

# 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 1, 2017

Pledge of  
Allegiance and  
Moment of  
Silence:

The Pledge of Allegiance was said.

Oath of Office:

Mrs. Santer swore Brian K. Cleary in as the Levittown Public Library Treasurer. Mr. Cleary raised his right hand and stated the Constitutional Oath of Office on February 1, 2017. Congratulations were offered from the Board of Trustees to Mr. Cleary.

Call to Order and  
Roll Call of  
Members:

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

Approval and  
Signing of  
Minutes:

Minutes from January 4, 2017

Correction:

Page 4, last paragraph correct "finale" to final.

Executive Session, add Mrs. Santer as present under the call to order.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED JANUARY 4, 2017 MINUTES. ALL APPROVED.

Financial Report  
of the Library:

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2017 IN THE AMOUNT OF \$175,379.09, IMPREST ACCOUNT WARRANT FOR JANUARY 2017 IN THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2017 IN THE AMOUNT OF \$17,165.51. ALL APPROVED.

The cash balance report as of January 31, 2017 is \$5,703,329.47.

Central Library Fund spent for 2017: \$16,985.01 & Central Book Aid Spent: \$180.50.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF MARCH 2, 2017. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2017 IN THE AMOUNT OF \$18,076.75. ALL APPROVED.

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

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO TRANSFER \$100,000 FROM THE CAPITAL ONE GENERAL FUND ACCOUNT TO THE CAPITAL ONE CENTRAL LIBRARY ACCOUNT. ALL APPROVED.

Unfinished  
Business:

A. Construction update

1. HVAC

Mr. Calgi stated that he did not have an Executive Summary Report to hand out since the project is almost complete. Inshallah will be installing the reheat coil for the Community Room in the boiler room and all the associated piping and hookups. Inshallah will continue to work on the punch list items and should be completed

with this project a week from this Friday, February 10, 2017. Mr. Calgi stated that Inshallah will be putting in the flex hose above the Circulation Desk. They submitted a proposal for \$2,000. Dorian DeLaurentis, the Project Manager, negotiated the price, so there will not be an additional charge.

## 2. Quiet Study Room and Eatery

Mr. Calgi stated that a walk through took place today reviewing the placement of the temporary wall layouts and partitions, which will begin to go up Friday and Monday. Crossroads Construction Company has filed the necessary documentation with the State for the asbestos abatement, and we are waiting on a start date. Once the asbestos abatement is completed, construction will continue. Mrs. Reed stated that the Library needs notice if we need to close for the asbestos abatement. Mr. Calgi will keep the Library updated regarding the abatement. The Board decided on the color selections for the Quiet Study Room and Eatery.

## 3. Book Lift

Mrs. Reed stated that the work has started on the book lift. The motor has been removed and is being rebuilt. She is waiting on a date for them to bring the motor back on sight.

## B. Homebound

Mrs. Reed stated that the library staff delivers books to the homes of people who are not able to come to the library themselves. As this service continues to grow, there are more people asking for homebound service. The library does not have any guidelines to follow and there are safety concerns for the staff. Mrs. Reed questioned the history of allowing staff to enter these homes as a service to the patrons. The Board concluded that it is at the discretion and comfort level of each staff member whether or not they enter the homes. She would like the Board to know that we are re-evaluating the home bound service process. Mrs. Reed stated that she would like Mr. Truncale, Library Attorney to review the guidelines once they are created.

Personnel Changes: MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR JANUARY 2017. ALL APPROVED.

Communications:

- A. Email from Girls Inc. of Long Island
- B. Email from Bertha LaMorte
- C. Phone call from Rosalyn Dranch
- D. Email from Mr. & Mrs. Steve Schwartz
- E. Email from Dana
- F. Email from Patti Lukas
- G. Article from exploreLI Newsday from January 25, 2017

Period for Public Expression:

Brian K. Cleary, Library Treasurer  
Dominic Calgi, Library Project Manager  
Albert Coster, Library Auditor  
Mary Mollineaux, Library staff  
Ben Truncale, Library Attorney

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that everything related to building and grounds is preparing the library for the Quiet Study & Eatery project. She would also like to thank the Library staff for their help with shifting and moving the library collection.

B. System Developments:

1. Member Library Director meeting on  
Wednesday, January 18, 2017

Mrs. Reed stated that one of the key points made at that the MLD meeting was regarding membership of NYLA (New York Library Association.) It was stated that Nassau County has one of the least numbers of libraries with Institutional Memberships in the state. Jackie Thresher is discussing group pricing for the Nassau County libraries with NYLA.

Mrs. Reed recommends that the Levittown Public Library pay the Institutional cost when the official group rate becomes available.

2. ALIS Executive Board meeting on Thursday,  
January 26, 2017

Mrs. Reed stated that this meeting was the ALIS reorganization meeting and she was installed as the Vice Chair/Chair Elect/Chair of the Budget Committee for the ALIS Executive Board.

3. NLS Board meeting on Monday, January 30,  
2017

Mrs. Reed stated that both she and Mr. Dalton attended the meeting. The NLS Board accepted the resignation of Andrea Snyder, Outreach Manager.

C. Public Service and Programs:

The total Adult and Young Adult attendance for January 2017 was 1,062. The total Children's attendance for January 2017 was 625. The total Innovation Station attendance for January 2017 was 267. The grand total for January 2017 was 1,954.

D. Miscellaneous:

None

Committee  
Reports:

A. Foundation Committee:

Mr. Greller stated that the committee met this evening and discussed having a Craft Fair on their own. They are looking at May 13<sup>th</sup> but need to confirm with the Levittown Fire Department as to when they are having their Craft Fair.

New Business:

A. Proposed 2017-2018 Budget

Mrs. Reed stated that she did not have an updated proposed 2017-2018 Budget tonight because she was waiting for the Audit Report from Mr. Coster, the Library Auditor. She will use his findings to adjust the budget.

#### B. Non-District Class Visits

Mrs. Reed stated that the number of class visits in the Innovation Station have been increasing and going extremely well. There has been an issue with a group, not in the district, who bring too many students to the Innovation Station at one time without setting up a class visit. There are no guidelines for non-district class visits for the staff to follow. The policy does state that Levittown residents get preference for use. One of the gentlemen that work for this group has also requested to reserve the computer lab for 3 hours for 15 students on Friday. The policy states that the computer lab is on a first come first serve basis but Mrs. Reed informed him she would discuss this with the Board for consideration. The Board stated that the Policy for the Computer Lab will remain unchanged. Mrs. Reed will revise the policy for the Innovation Station and send it to Mr. Truncale, Library Attorney for his advice and bring it back to the Board for their review.

#### C. Motion for the Disposition of Equipment

1 Trane Serial Number Heating Unit TO8B11619  
1 Trane Serial Number Heating Unit TO8B11618  
1 Trane Serial Number Heating Unit TO8F39320  
1 Quincy Compressor Serial Number QC500503D

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE MOTION FOR THE DISPOSITION OF EQUIPMENT.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO REVISE HER MOTION TO TRY TO SELL THE EQUIPMENT THAT IS ON THE LIST FOR DISPOSITION. ALL APPROVED.

#### D. Al Coster – 2015-2016 Audit Report

Mr. Coster discussed the 2015-2016 Audit Report from Baldessari & Coster LLP. He had some recommendations for the Library's financial policies and procedures. He discussed and explained the report to the

Board of Trustees.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE THE 2015-2016 AUDIT REPORT. ALL APPROVED.

Meetings and  
Conferences

- A. Levittown Chamber of Commerce 56<sup>th</sup> Annual Installation of Officers – Wednesday, February 8, 2017, 6:00 p.m. – 8:00 p.m.; Fox Hollow, Woodbury, NY
- B. Levittown Community Council's 16<sup>th</sup> Annual WinterFest – Saturday, February 11, 2017
- C. Advocacy Day – Wednesday, March 1, 2017 – Albany, NY
- D. **Third Open Budget Meeting & Regular Board Meeting – Wednesday, March 1, 2017**
- E. Computers in Libraries 2017 – March 28 – 30, 2017; Arlington, VA
- F. Levittown School District's 21<sup>st</sup> Annual Recognition Dinner – Thursday, March 30, 2017, 6:30 p.m.; Levittown Memorial Education Center

The Levittown Public Library will recognize Mr. Rich Santer at the Levittown Schools dinner. Mrs. Reed discussed the idea that the Library have their own Anniversary Celebration for the staff.

- G. **Regular Board Meeting, April 5, 2017**
- H. Long Island Library Conference – Thursday, May 4, 2017; Melville Marriot; Melville NY
- I. **Library & School District Budget Vote – Tuesday, May 16, 2017**
- J. ALA Annual Conference – June 22 -27, 2017; Chicago, IL

Executive  
Session:

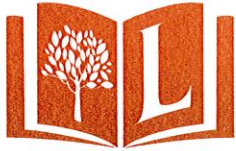
MR. GRELLER MOTIONED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:47 PM TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 10:30 p.m.

Adjournment: MR. GRELLER MOVED AND MRS. MAHER SECONDED  
TO ADJOURN THE REGULAR MEETING AT 10:31 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 FEBRUARY 1, 2017

Mrs. Santer called the Executive Session to order at 9:55 p.m. Present were Mrs. Santer, Mr. Greller, and Mrs. Maher, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, Esq. Mr. Santer and Mr. Dalton were absent with notice.

The Board and Director discussed legal and personnel matters.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 10:29 PM. ALL APPROVED.