

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 January 3, 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 8:05 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Ziogiannis, 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 December 6, 2017

MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF THE DECEMBER 6, 2017 MINUTES. ALL APPROVED.

Financial Report
of the Library:

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

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR DECEMBER 2017 IN THE AMOUNT OF \$76,709.09, IMPREST ACCOUNT WARRANT FOR DECEMBER 2017 IN THE AMOUNT OF \$0.00, CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2017 IN THE AMOUNT OF \$14,936.04, AND COFFEE CAFÉ WARRANT FOR DECEMBER 2017 IN THE AMOUNT OF \$0.00. ALL APPROVED.

The cash balance report as of December 31, 2017 is \$6,205,979.68.

Central Library Fund spent to date for 2017 is \$216,620.61 & Central Book Aid spent to date for 2017 is \$27,665.82.

MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR DECEMBER 2017 IN THE AMOUNT OF \$1,003.35. ALL APPROVED.

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 AS OF FEBRUARY 8, 2018. ALL APPROVED.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE 2017 LOCAL LIBRARY SERVICES AID 10% PAYMENT CHECK IN THE AMOUNT OF \$1,389.00. ALL APPROVED.

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

2017 Financial Report of the Library

Mr. Coster, of Baldessari & Coster LLP, presented the 2017 Financial Report of the Library. He reviewed the report with the Board of Trustees and answered questions.

Unfinished Business:

A. Construction update

Mrs. Reed stated that Mr. Calgi, of Calgi Construction Management, emailed his report for her to present to the Board.

1. HVAC

The Library is still waiting for two Closeout Binders from Inshallah and the work for the additional sensors have been completed. We are waiting for the graphics to be updated on the BMS.

Regarding the other renovations, the Architect has prepared the three basic plans for preliminary review; the proposed layout of the Community Room, proposed layout of the Toilet Rooms and Current Window drawings.

2. Quiet Study & Eatery

Mrs. Reed stated that the new 3form panels have been installed in the Quiet Study & Eatery Room.

3. Exterior Renovation

Mrs. Reed stated there is nothing new to report at this time.

4. Parking Lot Expansion Project

Mrs. Reed stated there is nothing new to report at this time.

B. Anti-Bullying Campaign

Mrs. Reed stated that each department is working on putting together an outline for the 2018/2019 school year.

Personnel
Changes:

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

Communications:

A. Letter from NCLA Young Adult Services Division
B. Letter from Levittown Chamber of Commerce
C. Thank you letter from staff member

Period for Public
Expression:

Albert Coster, Baldessari & Coster, LLP
Barbara McGovern, Library staff
Ben Truncale, Library Attorney

Director's
Progress and
Services Report:

A. Building and Grounds:

Mrs. Reed stated that the Custodial staff has been focusing on keeping the Library safe for the public and staff during the snowstorms.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. NLS Board meeting on Monday, December 18, 2017
2. Member Library Director meeting on Wednesday, December 20, 2017
3. ALIS Executive Board meeting on Thursday, December 21, 2017
4. MLD Executive Board Meeting on Wednesday, January 3, 2018

C. Public Service and Programs:

The total Adult and Young Adult attendance for December 2017 was 670. The total Children's attendance for December 2017 was 644. The total Innovation Station attendance for December 2017 was 132. The grand total for December 2017 was 1,446.

D. Miscellaneous:

The Board decided to close the Library tomorrow, January 5, 2018, due to inclement weather.

Mrs. Reed stated that Nancy Evans, Young Adult Librarian, was invited with the school district to the New York State School Board Annual Convention and the Educational Expo in New York City in October. Mrs. Reed asked for the approval of the Board for Mrs. Evans to attend.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE UP TO \$5,000 TO BE SPENT BY A STAFF MEMBER TO PRESENT AT THE NEW YORK STATE SCHOOL BOARD ANNUAL CONVENTION AND EDUCATIONAL EXPO. ALL APPROVED.

Committee Reports:

A. Foundation Committee: No Report

New Business:

Mr. Ziropgiannis stated that Briarcliffe College is currently weeding their collection of books in their general library and invited the Levittown Public Library staff to look at the discarded books to see if any would be of use to our library.

Meetings and Conferences:

- A. **First Open Budget Meeting – Wednesday, February 7, 2018**
- B. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 7, 2018**
- C. PLA 2018 Conference – March 20-24, 2018; Philadelphia, PA
- D. **Regular Board Meeting – Wednesday, April 4, 2018**
- E. Computers in Libraries Conference – April 16-19, 2018; Arlington, VA

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE UP TO TWO STAFF MEMBERS TO ATTEND THE COMPUTERS IN LIBRARIES CONFERENCE IN ARLINGTON, VA. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:16 PM TO ENTER EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 10:07 p.m.

MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED TO AUTHORIZE THE RESOLUTION FOR THE RESIDENCY REQUIREMENT AS WRITTEN. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE A FULL-TIME EMPLOYEE TO REDUCE THEIR WORK WEEK TO 20 HOURS AND PAY 42.86% OF THEIR HEALTH INSURANCE TO BE REVIEWED ON A MONTH-TO-MONTH BASIS. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE A STIPEND OF \$3,422 TO MRS. FERRO FOR THE CONTINUED SUPERVISION OF THE TECHNICAL SERVICES DEPARTMENT UNTIL A LIBRARIAN III IS APPOINTED. ALL APPROVED.

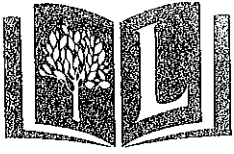
MR. GRELLER MOVED AND MRS. MAHER SECONDED TO AUTHORIZE TWO SIGNATURES FOR ALL LIBRARY ISSUED CHECKS THAT TOTAL \$10,000 OR MORE. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO AUTHORIZE IN ADDITION TO THE TREASURER'S SIGNATURE, THE SIGNATURE OF MRS. SANTER, THE BOARD PRESIDENT OR VICE PRESIDENT, FOR LIBRARY ISSUED CHECKS THAT TOTAL \$10,000 OR MORE. ALL APPROVED.

Adjournment:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:09 PM. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke



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

RESOLUTION REGARDING ELIGIBLE LISTS - RESIDENCY

WHEREAS, by Resolution dated December 6, 1966, the Levittown Public Library previously resolved, "that the Levittown Public Library will first appoint resident eligibles from the Union Free School District #5 Civil Service list for all of its competitive, non-professional classifications. When the list of such resident eligibles is exhausted, the certifications shall be made from the Nassau County Civil Service eligible list"; and

WHEREAS, the Library now wishes to rescind this prior Resolution of December 7, 1966 and **eliminate** the residence requirement for certification or appointment to positions under the jurisdiction of said Levittown Public Library.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Levittown Public Library does hereby waive any residence requirement for certification or appointment to positions under the jurisdiction of said Levittown Public Library, and that such waiver of residence requirement be and the same is hereby made pursuant to Section 23 of the Civil Service Law; and

BE IT FURTHER RESOLVED, that the Director of the Library be and she is hereby authorized to forward a certified copy of this resolution to the Nassau County Civil Service Commission.

BOARD OF LIBRARY TRUSTEES
Levittown Public Library
1 Bluegrass Lane
Levittown, L.I., New York
January 3, 2018

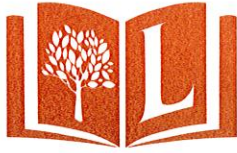


STATE OF NEW YORK)
) ss.:
COUNTY OF NASSAU)

On the 4th day of JANUARY, 2018, before me personally appeared Trina Reed, to me known, who being by me duly sworn, did depose and say that she is the Director of the Levittown Public Library of Union Free School District No. 5, the public library described herein and which executed the foregoing instrument; that she was duly authorized by order of the Board of Library Trustees of the Levittown Public Library of Union Free School District No. 5 to act for it in executing the said instrument, and that she signed her name thereto by like order.

Mary McQuinn
NOTARY PUBLIC

MARY McQUINN, A.C.
Notary Public, State of New York
No. 01600301715
Qualified in Nassau County
Commission Expires MAY 31, 2018



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 EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 3, 2018

Mr. Dalton called the Executive Session to order at 9:13 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Ziropiannis, joined by Mrs. Reed, Mrs. Ferro, Mr. Truncale, the Library attorney.

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 10:06 PM. ALL APPROVED.