



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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**MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
June 5, 2019**

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said and a Moment of Silence was observed for Paul Farber, a retired staff member.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Dalton at 8:00 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mrs. Santer was absent with prior notice.

Motion to Adjourn into Executive Session for a Matter of Contract:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS A MATTER OF CONTRACT AT 8:01 PM. ALL APPROVED.

Adjournment of Executive Session:

The open meeting resumed at 9:21 p.m.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL TO MOVE UP THE CONSTRUCTION UPDATE IN THE AGENDA. ALL APPROVED.

Minutes:

Minutes from May 1, 2019

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE MAY 1, 2019 MINUTES. ALL APPROVED.

Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project
 - a. Appraisal of Property – Town of Hempstead Water Department

48
49 Mr. Michael Smith, Architect stated that they are 95% complete with documents
50 and are working on finalizing the contracts. He discussed the blue prints for the
51 vestibule entrance on Library Lane. Once his Civil Engineer finishes the
52 mechanical side of the work, they will be ready to go out to bid. He also
53 discussed the project for the vestibule entrance on Bluegrass Lane.

54
55 Mrs. Reed updated the Board regarding the upcoming Children's Room Design.
56 Mrs. Reed stated that the contract from Fidele Construction needed to be signed;
57 however, the contract is in her name.

58
59 MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
60 AUTHORIZE MRS. REED TO SIGN THE CONTRACT FROM FIDELE
61 CONSTRUCTION ON THE LIBRARY'S BEHALF. ALL APPROVED.

62
63 B. Children's Room Design Update

64
65 The Children's Room Design Update was discussed during the Construction
66 Update.

67
68
69 **Financial Report of the Library:**

70 A. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL
71 OF GENERAL FUND WARRANT FOR MAY 2019 FOR TD BANK IN THE
72 AMOUNT OF \$123,067.46, IMPREST ACCOUNT WARRANT FOR MAY
73 2019 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ
74 WARRANT FOR MAY 2019 FOR TD BANK IN THE AMOUNT OF \$537.00
75 AND WITHHOLDING ACCOUNT WARRANT FOR MAY 2019 FOR TD BANK
76 IN THE AMOUNT OF \$127,830.48. ALL APPROVED.

77
78 B. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL
79 OF CAPITAL PROJECTS FUND WARRANT FOR MAY 2019 FOR
80 STERLING BANK IN THE AMOUNT OF \$34,157.00. ALL APPROVED.

81
82 C. Cash balance report as of May 31, 2019: General Fund is \$6,480,047.60;
83 Capital Projects is \$85,712.78.

84
85 D. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL
86 OF CENTRAL LIBRARY FUND WARRANT FOR MAY 2019 IN THE
87 AMOUNT OF \$23,352.66. ALL APPROVED

88
89 E. Central Library Fund spent to date for 2019 is \$101,940.29 and the Central
90 Book Aid spent to date for 2019 is \$9,433.41.

91
92 F. The Chase monthly report for the Board of Trustees information is included in

93 their packet.

94

95 G. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST
96 FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF
97 \$626,732 AS OF JULY 11, 2019. ALL APPROVED.

98

99 H. MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE
100 E-RATE REIMBURSEMENT FY 2017-18 CROWN CASTLE FIBER
101 CIRCUITS VIA ILS SERVICES CHECK FROM NLS IN THE AMOUNT OF
102 \$4,842.79. ALL APPROVED.

103

104 I. MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
105 ACCEPT A DONATION CHECK FROM TRINA REED & MARYANN FERRO
106 IN THE AMOUNT OF \$134.90 FOR THE FOUNDATION CRAFT FAIR LAWN
107 SIGNS. ALL APPROVED.

108

109 J. MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL
110 TO TRANSFER ADDITIONAL FUNDS FROM THE GENERAL FUND TO
111 THE CAPITAL FUND

112 1. \$5,000 FROM 6210 (PERIODICALS) TO 6110 (ADULT FIC BOOKS)

113 2. \$10,000 FROM 6900 (PROF. FEES) TO 6120 (ADULT NON-FIC).

114 ALL APPROVED.

115

116 **Unfinished Business:**

117 C. Budget Vote results: Library Budget: Yes: 1,416; No: 488 Total: 1,904; Steven

118 V. Dalton: 1,581 votes

119

120 **Personnel Changes:**

121 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
122 ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

123

124 **Communications:**

125 A. Two articles from the Levittown Tribune

126 B. Letter from Jacqueline Fitts

127 C. Thank you letter from Gardiners Avenue School for their class visit

128

129 **Period for Public Expression:**

130 Maryanne Linehan – Library Staff

131 Michael Smith – Architect

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133 **Director's Progress and Services Report:**

134 A. Building and Grounds:

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136 Mrs. Reed stated that the Library hired a new landscaping company for the
137 spring cleanup, and they did a good job.

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B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, May 15, 2019
2. ILS Services Council Meeting on Thursday, May 16, 2019 was canceled
3. NLS Board Meeting on Monday, May 20, 2019
4. MLD Executive Board Meeting on June 5, 2019

C. Public Service and Programs:

The total Adult and Young Adult attendance for May 2019 was 856. The total Children's attendance for May 2019 was 795. The total Innovation Station attendance for May 2019 was 237. The grand total for May was 1,888.

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

A. Miscellaneous:

1. Kanopy Streaming Services

Mrs. Reed stated the Library is offering a new streaming service to the community. Kanopy streaming services offers streaming of live video. This service was paid for with 2018-2019 Bullet Aid Grant money.

Committee Reports:

A. Foundation Committee

Mr. Greller stated that the Foundation Committee met this evening. They had their Craft Fair last month, and it was successful. The Foundation will be doing another movie night fundraiser in August at the Bellmore Theater featuring "The Lion King."

New Business:

A. Patron concern regarding floor outlets

Mrs. Reed stated that a patron has expressed his concerns regarding the floor outlets located by the magazines in the Reference area. The tables are sometimes moved, which leave the outlets exposed, and he has suggested bolting down the tables to the floor. The Board discussed his concerns and decided that it is not safe to have the tables bolted down. The staff will do their due diligence to stay on top of having the tables put back if they are moved.

- 183
184 B. Motion to approve the 2020-2021 Holiday Schedule
185
186 MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
187 APPROVE THE 2020-2021 HOLIDAY SCHEDULE. ALL APPROVED
188
189 C. Motion to approve the 2019-2020 Sunday Schedule
190
191 MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
192 APPROVE THE 2019-2020 SUNDAY SCHEDULE AS IS. ALL APPROVED.
193
194 D. Motion for Disposition of Equipment
195
196 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
197 APPROVE THE DISPOSAL OF THE FOLLOWING:
198
199 1 8FT WERNER STEP LADDER, 300LB. CAPACITY
200
201 ALL APPROVED.
202
203 E. Circulation Policy
204
205 MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE
206 REVISED CIRCULATION POLICY TO INCLUDE WIFI HOTSPOTS. ALL
207 APPROVED.
208
209 F. AV Consultant Quotes
210
211 Tabled until Executive Session.
212
213 G. New Circulation Desk Design
214
215 Mrs. Reed discussed ideas for a new Circulation desk. The Board agrees that
216 she can move forward with this project.
217
218 H. Quote from McHugh Institution Furnishing
219
220 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
221 APPROVE THE QUOTE FROM MCHUGH INSTITUTION FURNISHING IN THE
222 AMOUNT OF \$7,349.83. ALL APPROVED.
223
224 **Meetings and Conferences:**
225 A. ALA Annual Conference – June 20 -25, 2019; Washington, D.C.
226 B. **Regular Board Meeting – Wednesday, July 3, 2019**
227 C. Levittown Community Council's 22nd Annual Lazy Days of Summer

228 Picnic– Saturday, July 13, 2019; 11:00 a.m. – 4:00 p.m. – Jerusalem
229 Avenue Park, East Village Green

230 D. **Regular Board Meeting – Wednesday, September 4, 2019**

231 E. LitFest – Friday, September 20, 2019 -LI Marriot, Uniondale, NY

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233 MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE TWO
234 STAFF MEMBERS TO ATTEND LITFEST – FRIDAY, SEPTEMBER 20, 2019 –
235 LI MARRIOT, UNIONDALE, NY. ALL APPROVED

236

237 F. **Regular Board Meeting – Wednesday, October 2, 2019**

238 G. NYLA Annual Conference – November 13-16, 2019 – Saratoga Springs,
239 NY

240

241 MR. GRELLER MOVED AND MRS. MR. PETTIT-MILONAKIS SECONDED TO
242 RE-ENTER INTO EXECUTIVE SESSION FOR PERSONNEL AND LEGAL
243 MATTERS AT 10:28 PM. ALL APPROVED.

244

245 The open meeting resumed at 10:55 p.m.

246

247 MR. GRELLER MOVED AND MRS. MAHER SECONDED TO REJECT THE AV
248 PROPOSALS AND APPROVED THE DIRECTOR'S REQUEST TO RE-BID THE
249 PROJECT. ALL APPROVED.

250

251 MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
252 APPROVE THE ADMINISTRATION SALARY SCALE AS PRESENTED AND
253 AMENDED. ALL APPROVED.

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255 MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE
256 OPEN MEETING AT 10:59 PM. ALL APPROVED.

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Mr. Dalton called the Executive Session to order at 8:01 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney. Mrs. Santer was absent with prior notice.

The Board and the Director discussed a matter of union contract.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:20 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JUNE 5, 2019

Mr. Dalton called the Executive Session to order at 10:30 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney. Mrs. Santer was absent with prior notice.

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

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 10:55 PM. ALL APPROVED.