



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 March 6, 2019

### **Pledge of Allegiance and a Moment of Silence:**

The Pledge of Allegiance was said.

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

The meeting was called to order at 6:52 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, Mr. Pettit-Milonakis, and Mrs. Santer, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney.

### **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 6:54 PM. ALL APPROVED.

### **Adjournment of Executive Session:**

The open meeting resumed at 8:06 p.m.

### **Minutes:**

Minutes from February 6, 2019

MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE FEBRUARY 6, 2019 MINUTES. ALL APPROVED.

### **Financial Report of the Library:**

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

- A. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR FEBRUARY 2019 FOR TD BANK IN THE AMOUNT OF \$131,937.60 AND CAPITAL ONE IN THE AMOUNT OF \$272,780.78, COFFEE CAFÉ WARRANT FOR FEBRUARY 2019 FOR TD BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR FEBRUARY 2019 FOR TD BANK IN THE AMOUNT OF \$110,137.09. ALL APPROVED.

- B. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2019 FOR STERLING BANK IN THE AMOUNT OF \$29,657.00. ALL APPROVED.
- C. Cash balance report as of February 2019 General Fund - \$6,434,678.48; Capital Projects - \$128,895.63.
- D. MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR FEBRUARY 2019 IN THE AMOUNT OF \$6,758.83. ALL APPROVED
- E. Central Library Fund spent to date for 2019 is \$68,208.60 and the Central Book Aid spent to date for 2019 is \$7,844.96.
- F. A Chase Monthly report for the Board of Trustees information is included in their packet.
- G. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447 AS OF APRIL 4, 2019. ALL APPROVED.
- H. MRS. SANTER MOVED AND MRS. MAHER SECONDED TO APPROVE THE TRANSFER OF \$100,000 FROM GENERAL FUND TO CLA. ALL APPROVED.

**Unfinished Business:**

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Domenic Calgi, Calgi Construction, stated that the plans and specs for the Interior/Exterior Renovation & Parking Lot Expansion Project are substantially complete. Once the budget is finalized and approved by the Board of Trustees, they can establish a bid date. The bid documents need to incorporate the site civil drawing from R&M. Mrs. Reed stated the Town of Hempstead decided to offer to sell the property to the Library instead of the easement that was requested for the land to expand the parking lot. They are in the process of getting an assessment, finding out fair market value and how much the Town of Hempstead would charge the library. Mr. Calgi stated that a portion of the main project was pulled out to bid ahead of time to address the Children's Room refurbishment and is scheduled for next Tuesday.

- B. Children's Room Design Update  
Included in Construction Update

- C. 2019-2020 Proposed Library Budget

Mrs. Reed stated that there were no changes to the 2019-2020 Proposed Library Budget.

- D. 1997 Plymouth Chrysler

Mrs. Reed stated that the 1997 Plymouth Chrysler was donated to a Not-for-Profit Animal Rescue group and was picked up last week.

**Personnel Changes:**

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVE THE PERSONAL CALENDAR. ALL APPROVED.

**Communications:**

- A. Donation acknowledgment – Long Island University Post
- B. Donation acknowledgment – Long Island Coalition for the homeless
- C. Levittown Tribune Article: "English Language Learning at the Library"

**Period for Public Expression:**

Jessica Carruba, Library Staff  
Maryanne Linehann, Library Staff  
Elizabeth Soto  
Dominick Calgi, Calgi Construction

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

- A. Building and Grounds:

Mrs. Reed stated that Johnson Controls has been upgrading the Security Cameras over the last two weeks. Employees from the Town of Hempstead have been working on their security camera pointed towards the gazebo, which will be mounted on Library property.

- B. System Developments:

Mrs. Reed stated that the Library had a delayed opening due to snow on Monday March 4, 2019.

Mrs. Reed reported on the following meetings:

1. ILS Services Council Meeting on Thursday, February 14, 2019
2. Member Library Director meeting on Wednesday, February 20, 2019
3. NLS Annual Meeting on Monday, February 25, 2019
4. MLD Executive Board Meeting on Wednesday, March 6, 2019

C. Public Service and Programs:

The total Adult and Young Adult attendance for February 2019 was 1,423. The total Children's attendance for February 2019 was 894. The total Innovation Station attendance for February 2019 was 156. The grand total for February 2019 was 2,473.

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

A. Miscellaneous:

Mrs. Reed discussed a program that the Library staff members performed focusing on how to apply for scholarships for college. They received positive feedback regarding the program.

**Committee Reports:**

A. Foundation Committee

Mr. Greller stated the Foundation met Tuesday, March 5, 2019, and they have a Facebook page now under Levittown Library Foundation, he encouraged all to "like" the page. Mr. Pettit-Milonakis stated that the Craft Fair is Saturday, May 4, 2019, with a rain date of Saturday, May 11, 2019.

Mrs. Reed stated that Mr. Cleary is going to prepare the Foundation's taxes pro-bono.

**New Business:**

- A. Motion to approve the NYS Annual Report 2018

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE

AMENDED NYS ANNUAL REPORT 2018. ALL APPROVED.

B. Motion to approve the proposal for security services

MRS. SANTER MOVED AND MRS. MAHER SECONDED TO APPROVE THE PROPOSAL FOR SECURITY SERVICES FROM SECURITAS SECURITY. ALL APPROVED.

C. Motion for Disposition of Equipment

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING:

2 GLOBAL CHAIRS, VINYL UPHOLSTERY, NO IDENTIFYING NUMBERS  
1 JOE CHAIR (GRAY)  
1 WOODEN CHAIR WITH RED UPHOLSTERY.

ALL APPROVED.

#### Meetings and Conferences:

- A. Computers in Libraries Conference – March 26-28, 2019; Arlington, VA
- B. Levittown Public Schools 23<sup>rd</sup> Annual Recognition Dinner – Wednesday, April 3, 2019; at 6:30 p.m.; Levittown Memorial Education Center
- C. **Regular Board Meeting – Thursday, April 4, 2019**
- D. **Regular Board Meeting – Wednesday, May 1, 2019**
- E. Long Island Library Conference- Thursday, May 9, 2019; Melville Marriott
- F. **Library & School District Budget Vote – Tuesday, May 21, 2019**
- G. **Regular Board Meeting – Wednesday, June 5, 2019**
- H. ALA Annual Conference – June 20 – 25, 2019; Washington, D.C.

MR. GRELLER MOVED AND MRS. MAHER MOTION TO ADJOURN THE REGULAR MEETING AT 8:41 P.M. 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 MARCH 6, 2019

Mr. Dalton called the Executive Session to order at 6:54 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney.

The Board and the Director discussed a matter of contract.

MRS. SANTER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 8:06 PM. ALL APPROVED.