



LEVITTOWN PUBLIC LIBRARY
Growing with Our Community

TRINA REED, DIRECTOR

LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168
<http://www.levittownpl.org>

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES May 3, 2017

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. Santer at 8:09 p.m. Present were Mr. Greller, and Mrs. Maher, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Santer and Mr. Dalton were late with prior notice.

Approval and
Signing of
Minutes:

Minutes from April 5, 2017

Approved with corrections.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED APRIL 5, 2017 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 GENERAL FUND WARRANT FOR APRIL 2017 IN THE AMOUNT OF \$200,814.02, IMPREST ACCOUNT WARRANT FOR APRIL 2017 IN THE AMOUNT OF \$0.00, AND CENTRAL LIBRARY FUND WARRANT FOR APRIL 2017 IN THE AMOUNT OF \$4,796.02. ALL APPROVED.

The cash balance report as of April 30, 2017 is \$5,763,147.58.

Central Library Fund spent to date for 2017: \$64,467.55 & Central Book Aid spent to date for 2017: \$2,494.45.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,888 AS OF JUNE 1, 2017. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR APRIL 2017 IN THE AMOUNT OF \$116,675.46.

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

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO TRANSFER \$100,000 FROM THE GENERAL FUND TO CLA. ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO TRANSFER \$40,000 FROM THE GENERAL FUND TO CAPITAL PROJECT. ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT DONATION FROM JOE PRICE IN THE AMOUNT OF \$500.00. ALL APPROVED.

Unfinished
Business:

A. Construction update

1. HVAC

Mrs. Reed discussed the new HVAC, and there are adjustments that need to be made with the air temperature controls. Mrs. Reed discussed the change order from Inshallah Mechanical Corporation however; she recommends the proposal from County Energy Controls, Inc.

MR. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE PROPOSAL FROM COUNTY ENERGY CONTROLS, INC FOR \$6,500.00. 4 APPROVED; 1 ABSTAINED. MOTION PASSED.

2. Quiet Study Room and Eatery

Mr. Fred Sullo, Project Manager, distributed an Executive Summary dated May 3, 2017. He reported on the progress with the Board of Trustees. There are four project issues. The Board of Trustees will visit the Quiet Study & Eatery before making a decision.

a. Motion to approve vending company proposal

Mrs. Reed discussed the different vendors for the vending machines. The machines are owned by the vending company, and they will supply the approved items for purchase by the public. The Board decided that the Library will not receive a commission on the sales.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE PROPOSAL FROM CANTEEN REFRESHMENT SERVICES FOR THE VENDING MACHINES. ALL APPROVED.

3. Book Lift

Mrs. Reed stated that the the gear, motor, and call button were installed by All-Way Elevator. Electrical drawings for the book lift were completed by H2M and mailed to Ron Magarie at Corkrey Electric on March 31, 2017. Electrical work associated with the book lift will be contracted directly between the Library and Corkrey.

B. Motion to approve 2017/2018 Board Meeting schedule

MR. DALTON MOVED AND MRS. MAHER SECONDED TO APPROVE THE 2017/2018 BOARD MEETING SCHEDULE. ALL APPROVED.

C. Motion to approve 2017/2018 Sunday schedule

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE 2017/2018 SUNDAY SCHEDULE. ALL APPROVED.

Personnel Changes:

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

Communications:

- A. Email from Janet McHugh
- B. Email from Cara Elliot
- C. Phone call from Estelle Kovensky complimenting a staff member.

Copies of all emails are in the Board packet.

Period for Public Expression:

Brian K. Cleary, Library Treasurer
Fred Sullo, Calgi Construction
Jake Richter, Jerusalem Ave,
Barbara McGovern, Library Staff
Lisa-Jean Santer, Library Staff
Ben Truncale, Library Attorney

Mr. Richter addressed the Board of Trustees with various concerns regarding the Library.

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that one of the trees at the entrance on Bluegrass Lane is dying. Bartlett Tree Service is coming next week to take a look at the tree.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director meeting on Wednesday, April 19, 2017
2. ALIS Executive Board meeting on Thursday, April 27, 2017
3. NLS Board meeting on Monday, April 24, 2017
4. MLD Executive Board Meeting – Wednesday, May 3, 2017

C. Public Service and Programs:

The total Adult and Young Adult attendance for April 2017 was 910. The total Children's attendance for April 2017 was 813. The total Innovation Station attendance for April 2017 was 252. The grand total for April 2017 was 1,975.

D. Miscellaneous:

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the committee met this evening. The Craft Fair is scheduled for May 13, 2017 and vendors are signing up to attend. He discussed different fundraising ideas.

New Business:

A. Motion to authorize the Disposition of Equipment

2 Desks (Circulation)
SONY Compact Disc Receiver Model#HDC-EC619iP
Serial #8403913
SONY Speaker System Model #SS-ECL5 Serial #814645
SONY Compact Disc Receiver Model # HCD-FX300i
Serial #814645
SONY Speaker System Model # SS-SFX200 Serial #'s
8089742 & 8089740

MR. GRELLER MOVED AND MRS. MAHER SECONDED
TO AUTHORIZE THE DISPOSITION OF EQUIPMENT.
ALL APPROVED.

B. Motion to authorize the Disposition of Records

MR. SANTER MOVED AND MR. DALTON SECONDED
TO AUTHORIZE THE 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: 9. (337) APPLICATION FOR EMPLOYMENT
(2004-2008 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. ALL APPROVED.

C. Motion to approve McHugh Furniture Proposal

MR. DALTON MOVED AND MR. SANTER SECONDED TO APPROVE MCHUGH FURNITURE PROPOSAL IN THE AMOUNT OF \$5,775.43. ALL APPROVED.

D. Motion to approve Lowe's Accounts Receivable Account

MR. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE A LOWE'S ACCOUNTS RECEIVABLE ACCOUNT. ALL APPROVED.

E. Motion to approve BJ's Credit Cards

MR. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE THE DIRECTOR TO APPLY FOR A GENERAL BJ'S CARD FOR THE LIBRARY. IF NOT A GENERAL CARD, ONE PERSON FROM PR WILL BE LISTED AS THE CARDHOLDER FOR THE LIBRARY. ALL APPROVED.

Meetings and Conferences:

- A. Long Island Library Conference – Thursday, May 4, 2017; Melville Marriott; Melville NY
- B. **Library & School District Budget Vote – Tuesday, May 16, 2017**
- C. SLIME (Students of Long Island Maker Expo) – Saturday, May 20, 2017; 9:00 a.m. – 4:00 p.m.; Cradle of Aviation Museum; Garden City, NY
- D. Wantagh-Levittown Volunteer Ambulance Corps EMS Week Fair – Saturday, May 20, 2017; 10:30 a.m. – 3:30 p.m.; Island Trees Middle School
- E. **Regular Board Meeting – June 7, 2017**
- F. ALA Annual Conference – June 22 -27, 2017; Chicago, IL
- G. **Regular Board Meeting – July 5, 2017**
- H. LTA Mini Regional Trustee Institute- Saturday, August 12, 2017; Plainview – Old Bethpage Library

- I. Regular Annual Trustees Statewide Institute –
Friday, April 27, 2018 (dinner with speaker) &
Saturday, April 28, 2018 (workshops) Long Island
Marriot, Uniondale

Executive
Session:

MRS. MAHER MOTIONED AND MR. DALTON
SECONDED TO ADJOURN THE REGULAR MEETING
AT 9:34 PM TO ENTER INTO EXECUTIVE SESSION
FOR PERSONNEL & LEGAL MATTERS. ALL
APPROVED.

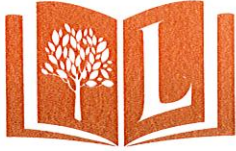
The open meeting resumed at 10:37 p.m.

MR. DALTON MOVED AND MR. GRELLER SECONDED
TO APPROVE THE PROPOSAL FOR A NETWORK
INVESTIGATION FROM GRYPHON TECHNOLOGIES
FOR \$1,500 AND AT THE DISCRETION OF THE
DIRECTOR, ADDITIONAL HOURS AT \$110 PER. ALL
APPROVED.

Adjournment:

MR. GRELLER MOVED AND MRS. MAHER SECONDED
TO ADJOURN THE REGULAR MEETING AT 10:42 PM.
ALL APPROVED.

Respectfully submitted, Eileen O'Rourke



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MINUTES OF THE EXECUTIVE SESSION
OF THE REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 3, 2017

Mrs. Santer called the Executive Session to order at 10:00 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Santer, and Mr. Greller, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney.

The Board and Director discussed legal and personnel matters.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 10:36 P.M. ALL APPROVED.