



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 7, 2018

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. Maher at 8:04 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Ziropiannis, joined by Mr. Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Dalton was late with notice.

Approval and
Signing of
Minutes:

Minutes from January 3, 2018

MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED THE APPROVAL OF THE AMENDED JANUARY 3, 2018 MINUTES. ALL APPROVED.

Financial Report
of the Library:

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

MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2018 IN THE AMOUNT OF \$217,239.78, IMPREST ACCOUNT WARRANT FOR JANUARY 2018 IN THE AMOUNT OF \$0.00, CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2018 IN THE AMOUNT OF \$28,650.40, COFFEE CAFÉ WARRANT FOR JANUARY 2018 IN THE AMOUNT OF \$796.31 AND WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2018 IN THE AMOUNT OF \$105,253.71. ALL APPROVED.

The cash balance report as of January 31, 2018 is \$6,070,360.66.

Central Library Fund spent to date for 2018 is \$13,341.17 and the Central Book Aid spent to date for 2018 is \$15,309.33.

MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2018 IN THE AMOUNT OF \$17,570.00.

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

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$617,428.00 AS OF MARCH 8, 2018. ALL APPROVED.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT 2018 MINI-GRANT CHECK IN THE AMOUNT OF \$2,910.00. ALL APPROVED.

Unfinished
Business:

A. Construction update

1. HVAC

Inshallah has completed their requirements and expect to have their final organized close out binders by next week.

2. Quiet Study & Eatery

Mrs. Reed stated the quotes to have dividers put in the Quiet Study & Eatery have been received.

3. Exterior Renovation

a. Environmental Construction Services
Proposals

MRS. SANTER MOVED AND MR. GRELLER
SECONDED TO ACCEPT THE PROPOSAL FROM
OMEGA IN THE AMOUNT OF \$5,575.00. ALL
APPROVED.

4. Parking Lot Expansion Project

There is nothing new to report at this time.

5. Book Lift

a. Always Elevator proposal

MRS. MAHER MOVED AND MR. GRELLER SECONDED
TO ACCEPT THE PROPOSAL FROM ALWAYS
ELEVATOR FOR THE REPAIR, NOT TO EXCEED
\$30,000, PAID FOR AS A CAPITAL PROJECT. ALL
APPROVED.

b. Corkrey Electric proposal

MRS. MAHER MOVED AND MR. GRELLER SECONDED
TO ACCEPT THE PROPOSAL FROM CORKREY
ELECTRIC FOR THE BOOK HOIST UPGRADE NOT TO
EXCEED \$5,500 PAID FOR AS A CAPITAL PROJECT.
ALL APPROVED.

B. Anti-Bullying Campaign

Mrs. Reed stated that the Department Heads for both
the Children's Department and the Young Adult
Department are preparing proposals for the Board.

Personnel
Changes:

MRS. MAHER MOVED AND MR. ZIROGIANNIS
SECONDED TO ACCEPT THE APPROVAL OF THE
PERSONNEL CALENDAR FOR JANUARY 2018. ALL
APPROVED.

- Communications:
- A. Article from Levittown Public Schools' website
 - B. Letter from The Sylvia Center
 - C. Letter from Nicole Sherer, Outreach Services Specialist from NLS

Period for Public Expression: Ben Truncale, Library Attorney

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that the hinges were replaced on the front door on Library Lane and the lower level woman's restroom.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director meeting on Wednesday, January 17, 2018
2. ALIS Executive Board meeting on Thursday, January 25, 2018
3. NLS Board meeting on Monday, January 29, 2018
4. MLD Executive Board Meeting on Wednesday, February 7, 2018

C. Public Service and Programs:

The total Adult and Young Adult attendance for January 2018 was 837. The total Children's attendance January 2018 was 712. The total Innovation Station attendance for January 2018 was 878. The grand total for January 2018 2,427.

D. Miscellaneous:

Mrs. Reed discussed that the U.S. Department of State – Bureau of Consular Affairs is trying to partner with libraries on becoming Passport Acceptance Facilities. The Board agreed to have Mrs. Reed move forward with the process.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the Foundation Committee met tonight and they are proceeding with the Craft & Gift Fair that will to be held Saturday, May 5, 2018 in the Veteran's Memorial Park across from the Library.

New Business:

A. Proposed 2018-2019 Budget

Mrs. Reed discussed the proposed 2018-2019 Budget with the Board.

B. Quotes from McHugh Institutional Furnishings for the Young Adult Office and Technical Services

MRS. MAHER MOVED AND MR. ZIROGIANNIS SECONDED TO ACCEPT THE QUOTES FROM MCHUGH INSTITUTIONAL FURNISHINGS FOR THE YOUNG ADULT OFFICE AND TECHNICAL SERVICES. ALL APPROVED.

C. ALIS 2018 network switch

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE ALIS NETWORK SWITCH GROUP PURCHASE AND TO PARTICIPATE IN THE E-RATE REIMBURSEMENT. ALL APPROVED.

D. Copy Machine quotes

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO CONSOLIDATE ALL THE EXISTING COPY MACHINES CONTRACTS AND AWARD THE CONTRACT TO PMA. ALL APPROVED.

E. Tyco quote

MRS. MAHER MOVED AND MR. ZIROGIANNIS SECONDED TO ACCEPT THE TYCO PROPOSAL TO RELOCATE THE ALARM MONITORING SYSTEM. ALL APPROVED.

1. Corkrey electric proposal

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CORKREY ELECTRICAL PROPOSAL TO REMOVE EQUIPMENT IN THE THEATER PROJECTION ROOM AND UPDATE TO THE CUSTODIAL OFFICE IN THE AMOUNT OF \$825.00 ALL APPROVED.

F. Westech Investigations, Inc., Security Contract 2018-2019

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT WESTECH INVESTIGATION, INC. SECURITY CONTRACT 2018-2019. ALL APPROVED.

Meetings and
Conferences

- A. Advocacy Day – Wednesday, February 28, 2018; Albany, NY
- B. Levittown School District's 22nd Annual Recognition Dinner – Thursday, March 1, 2018, 6:30 p.m; Levittown Memorial Education Center
- C. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 7, 2018**
- D. **Regular Board Meeting – Wednesday, April 4, 2018**
- E. Library Trustees Annual Institute – Friday, April 27 (dinner) & Saturday, April 28, 2018 (all day)
- F. **Regular Board Meeting – Wednesday, May 2, 2018**
- G. Long Island Library Conference – Thursday, May 3, 2018; Melville Marriott, Melville

MRS MAHER MOVED AND MR. ZIROGIANNIS SECONDED TO APPROVE UP TO 14 STAFF MEMBERS TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE. ALL APPROVED.

- H. **Library & School District Budget Vote – Tuesday, May 15, 2018**
- I. **Regular Board Meeting – Wednesday, June 6, 2018**

Executive Session: MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED TO ADJOURN THE REGULAR MEETING AT 9:38 PM TO ENTER EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting was resumed at 9:59 p.m.

Adjournment: MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED TO ADJOURN THE REGULAR MEETING AT 9:59 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 FEBRUARY 7, 2018

Mr. Dalton called the Executive Session to order at 9:39 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Ziropiannis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney.

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

MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED TO RESUME THE OPEN MEETING AT 9:58 PM.