 **Meetings and Conferences:**  
201       A.     LitFest – Friday, September 20, 2019 – LI Marriot, Uniondale, NY  
202       B.     Levittown Chamber of Commerce Fall Family Festival – Saturday,  
203             September 21, 2019; 10:00 a.m. – 4:00 p.m.; St. Bernard's School Gym  
204       C.     **Regular Board Meeting – Wednesday, October 2, 2019**  
205       D.     LILRC 28<sup>th</sup> Annual Conference of Libraries and the Future – Friday,  
206             October 11, 2019; 8:00 a.m. – 4:00 p.m.; at Heritage Club at Bethpage  
207       E.     **Regular Board Meeting – Wednesday, November 6, 2019**  
208       F.     NYLA Annual Conference – November 13-16, 2019 – Saratoga Springs,  
209             NY  
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- 211             The open meeting resumed at 9:12 p.m.  
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213             MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
214             ADJOURN THE REGULAR MEETING AT 9:13 PM. ALL APPROVED.  
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## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES SEPTEMBER 4, 2019

Mrs. Maher called the Executive Session to order at 9:05 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, was absent with notice.

The Board discussed personnel and legal matters.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:11 PM. ALL APPROVED.