



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

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3 Growing with Our Community

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8 **MINUTES OF THE REGULAR MEETING**
9 **OF THE LEVITTOWN PUBLIC LIBRARY**
10 **BOARD OF TRUSTEES**
11 **July 10, 2019**
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14 **Pledge of Allegiance and a Moment of Silence:**

15 The Pledge of Allegiance was said and a moment of silence was observed for
16 retired staff member Esther Rothenberg and NLS Trustee Joseph Carroll.
17

18 **Call to Order and Roll Call of Members:**

19 The meeting was called to order by Mr. Dalton at 8:04 p.m. Present were Mr.
20 Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Pettit-Milonakis, joined by
21 Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Ben Truncala,
22 Library Attorney arrived at 9:00 p.m. Brian Cleary, Library Treasurer, was absent
23 with notice.
24

25 **Oath of Office:** Steve V. Dalton

26 Mrs. Maher swore in Mr. Dalton as a Board Trustee. Mr. Dalton raised his right
27 hand and stated the Constitutional Oath of Office on July 10, 2019. Mr. Dalton's
28 term will expire on June 30, 2024.
29

30 Congratulations were offered from the Board of Trustees to Mr. Dalton.
31

32 **Election of Officers:**

33 The Levittown Public Library Board of Trustees Election of Officers for
34 2019/2020:
35

36 MR. GRELLER MOVED MRS. SANTER SECONDED TO ACCEPT THE
37 PROPOSED SLATE OF OFFICERS FOR THE BOARD OF TRUSTEES FOR
38 2019/2020. ALL APPROVED.
39

40 MRS. MAHER AS PRESIDENT
41 MR. GRELLER AS VICE PRESIDENT
42 MR. PETTIT-MILONAKIS AS SECRETARY
43 MRS. SANTER AS TRUSTEE
44 MR. DALTON AS TRUSTEE
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Minutes:

Minutes from June 5, 2019

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED JUNE 5, 2019 MINUTES. ALL APPROVED.

Financial Report of the Library:

- A. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JUNE 2019 FOR TD BANK IN THE AMOUNT OF \$120,062.68, IMPREST ACCOUNT WARRANT FOR JUNE 2019 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR JUNE 2019 FOR TD BANK IN THE AMOUNT OF \$59.00 AND WITHHOLDING ACCOUNT WARRANT FOR JUNE 2019 FOR TD BANK IN THE AMOUNT OF \$105,087.85. ALL APPROVED.
- B. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JUNE 2019 FOR STERLING BANK IN THE AMOUNT OF \$2,017.55. ALL APPROVED.
- C. Cash balance report as of June 30, 2019: General Fund is \$6,600,303.47; Capital Projects is \$83,969.71.
- D. MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JUNE 2019 IN THE AMOUNT OF \$1,968.45. ALL APPROVED.
- E. Central Library Fund spent to date for 2019 is \$119,663.25 and the Central Book Aid spent to date for 2019 is \$9,433.41.
- F. A Chase monthly report for the Board of Trustees information is included in their packet.
- G. MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$626,732 AS OF AUGUST 1, 2019. ALL APPROVED.
- H. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT on \$627,732 AS OF SEPTEMBER 5, 2019. ALL APPROVED.

92 I. Motion to Authorize Payment of Nassau Library System Bills During July and
93 August

94
95 MRS. SANTER MOVED AND MRS. MAHER SECONDED TO AUTHORIZE
96 THE PAYMENT OF NASSAU LIBRARY SYSTEM AND ILS SERVICES
97 DURING JULY AND AUGUST. ALL APPROVED.

98
99 J. Motion to Designate TD Bank and Sterling National Bank for Fiscal Year
100 2019/2020

101
102 MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL
103 TO DESIGNATE THE FOLLOWING BANKS: TD BANK AND STERLING
104 NATIONAL BANK FOR FISCAL YEAR 2019/2020. ALL APPROVED.

105
106 K. Motion to Authorize Director to Invest Library Funds

107
108 MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL
109 TO AUTHORIZE THE DIRECTOR TO INVEST LIBRARY FUNDS AS
110 AUTHORIZED BY STATE LAW IN SUCH A WAY AS TO YIELD THE
111 MAXIMUM RETURN COMPATIBLE WITH REQUIRED ACCESSIBILITY,
112 THE DETAILS TO BE REPORTED TO THE BOARD AT THE NEXT
113 MEETING. ALL APPROVED.

114
115 L. Motion to authorize payment of late June, July, and August bills

116
117 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE
118 PAYMENT OF LATE JUNE BILLS AND JULY AND AUGUST BILL WITH
119 EXPENDITURES TO BE REPORTED ON THE APPROVAL OF BILLS
120 SHEET IN SEPTEMBER MEETING OF THE BOARD OF TRUSTEES. ALL
121 APPROVED.

122
123 M. Motion to authorize payment of utility bills:

124
125 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE
126 PAYMENT OF UTILITY BILLS BETWEEN BOARD MEETINGS TO AVOID
127 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL
128 OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

129
130 N. Motion to authorize the payment of Dell bills:

131
132 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE
133 THE PAYMENT OF DELL BILLS BETWEEN BOARD MEETINGS TO AVOID
134 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL
135 OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

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O. Motion to authorize the payment of library program expenses:

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

P. Motion to authorize the payment of Bus Trips:

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

Q. Motion to authorize the payment of Museum Passes

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF MUSEUM PASSES. ALL APPROVED.

R. Motion to authorize the payment of Library VISA Bills:

MRS. SANTER MOVED AND MR. GRELLER 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. ALL APPROVED.

S. Signing of bank forms

T. Motion to affirm Purchasing Policy

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE PURCHASING POLICY. ALL APPROVED.

U. Motion to affirm Investment Policy

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE INVESTMENT POLICY. ALL APPROVED.

V. Motion to affirm Petty Cash Policy

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE PETTY CASH POLICY. ALL APPROVED.

182
183 W. Motion Designating Attorney, Auditor, Stenographer and TALX Corporation
184

185 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO
186 DESIGNATE THE FOLLOWING FOR THE FISCAL YEAR 2019/2020:

187
188 ATTORNEY: SPELLMAN GIBBONS POLIZZI TRUNCALE &
189 TRENTACOSTE, LLP

190 TREASURER: BRIAN CLEARY

191 AUDITOR: BALDESSARI & COSTER, LLP

192 UNEMPLOYMENT COMPENSATION SERVICES: TALX CORPORATION
193 AT \$541.20 PER YEAR

194 BOARD'S STENOGRAPHER: EILEEN O'ROURKE AT \$250 PER MEETING.
195 ALL APPROVED.

196
197 X. MR. GRELLER MOVED AND MRS. MAHER SECONDED TO TRANSFER
198 \$90,000 FROM GENERAL FUND TO CAPITAL CHECKING. ALL
199 APPROVED.

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201
202 **Unfinished Business:**

203 A. Construction Update

- 204
205 1. Interior/Exterior Renovation & Parking Lot Expansion Project
206 2. Parking lot appraisal

207
208 Michael Smith, Architect, stated that they will go to bid in approximately 14 days
209 and he is working on adjusting the contract documents accordingly. He
210 discussed the different phases of the construction project. The first phase will
211 begin with the Community Room, ground floor toilets, and faculty room. The
212 second phase is the Bluegrass entrance and administration office. The third
213 phase will work on the Library Lane entrance and replacing the windows. Some
214 of the work upstairs will be performed when the Library is closed.

215
216 Mrs. Reed discussed the parking lot appraisal from the Town of Hempstead.
217 She stated that the Board will need to decide if they want to continue with the
218 plan to construct a second parking lot at this time or ask the Town to sell the
219 Library more land, in order to create much needed additional meeting space,
220 additional parking, and add a theater. After a discussion, the Board stated they
221 would like to move forward with creating the additional space for the library.

222
223
224 B. Children's Room Design Update

225
226 Mrs. Reed stated that the design of the Children's Room is complete. The work

227 on the Children's room bathrooms continues.
228 1. SmartBoard – Storytime Room

229
230 MRS. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE
231 PROPOSAL FROM CIPHER SYSTEMS, INC. IN THE AMOUNT OF \$4,200.
232 ALL APPROVED.

233
234 C. RAVE app

235
236 Mrs. Reed stated that on July 22, 2019, the department heads will be trained in
237 using the RAVE app. There will be more details after the training.

238
239 **Personnel Changes:**

240 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
241 PERSONNEL CALENDAR. ALL APPROVED.

242
243 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
244 ACCEPT THE AMENDED ANNUAL & HOURLY SALARY CHANGE EFFECTIVE
245 JULY 1, 2019. ALL APPROVED.

246
247 **Communications:**

248 A. Suggestion Box
249 B. Levittown Tribune Article

250
251 **Period for Public Expression:**

252 Domenic Calgi – Calgi Construction
253 Michael Smith – Smith & Pucillo Architect
254 Joan Galante – Library Staff
255 Ben Truncale – Library Attorney

256
257 **Director's Progress and Services Report:**

258 A. Building and Grounds:

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260 Our new landscapers, Anthony Fuschetto Landscaping LTD completed the
261 spring clean-up. Most of the other building and grounds items were regarding the
262 Children's Room construction.

263
264 B. System Developments:

265
266 Mrs. Reed reported on the following meetings:

- 267
268 1. Member Library Director Meeting on Wednesday, June 19, 2019
269 2. ILS Services Council Meeting on Thursday, June 20, 2019
270 3. NLS Board Meeting on Monday, June 24, 2019
271 4. MLD Executive Board Meeting on July 3, 2019 was rescheduled to

Tuesday, July 9, 2019

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C. Public Service and Programs:

The total Adult and Young Adult attendance for June 2019 was 498. The total Children's attendance for June 2019 was 4,817. The total Innovation Station attendance for June 2019 was 107. The grand total for June was 5,422.

Mrs. Reed stated the 2019 Passport Statistics report is included in the Board packets.

A. Miscellaneous:

1. County-wide Shared Services Meeting
2. East Meadow Public Library Patrons

Committee Reports:

A. Foundation Committee

Mr. Greller stated that the Foundation Committee did not meet this evening, and the next meeting is September 4, 2019. The Foundation is holding a movie fundraiser on August 4, 2019, at the Bellmore Theater, featuring The Lion King.

New Business:

A. Motion for Disposition of Equipment of the following:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT OF THE FOLLOWING:

- 1 Office Chair Item P2T 351408
- 3 Wood Desks with return, no identifying information
- 1 Wood Desk, no identifying information
- 3 Metal File Drawers, no identifying information
- 1 Metal Book Truck, no identifying information
- 1 GBC Shred Master Shredder, Model #RDX143, Assembly #1758580
- 1 Dell Optiplex 780 Service Tag 9GY8NM1
- 1 Dell Latitude D820 Service Tag 1MC75B1
- 6 Sets of desktop speakers

ALL APPROVED.

317 B. Motion for the Disposition of Records

318
319 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO
320 APPROVE THE DISPOSITION OF RECORDS OF:

321
322 RESOLVED, BY THE BOARD OF TRUSTEES OF THE LEVITTOWN
323 PUBLIC LIBRARY THAT LISA BUCKMAN, RECORDS
324 MANAGEMENT OFFICER BE, AND HEREBY IS AUTHORIZED TO
325 DISPOSE OF RECORD ITEM NUMBERS:
326 1.217 (BANK STATEMENTS, FY 2012/2013);
327 2.231 (LIBRARY BILLS, FY 2012/2013);
328 5.203 (CASH TRANSACTION RECORDS, FY 2012/2013);
329 3.219 (COPY OF CHECK STUBS, FY 2012/2013);
330 17.237 (COPY OF RECEIPTS, FY 2012/2013);
331 3.312 (TIME SHEETS, FY 2012/2013); &
332 3.312 (LEAVE SHEETS 2012/2013)
333 OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, MI
334 1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL
335 COMPILATION OF CODES, RULES AND REGULATIONS OF THE
336 STATE OF NEW YORK.

337
338 ALL APPROVED.

339
340 C. Stanley Steemer proposal

341
342 MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
343 ACCEPT THE PROPOSAL FROM STANLEY STEEMER IN THE AMOUNT OF
344 \$3,513.60. ALL APPROVED.

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346 D. County Energy Controls, Inc. contract

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348 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO
349 ACCEPT THE PROPOSAL FROM COUNTY ENERGY CONTROLS, INC
350 CONTRACT IN THE AMOUNT OF \$3,696.00 ANNUALLY. ALL APPROVED.

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353 E. J & J Pirro, Inc. HVAC maintenance contract

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355 MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE
356 PROPOSAL FROM J & J PIRRO, INC. HVAC MAINTENANCE CONTRACT IN
357 THE AMOUNT OF \$5,685.00. ALL APPROVED.

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362 F. ATI Technical Services, Inc. maintenance contract

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364 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO
365 APPROVE THE PROPOSAL FROM ATI TECHNICAL SERVICES, INC.
366 MAINTENANCE CONTRACT IN THE AMOUNT \$3,082.00. ALL APPROVED.

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368 **Meetings and Conferences:**

- 369 A. Levittown Community Council's 22nd Annual Lazy Days of Summer
370 Picnic– Saturday, July 13, 2019; 11:00 a.m. – 4:00 p.m. – Jerusalem
371 Avenue Park, East Village Green
372 B. **Regular Board Meeting – Wednesday, September 4, 2019**
373 C. LitFest – Friday, September 20, 2019 – LI Marriot, Uniondale, NY
374 D. Maker Faire – Saturday, September 21, 2019 – New York Hall of Science
375 Queens, NY

376

377 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO
378 APPROVE UP TO 10 EMPLOYEES TO ATTEND THE MAKER FAIRE.
379 ALL APPROVED.

380

- 381 E. **Regular Board Meeting – Wednesday, October 2, 2019**
382 F. LILRC 28th Annual Conference of Libraries and the Future – Friday,
383 October 11, 2019; 8:00 a.m. – 4:00 p.m.; at Heritage Club at Bethpage

384

385 MR. GRELLER MOVED AND MR. MR. PETTIT-MILONAKIS SECONDED
386 TO APPROVE UP TO 3 STAFF MEMBERS TO ATTEND THE LILRC
387 28TH ANNUAL CONFERENCE OF LIBRARIES AND THE FUTURE. ALL
388 APPROVED.

389

- 390 G. **Regular Board Meeting – Wednesday, November 6, 2019**
391 H. NYLA Annual Conference – November 13-16, 2019 – Saratoga Springs,
392 NY

393

394 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
395 ENTER EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS, AT
396 9:12 PM. ALL APPROVED.

397

398 The open meeting resumed at 9:40 p.m.

399

400 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
401 APPROVE A STIPEND OF \$500 FOR THE ADDITIONAL RESPONSIBILITIES
402 OF WRITING ARTICLES TO PROMOTE LIBRARY PROGRAMS AND
403 SERVICES FOR 2019-2020 TO BE ISSUED ON THE LAST PAY PERIOD OF
404 JULY. ALL APPROVED.

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406

407 THE BOARD INSTRUCTED LIBRARY ATTORNEY TO PROCEED WITH
408 INVESTIGATING THE COST OF THE TOWN OF HEMPSTEAD, WATER
409 DEPARTMENTS LAND ADJACENT TO THE LIBRARY.

410
411 MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE
412 REGULAR MEETING AT 9:41 PM. ALL APPROVED.

413



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JULY 10, 2019

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

The Board discussed personnel and legal matters.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:39 PM. ALL APPROVED.