



# 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 April 5, 2017

Pledge of  
Allegiance and  
Moment of  
Silence:

The Pledge of Allegiance was said.

Call to Order and  
Roll Call of  
Members:

The meeting was called to order by Mrs. Santer at 8:09 p.m. Present were Mrs. Santer, Mr. Greller, Mrs. Maher, and Mr. Santer, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Dalton was absent with prior notice.

Approval and  
Signing of  
Minutes:

Minutes from March 1, 2017

Approved with corrections.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED MARCH 1, 2017 MINUTES. ALL APPROVED.

Financial Report  
of the Library:

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

MR. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR MARCH 2017 IN THE AMOUNT OF \$243,967.08, IMPREST ACCOUNT WARRANT FOR MARCH 2017 IN THE AMOUNT OF \$1,590.55 AND CENTRAL LIBRARY FUND WARRANT FOR MARCH 2017 IN THE AMOUNT OF \$8,705.83. ALL APPROVED.

The cash balance report as of March 31, 2017 is \$5,660,285.48.

Central Library Fund spent to date for 2017 is \$60,039.03 & Central Book Aid spent year to date for 2017 is \$2,126.95.

MR. GRELLER MOVED AND MR. SANTER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF MAY 4, 2017. ALL APPROVED.

MR. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2017 IN THE AMOUNT OF \$115,467.75. ALL APPROVED.

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

Unfinished  
Business:

A. Construction update

1. HVAC

Mrs. Reed stated that the Project Manager, Mr. Calgi could not attend tonight's meeting. They continue to work on the punch list.

2. Quiet Study Room and Eatery

Mr. Fred Sullo, Project Manager, distributed an Executive Summary dated April 5, 2017. He reported on the progress with the Board of Trustees. There were three change orders, which he discussed with the Board. The first pay application has been completed.

3. Book Lift

Mrs. Reed stated H2M and the electrician have been working together to make sure they have the correct electrical requirements for the Book Lift.

Personnel  
Changes:

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

Communications:           A. Suggestion from patron

Mrs. Reed stated that a patron suggested revamping the Circulation desk area. The patron stated it looks terrible compared to the rest of the library. Mrs. Reed had a discussion with A.R. Kropp & Co. and they have experience with redesigning circulation desks. Mrs. Reed is going to come up with a plan to bring to the Board.

Period for Public Expression:

Brian K. Cleary, Library Treasurer  
Fred Sullo, Calgi Construction  
Barbara McGovern, Library Staff  
Lisa-Jean Santer, Library Staff  
Kathy Gerakaris, Library Staff  
Mary Mollineaux, Library Staff  
Ben Truncale, Library Attorney

Mrs. Reed introduced Kathy Gerakaris who is new to the Administration Department. Ms. Gerakaris thanked the Board along with Mrs. Reed and Mrs. Ferro for the wonderful opportunity to work at the Levittown Public Library.

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that Tyco has been on site to install the additional security cameras the Board previously approved. Everything else related to building and grounds are construction related.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director meeting on Wednesday, March 22, 2017
2. ALIS Executive Board meeting on Thursday, March 23, 2017

Mrs. Reed stated that she was unable to attend the NLS Board meeting on Monday, March 27, 2017 due to a prior commitment.

C. Public Service and Programs:

The total Adult and Young Adult attendance for March 2017 was 1,217. The total Children's attendance for March 2017 was 959. The total Innovation Station attendance for March 2017 was 341. The grand total for March 2017 was 2,517.

D. Miscellaneous:

1. Nancy Evans – LJ Movers & Shakers 2017

Mrs. Reed stated that staff member Nancy Evans, a Young Adult librarian, is listed in Library Journal's March 2017 issue as one of their 2017 Movers & Shakers.

Mrs. Reed stated that Mr. Santer is working with Kiwanis and the Levittown School District to receive a memorial from 9/11. Mrs. Reed, Mrs. Ferro, and Mr. Morici visited Bethpage High School to see how they displayed their piece. Mr. Santer stated that Kiwanis is planning to transfer the display from the Levittown Schools to the Library in June.

Mrs. Reed received a letter from Christine Radgu, a library school student, who visited the Levittown Public Library to complete a project for her class. She stated that the staff was very friendly and helpful during both her visits.

Committee  
Reports:

A. Foundation Committee:

Mr. Greller stated that the committee met this evening. The Craft Fair is scheduled for May 13, 2017, and vendors are signing up to participate. He discussed different fundraising ideas.

New Business:

A. Motion to authorize the Disposition of Equipment.

1 Circuit Explorer S/N 230115/1273  
1 Universal Shredder Model #UNV-38103

MR. SANTER MOVED AND MRS. MAHER SECONDED  
TO AUTHORIZE THE DISPOSITION OF EQUIPMENT.  
ALL APPROVED.

B. Motion to approve 2017/2018 Board Meeting dates.

Mrs. Reed wanted the Board to be aware that July's Regular Board Meeting is July, 5, 2017, which is the day after Independence Day. She wanted to make sure there will be a quorum. Tabled until next Board meeting.

Meetings and  
Conferences

- A. **Regular Board Meeting, May 3, 2017**
- B. Long Island Library Conference – Thursday, May 4, 2017; Melville Marriot; Melville NY
- C. **Library & School District Budget Vote – Tuesday, May 16, 2017**
- D. **Regular Board Meeting, June 7, 2017**
- E. ALA Annual Conference – June 22 - 27, 2017; Chicago, IL
- F. LTA Mini Regional Trustee Institute- Saturday, August 12, 2017; Plainview – Old Bethpage Library
- G. Regular Annual Trustees Statewide Institute – Friday, April 27, 2018 (dinner with speaker) & Saturday, April 28, 2018 (workshops) Long Island Marriot, Uniondale

Executive  
Session:

MR. GRELLER MOTIONED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 8:46 PM TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 9:20 p.m.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE APPROVAL OF THE MEMORANDUM OF AGREEMENT PRESENTED BY THE CSEA LOCAL 1000 AFSCME AFL-CIO IN REGARDS TO OFFERING STAFF MEMBERS WHO TAKE ON RESPONSIBILITIES BEYOND THEIR CURRENT JOB DESCRIPTIONS, A STIPEND UP TO \$3,000. ALL APPROVED.

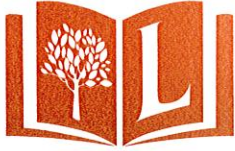
MR. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE A STIPEND OF \$3,000 FOR TWO STAFF MEMBERS AS DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED  
TO APPROVE THE TERMINATION OF AN EMPLOYEE  
DUE TO EXCESSIVE AND UNEXCUSED ABSENCES.  
ALL APPROVED.

Adjournment:

MR. GRELLER MOVED AND MRS. MAHER SECONDED  
TO ADJOURN THE REGULAR MEETING AT 9:24 P.M.  
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 APRIL 5, 2017

Mrs. Santer called the Executive Session to order at 8:46 p.m. Present were Mrs. Santer, Mrs. Maher, Mr. Santer, and Mr. Greller, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney. Mr. Dalton was absent with prior notice.

The Board and Director discussed legal and personnel matters.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 9:19 P.M. ALL APPROVED.

