



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 April 4, 2019

### **Pledge of Allegiance:**

The Pledge of Allegiance was said.

### **Call to Order and Roll Call of Members:**

The meeting was called to order by Mr. Dalton at 8:07 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

### **Minutes:**

Minutes from March 6, 2019

MRS. MAHER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF THE MARCH 6, 2019 MINUTES. ALL APPROVED.

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

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

- A. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR MARCH 2019 FOR TD BANK IN THE AMOUNT OF \$203,487.73 AND CAPITAL ONE IN THE AMOUNT OF \$0.00, IMPREST ACCOUNT WARRANT FOR MARCH 2019 FOR TD BANK IN THE AMOUNT OF \$1,487.50, COFFEE CAFÉ WARRANT FOR MARCH 2019 FOR TD BANK IN THE AMOUNT OF \$205.00 AND WITHHOLDING ACCOUNT WARRANT FOR MARCH 2019 FOR TD BANK IN THE AMOUNT OF \$113,080.08. ALL APPROVED.
- B. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR MARCH 2019 FOR STERLING BANK IN THE AMOUNT OF \$4,825.64. ALL APPROVED.



- C. Cash balance report as of March 2019: General Fund: \$6,449,653.90; Capital Projects: \$122,224.30.
- D. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR MARCH 2019 IN THE AMOUNT OF \$8,634.32. ALL APPROVED
- E. Central Library Fund spent to date for 2019 is \$75,529.30 and the Central Book Aid spent to date for 2019 is 9,053.91.
- 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 \$620,447 AS OF MAY 2, 2019. ALL APPROVED.
- H. MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT A DONATION CHECK FROM PRIME RISK PARTNERS INC. IN THE AMOUNT OF \$500.00. ALL APPROVED.
- I. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL TO TRANSFER \$8,100 FROM 6311 (CONTRACTS LIB-BORROWER CHARGES) TO 6245 (OVERDRIVE). ALL APPROVED.
- J. MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL TO TRANSFER \$8,000 FROM 6370 (TELEPHONE) TO 6280 (ONLINE DATABASE). ALL APPROVED.

**Unfinished Business:**

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that the report from Calgi Construction Company, Inc. under the Construction Budget CSI #21 00 00 was mislabeled and Mr. Calgi will correct the error. The Bid Documents were sent out to five different companies and only Fidele Construction, Inc. turned in a bid. Calgi Construction provided a cost estimate for comparison.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE BID FROM FIDELE CONSTRUCTION, INC. ALL APPROVED.

B. Children's Room Design Update  
Included in Construction Update

C. Johnson Controls Security Cameras replacement

Mrs. Reed stated that the Library is in the process of finishing up the project and will need to replace two cameras and add an additional camera in the Storage area.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE JOHNSON CONTROLS SECURITY CAMERAS REPLACEMENT PROPOSAL. ALL APPROVED.

D. Securitas Security Contract

MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL TO TABLE SECURITAS SECURITY CONTRACT UNTIL EXECUTIVE SESSION. ALL APPROVED.

**Personnel Changes:**

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL TO TABLE PERSONNEL CHANGES UNTIL EXECUTIVE SESSION. ALL APPROVED.

**Communications:**

- A. Article from the Levittown Tribune Article
- B. Children's mailbox

**Period for Public Expression:**

Jackie Silver, Library Staff  
Jody Ruggiero, Library Staff

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

- A. Building and Grounds:

Mrs. Reed stated that Johnson Controls was in the building testing the smoke detectors.

- B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on March 20, 2019
2. ILS Services Council Meeting on Thursday, March 21, 2019
3. NLS Annual Meeting on Monday, March 25, 2019
4. MLD Executive Board Meeting on April 3, 2019

C. Public Service and Programs:

The total Adult and Young Adult attendance for March 2019 was 1,502. The total Children's attendance for March 2019 was 916. The total Innovation Station attendance for March 2019 was 163. The grand total for March was 2,581.

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

A. Miscellaneous:

1. Take our Daughters and Sons to Work Day – Thursday, April 25, 2019

Mrs. Reed discussed participating in Take our Daughters and Sons to Work Day. The Board stated that Mrs. Reed could move forward with trying this program again on a smaller scale.

**Committee Reports:**

A. Foundation Committee

Mrs. Reed stated that the Craft Fair is changing the date from May 4, 2019 to May 11, 2019 rain or shine.

**New Business:**

- A. Motion to approve the Central Library Aid Expenditure Plan for Calendar Year 2019

1. Attestation & Assurances of the use of CBA & CLDA Funding

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE CENTRAL LIBRARY AID EXPENDITURE PLAN FOR CALENDAR YEAR 2019. ALL APPROVED.

- B. Motion for the Disposition of Records

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL FOR THE DISPOSITION OF RECORDS.

RESOLVED, BY THE BOARD OF TRUSTEES OF THE LEVITTOWN PUBLIC LIBRARY THAT LISA BUCKMAN, RECORDS MANAGEMENT OFFICER BE, AND HEREBY IS AUTHORIZED TO DISPOSE OF RECORD ITEM NUMBERS: 9.[337] APPLICATION FOR

EMPLOYMENT (2015-2016 OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, MI-1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK. ALL APPROVED.

C. Motion for Disposition of Equipment

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING:

1 HP OFFICE JET 6700; S/N CN373V5806  
1 APC BATTERY BACKUP S/N 481519P46276  
1 COFFEE PRO MODEL CP30, NO S/N  
1 SWINGLINE SHREDDER MODEL 1757573C, ASSEMBLY # 1757573C, S/N BH05557H  
1 3M BOOK SENSITIZER/DE-SENSITIZER MODEL 764, S/N 16406236

ALL APPROVED.

D. Motion to approve quote from A.R. Kropp Co. & Sons

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE QUOTE FROM A.R. KROPP CO. & SONS IN THE AMOUNT OF \$5,779.80.  
ALL APPROVED.

E. Motion to accept the proposal from Cipher Systems, Inc

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSAL FROM CIPHER SYSTEMS, INC IN THE AMOUNT OF \$2,380.00.  
ALL APPROVED.

F. Motion to approve the quote from Bibliotheca, LLC

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVE THE QUOTE FROM BIBLIOTHECA, LLC IN THE AMOUNT OF \$4,281.50. ALL APPROVED.

**Meetings and Conferences:**

- A. **Regular Board Meeting – Wednesday, May 1, 2019**
- B. Long Island Library Conference- Thursday, May 9, 2019; Melville Marriott
- C. **Library & School District Budget Vote – Tuesday, May 21, 2019**
- D. **Regular Board Meeting – Wednesday, June 5, 2019**
- E. ALA Annual Conference – June 20 – 25, 2019; Washington, D.C.

**F. Regular Board Meeting – Wednesday, July 3, 2019**

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS AT 8:48 P.M. ALL APPROVED.

The open meeting resumed at 9:58 p.m.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE THE SALARY ADJUSTMENTS AS DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE REGULAR MEETING AT 10:02 PM. ALL APPROVED.







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MINUTES OF THE EXECUTIVE SESSION  
OF THE REGULAR MEETING OF THE  
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES  
APRIL 4, 2019

Mr. Dalton called the Executive Session to order at 8:49 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney.

The Board and the Director discussed contract, legal, and personnel matters.

MRS. SANTER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:57 PM. ALL APPROVED.

