



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 February 6, 2019

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Dalton at 7:03 p.m. Present were Mr. Dalton, Mrs. Santer, Mr. Greller, Mrs. Maher, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney.

Motion to Adjourn into Executive Session for a Matter of Contract:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS A MATTER OF CONTRACT AT 7:04 PM. ALL APPROVED.

Adjournment of Executive Session:

The open meeting resumed at 8:02 p.m.

Minutes:

Minutes from January 2, 2019

MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED JANUARY 2, 2019 MINUTES. ALL APPROVED.

Financial Report of the Library:

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

- A. MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2019 FOR TD BANK IN THE AMOUNT OF \$265,469.51, COFFEE CAFÉ WARRANT FOR JANUARY 2019 FOR TD BANK IN THE AMOUNT OF \$911.33 AND WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2019 FOR TD BANK IN THE AMOUNT OF \$210,435.00. ALL APPROVED.

- B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2019 FOR STERLING BANK IN THE AMOUNT OF \$17,373.00. ALL APPROVED.
- C. Cash balance report as of January 2019 is: General Fund - \$6,359,820.26; Capital Projects is \$156,350.67.
- D. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2019 IN THE AMOUNT OF \$69,294.73. ALL APPROVED.
- E. Central Library Fund spent to date for 2019 is \$67,010.77 and the Central Book Aid spent to date for 2019 is \$2,283.96.
- F. A Chase Monthly report for the Board of Trustees information is included in their packet.
- G. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447 AS OF MARCH, 2019. ALL APPROVED.
- H. MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE 2018-2019 BULLET AID CHECK IN THE AMOUNT OF \$35,000. ALL APPROVED.
- I. MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE 2018 LOCAL LIBRARY SERVICES AID 10% PAYMENT CHECK IN THE AMOUNT OF \$1,403. ALL APPROVED.

Unfinished Business:

A. Construction update

- 1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that she is going to discuss the Interior/Exterior Renovation & Parking Lot Expansion Project along with the Children's Room Design. Mrs. Reed met with Dominick Calgi and Michael Smith and was advised that the bathroom renovations in the Children's Room should be done before the design. Mrs. Reed stated that they had to reschedule the walk-through for another date as the bid and Request for Proposals needed to be updated.

B. Children's Room design update

- 1. Motion to approve JCDP Proposal

MRS. MAHER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF JCDP PROPOSAL IN THE AMOUNT OF \$59,334. ALL APPROVED

Personnel Changes:

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

Communications: No Communications

Period for Public Expression:

Lisa-Jean Santer, Library Staff
Carol Pettit, Library Staff
Sarah Aiosa, Library Staff
Barbara Santerley, 65 Squirrel Lane

Mrs. Reed introduced Mrs. Sarah Aiosa who has accepted a full-time position in the Young Adult Department. Mrs. Aiosa stated that she is honored and thankful for being part of such a wonderful team.

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that there has been a number of electrical issues lately on the exterior of the building. Corkrey Electric will continue to work on fixing them.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. MLD Executive Board Meeting on Wednesday, January 9, 2019
2. ILS Services Council Meeting on Thursday, January 17, 2019
3. Member Library Director meeting on Wednesday, January 23, 2019
4. NLS Annual Meeting on Monday, January 28, 2019
5. MLD Executive Board Meeting on Wednesday, January 2, 2019

C. Public Service and Programs:

The total Adult and Young Adult attendance for January 2019 was 1,313. The total Children's attendance for January 2019 was 671. The total Innovation

Station attendance for January 2019 was 112. The grand total for January 2019 was 2,096.

Mrs. Reed stated the 2019 Passport Statistics report was not included in the Board packets. She will email them to the Trustees.

A. Miscellaneous:

Mrs. Reed stated that she has been overseeing the YA Department since there is no department head at this time. She discussed different programs that the Library is looking offer to the community.

Committee Reports:

A. Foundation Committee

Mr. Greller stated the Foundation committee will meet next month. The "Mary Poppins Returns" movie fundraiser was well attended.

New Business:

A. Motion to approve 2019/2020 Board Meeting Schedule

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE AMENDED 2019/2020 BOARD MEETING SCHEDULE. ALL APPROVED.

B. 2019/2020 Proposed Library Budget

Mrs. Reed discussed the Proposed 2019/2020 Library Budget with the Board.

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE 2019/2020 PROPOSED LIBRARY BUDGET. ALL APPROVED.

C. Request from Daniel Lino, Commissioner of Parks & Recreation, Town of Hempstead

Mrs. Reed stated that she met with Mr. Lino, Commissioner of Parks and Recreation, Councilman Dunne, Sr., and three Town employees. The Town of Hempstead will install a gazebo in the Levittown Veterans Memorial Park and will have their own security cameras. They are requesting that the Library allow the Town of Hempstead to keep a dedicated DVR in the Library that records that specific location. There was a discussion on possibly having a camera installed on the Library's building. They are still in the planning stages and she will keep

the Board up to date as this project moves forward.

Meetings and Conferences:

- A. Advocacy Day – Wednesday, February 27, 2019; Albany NY
- B. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 6, 2019**
- C. Computers in Libraries Conference – March 26-28, 2019; Arlington, VA
- D. **Regular Board Meeting – Wednesday, April 3, 2019**

The Regular Board meeting for April has been changed from Wednesday, April 3, 2019, to Thursday, April 4, 2019, due to the conflict with the Levittown Public Schools 23rd Annual Recognition Dinner.

- E. Levittown Public Schools 23rd Annual Recognition Dinner – Wednesday, April 3, 2019; at 6:30 p.m.; Levittown Memorial Education Center

There was a discussion on who the Library will honor and it was decided to honor Geraldine Farmer-Morrison, Michell Miemis, Amy Patalano, and Lisa-Jean Santer.

- F. **Regular Board Meeting – Wednesday, May 1, 2019**
- G. Long Island Library Conference- Thursday, May 9, 2019; Melville Marriott

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE UP TO 8 STAFF MEMBERS TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE ON THURSDAY, MAY 9, 2019 AT THE MELVILLE MARRIOTT. ALL APPROVED.

- H. **Library & School District Budget Vote – Tuesday, May 21, 2019**
- I. ALA Annual Conference – June 20 – 25, 2019; Washington, D.C.

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO APPROVE 1 STAFF MEMBER TO ATTEND THE ALA ANNUAL CONFERENCE FROM JUNE 20-25, 2019 IN WASHINGTON, D.C. ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS MOTION TO ADJOURN THE REGULAR MEETING AT 9:05 P.M. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES FEBRUARY 6, 2019

Mr. Dalton called the Executive Session to order at 7:05 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 a matter of contract.

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 8:01 PM. ALL APPROVED.