



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 July 11, 2018

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said and a moment of silence in memory of the five Capital Gazette employees killed inside a Maryland newsroom.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Dalton at 8:05 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Santer, Mrs. Maher, and Mr. Pettit-Milonakis, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

Oath of Office: Margaret Santer & John Pettit-Milonakis

Mr. Dalton swore in Mrs. Santer as a Board Trustee. Mrs. Santer raised her right hand and stated the Constitutional Oath of Office on July 11, 2018. Mrs. Santer's term will expire June 30, 2023.

Mr. Dalton swore in Mr. Pettit-Milonakis as a Board Trustee. Mr. Pettit-Milonakis raised his right hand and stated the Constitutional Oath of Office on July 11, 2018. Mr. Pettit-Milonakis' term will expire June 30, 2021.

Congratulations were offered from the Board of Trustees to Mrs. Santer and Mr. Pettit-Milonakis.

The Levittown Public Library Board of Trustees Election of Officers for 2018/2019:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE PROPOSED SLATE OF OFFICERS FOR THE BOARD OF TRUSTEES FOR 2018/2019. ALL APPROVED.

MR. DALTON – PRESIDENT
MRS. MAHER – VICE-PRESIDENT
MR. GRELLER – SECRETARY
MRS. SANTER – TRUSTEE
MR. PETTIT-MILONAKIS – TRUSTEE

Minutes:

Minutes from June 6, 2018

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED JUNE 6, 2018 MINUTES. ALL APPROVED.

Financial Report of the Library:

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

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JUNE 2018 IN THE AMOUNT OF \$195,873.81, IMPREST ACCOUNT WARRANT FOR JUNE 2018 IN THE AMOUNT OF \$525.51, COFFEE CAFÉ WARRANT FOR JUNE 2018 IN THE AMOUNT OF \$116.00, AND WITHHOLDING ACCOUNT WARRANT FOR JUNE 2018 IN THE AMOUNT OF \$108,032.15. ALL APPROVED.

MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR JUNE 2018 IN THE AMOUNT OF \$19,778.73.

The cash balance report as of June 2018 is \$6,337,982.52.

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR JUNE 2018 IN THE AMOUNT OF \$21,033.53. ALL APPROVED.

Central Library Fund spent to date for 2018 is \$71,239.90 and the Central Book Aid spent to date for 2018 is \$18,615.25.

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447 AS OF AUGUST 2, 2018 AND FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447 AS OF SEPTEMBER 6, 2018. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO INCREASE PETTY CASH FOR THE COFFEE CAFÉ FROM \$20.00 TO \$100.00. ALL APPROVED.

Motion to Authorize Payment of Nassau Library System Bills During July and August:

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE PAYMENTS OF ALIS CORPORATION AND NASSAU LIBRARY SYSTEM BILLS DURING JULY AND AUGUST. ALL APPROVED.

Motion to Designate Capital One, JP Morgan Chase Bank, and HSBC, TD Bank, Sterling National Bank, and People's United Bank for Fiscal Year 2018/2019:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO DESIGNATE THE FOLLOWING BANKS FOR LIBRARY ACCOUNTS FOR THE FISCAL YEAR 2018/2019: CAPITAL ONE AND TD BANK - CHECKING ACCOUNTS: LEVITTOWN PUBLIC LIBRARY; LEVITTOWN PUBLIC LIBRARY IMPREST ACCOUNT; LEVITTOWN PUBLIC LIBRARY PAYROLL ACCOUNT; LEVITTOWN PUBLIC LIBRARY WITHHOLDING ACCOUNT; LEVITTOWN PUBLIC LIBRARY CENTRAL LIBRARY ACCOUNT; LEVITTOWN PUBLIC LIBRARY PUBLIC FUNDS SAVINGS; LEVITTOWN PUBLIC LIBRARY COFFEE CAFÉ ACCOUNT; JP MORGAN CHASE BANK AND STERLING NATIONAL BANK FOR MONEY MARKET ACCOUNT; CAPITAL PROJECTS FUND SAVINGS ACCOUNT; CAPITAL PROJECTS FUND CHECKING ACCOUNT; HSBC AND STERLING NATIONAL BANK FOR MUNIRATE MONEY MARKET ACCOUNT; ALL APPROVED.

Motion to Authorize Director to Invest Library Funds:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE DIRECTOR TO INVEST AVAILABLE LIBRARY FUNDS AS AUTHORIZED BY STATE LAW IN SUCH A WAY AS TO YIELD THE MAXIMUM RETURN COMPATIBLE WITH REQUIRED ACCESSIBILITY, THE DETAILS TO BE REPORTED AT THE NEXT MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

Motion to Authorize Payment of Late June, July and August Bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF LATE JUNE, JULY AND AUGUST BILLS WITH THE EXPENDITURES TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

Motion to Authorize Payment of Utility Bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE PAYMENT OF UTILITY BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

Motion to Authorize the Payment of Dell Bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF DELL BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

Motion to Authorize the Payment of Library Program Expenses:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF LIBRARY PROGRAM EXPENSES FOR JULY AND AUGUST. ALL APPROVED.

Motion to Authorize the Payment of Library VISA Bills:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENTS OF LIBRARY VISA BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

Motion to Authorize the Payment of Bus Trips

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF BUS TRIPS. ALL APPROVED.

Signing of bank forms

Board Members signed bank forms for TD Bank and Sterling National Bank.

Motion to Affirm Purchasing Policy

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AFFIRM THE PURCHASING POLICY. ALL APPROVED.

Motion to Affirm Investment Policy

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AFFIRM THE INVESTMENT POLICY. ALL APPROVED.

Motion to Affirm Petty Cash Policy

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AFFIRM THE PETTY CASH POLICY. ALL APPROVED.

Motion Designating Attorney, Auditor, Stenographer and TALX Corporation

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO TABLE UNTIL EXECUTIVE SESSION. ALL APPROVED.

Unfinished Business:

A. Construction update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that she received a full set of plans from Architect, Michael Smith. She will set up an appointment to review them with him.

2. Book Lift

Mrs. Reed stated that Always Elevator is still waiting for the parts to arrive.

C. Passport Acceptance Program

Mrs. Reed stated that the start date for the Passport Acceptance Program is Monday, August 6, 2018. The Library will have a Press Conference on Saturday, July 28, 2018 at 10:00 a.m. The Library has invited Congressman King and Senator Hannon and all local Officials to attend.

D. Technology update

Mrs. Reed stated that the Nano Robot has been ordered and is in production. The Library expects delivery of the robot in October.

E. Children's Room design update

Mrs. Reed passed around the preliminary designs from Janice Davis for the Children's Room. The Board stated that Janice Davis could proceed with the design update for the Children's Room.

E. YA office door

Mrs. Reed stated that the YA Office Doors need to be replaced. Long Island Locksmith is doing the project. Their proposal is in the amount of \$5,752.95.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSAL FROM LONG ISLAND LOCKSMITH, NOT TO EXCEED \$6,000. ALL APPROVED.

Personnel Changes:

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE PERSONNEL CALENDAR AS PRINTED FOR JUNE 2018. ALL APPROVED.

Communications:

- A. Two articles from the Levittown Tribune
- B. Thank you letter from Susan Henderson
- C. Letter from Jake Richter
- D. Letter from Senator Hannon

Period for Public Expression:

Lisa Jean Santer, Library Staff
Carol Pettit, Library Staff
Meaghan Barbari, Library Staff
Marissa Pettit, 43 Club Lane, Levittown
Christina Talal, 408 Twin Lane South, Wantagh
Margherita Locke, 2913 Morgan Dr, Wantagh

Director's Progress and Services Report:

- A. Building and Grounds:

- 1. Shrubbery

Mrs. Reed stated that the shrubbery was cut down considerably on the Shelter Lane side of the building, it was blocking the fresh air intake of the HVAC System. The shrubbery was also trimmed on the Bluegrass Lane side in front of meeting rooms A & B.

- 2. Plumbing

Mrs. Reed stated that since the leak last month in the storage area, the plumbers attempted to use a camera to go through and look at the line but were not able to see the section they need. They will attempt to look at it from another angle from outside the building.

- 3. Possum in LPL

Mrs. Reed stated that a baby possum found its way into the library through a pipe that was not properly sealed closed. The Library called Cathy St. Pierre, who captured and removed the possum.

- 4. Trees

Mrs. Reed stated that planting of the new dogwood trees has been postponed until the fall.

- B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, June 20, 2018
2. ALIS Executive Board Meeting on Thursday, June 21, 2018
3. NLS Board meeting on Monday, June 25, 2018 – Mrs. Reed was unable to attend.
4. MLD Executive Board Meeting on Wednesday, July 11, 2018

C. Public Service and Programs:

The total Adult and Young Adult attendance for June 2018 was 2,154. The total Children's attendance for June 2018 was 4,159. The total Innovation Station attendance for June 2018 was 225. The grand total for June 2018 was 6,538.

D. Miscellaneous:

Committee Reports:

A. Foundation Committee

Mr. Greller asked Mr. Pettit-Milonakis to join the Library Foundation in helping them promote their goals. Mr. Pettit-Milonakis agreed to join the Library Foundation Board.

New Business:

A. Motion to approve 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:

- 1.217 (BANK STATEMENTS, FY 2011/2012);
- 2.231 (LIBRARY BILLS, FY 2011/2012);
- 5.203 (CASH TRANSACTION RECORDS, FY 2011/2012);
- 3.219 (COPY OF CHECK STUBS, FY 2011/2012);
- 17.237 (COPY OF RECEIPTS, FY 2011/2012);
- 3.312 (TIME SHEETS, FY 2011/2012); &
- 3.312 (LEAVE SHEETS 2011/2012)

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.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF

THE DISPOSITION OF RECORDS. ALL APPROVED.

- B. Motion to approve the Central Library Aid Expenditure Plan for 2018
 - 1. Attestation of the use of CBA & CLDA Funding

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE CENTRAL LIBRARY AID EXPENDITURE PLAN FOR 2018 AND FOR MRS. REED TO SIGN THE ATTESTATION REGARDING THE EXPENDITURE OF THE 2018 CENTRAL LIBRARY DEVELOPMENT AID AND CENTRAL BOOK AID. ALL APPROVED.

- C. Empire Dental Plan

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO TABLE UNTIL EXECUTIVE SESSION. ALL APPROVED

- D. Motion to approve Disposition of Equipment

- 1 Dell Optiplex 740 Service Tag 3RG56C1
- 1 Dell Monitor MX02Y3114705415A1VA
- 1 Dell Monitor CN0H7KW7426132835RU
- 1 Dell Optiplex 760 Service Tag 1ZHKFK1
- 1 Dell Optiplex 760 Service Tag J5XVPL1
- 1 Dell Optiplex 740 Service Tag DMG56C1
- 1 Dell Optiplex GX270 Service Tag HZ8CF31

MR. PETTIT-MILONKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

- E. HVAC Service Contract

MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL FOR THE HVAC SERVICE CONTRACT WITH J & J PIRRO, INC. ALL APPROVED.

Meetings and Conferences:

- A. Levittown Community Council's 21st Annual Lazy Days of Summer – Saturday, July 14, 2018; Jerusalem Avenue Park; East Village Green
- B. Developing Emotional Intelligence seminar – Monday, August 13, 2018; Hauppauge, NY

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF 6 STAFF MEMBERS TO ATTEND THE DEVELOPING EMOTIONAL INTELLIGENCE SEMINAR, MONDAY, AUGUST 13, 2018, AND AUTHORIZE

THE DIRECTOR TO PAY THE REGISTRATION FEE WITH THE LIBRARY CREDIT CARD. ALL APPROVED.

C. Regular Board Meeting – Wednesday, September 5, 2018

D. MakerFaire – Saturday, September 22, 2018

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF UP TO 13 STAFF MEMBERS TO ATTEND THE MAKERFAIRE, SATURDAY, SEPTEMBER 22, 2018. ALL APPROVED.

E. Levittown Chamber of Commerce Fall Community Festival – Saturday, September 29, 2018; 10:00 a.m. – 4:00 p.m.; St. Bernard's school gymnasium

F. Regular Board Meeting – Wednesday, October 3, 2018

G. Federal Depository Conference – October 22-24, 2018; Arlington, VA

MRS. MAHER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF 1 STAFF MEMBER TO ATTEND THE FEDERAL DEPOSITORY CONFERENCE, OCTOBER 22-24, 2018 IN ARLINGTON, VA, AS PLANNED FOR IN THE CLA BUDGET. ALL APPROVED.

H. Regular Board Meeting – Wednesday, November 7, 2018

I. NYLA Annual Conference – November 7-10, 2018; Rochester, NY

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF 2 STAFF MEMBERS TO ATTEND THE NYLA ANNUAL CONFERENCE, NOVEMBER 7-10, 2018, IN ROCHESTER, NY. ALL APPROVED.

Executive Session:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ENTER EXECUTIVE SESSION FOR PERSONNEL, LEGAL MATTERS, AND MATTER OF CONTRACTS AT 8:55 PM. ALL APPROVED.

The open meeting resumed at 9:28 p.m.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO DESIGNATE THE FOLLOWING FOR THE FISCAL YEAR 2018/2019:
SPELLMAN GIBBONS POLIZZI TRUNCALE & TRENTACOSTE, LLP (ATTORNEY);
BRIAN K. CLEARY (TREASURER);
BALDESSARI & COSTER, LLP (AUDITOR);
TALX CORPORATION (UNEMPLOYMENT COMPENSATION SERVICES);
EILEEN O'ROURKE (BOARD STENOGRAPHER). ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO CONTINUE WITH EMPIRE DENTAL AND ALLOW THE NEW PLAN TO AUTOMATICALLY TAKE EFFECT UNTIL THE CSEA BARGAINING UNIT DISCUSSIONS. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE A STIPEND OF \$1,000 FOR THE ADDITIONAL RESPONSIBILITIES OF SUPERVISING THE INNOVATION STATION FOR 2018-2019 TO BE ISSUED IN THE LAST PAY PERIOD OF JULY. ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE A STIPEND OF \$500 FOR THE ADDITIONAL RESPONSIBILITIES OF WRITING ARTICLES TO PROMOTE LIBRARY PROGRAMS AND SERVICES FOR 2018-2019 TO BE ISSUED ON THE LAST PAY PERIOD OF JULY ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE REGULAR MEETING AT 9:31 PM. ALL APPROVED.



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 EXECUTIVE SESSION
OF THE REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
JULY 11, 2018

Mr. Dalton called the Executive Session to order at 9:01 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mr. Pettit-Milonakis and Mrs. Santer, joined by Mrs. Reed and Mrs. Ferro.

The Board and Director discussed contract and personnel matters.

MRS. MAHER AND MR. GRELLER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:27 PM. ALL APPROVED.