



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 December 5, 2018

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said and a Moment of Silence for the 41st President George H. W. Bush.

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, Mrs. Santer, Mr. Greller and Mr. Pettit-Milonakis, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mrs. Maher was absent with notice.

Minutes:

Minutes from November 7, 2018

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE AMENDED NOVEMBER 7, 2018 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 NOVEMBER 2018 FOR TD BANK IN THE AMOUNT OF \$680,901.05 AND CAPITAL ONE IN THE AMOUNT OF \$-200.00, IMPREST ACCOUNT WARRANT FOR NOVEMBER 2018 FOR TD BANK IN THE AMOUNT OF \$0.00 AND CAPITAL ONE BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR NOVEMBER 2018 FOR TD BANK IN THE AMOUNT OF \$564.00 AND CAPITAL ONE BANK IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR NOVEMBER 2018 FOR TD BANK IN THE AMOUNT OF \$110,181.89 AND CAPITAL ONE BANK IN THE AMOUNT OF \$0.00. ALL APPROVED.

- B. MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECT FUND WARRANT FOR NOVEMBER 2018 FOR STERLING BANK IN THE AMOUNT OF \$5,402.20. ALL APPROVED.
- C. Cash balance report as of November 2018 for the General Fund - \$6,221,084.72; Capital Projects - \$173,316.84.
- D. MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2018 IN THE AMOUNT OF \$34,279.06. ALL APPROVED.
- E. Central Library Fund spent to date for 2018 is \$186,341 and the Central Book Aid spent to date for 2018 is \$27,519.
- 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 JANUARY 3, 2019. ALL APPROVED.
- H. Sterling Bank – Third party collateral agreement- The bank is in the process of changing over to the Bank of New York for their Third Party Collateral.

Unfinished Business:

- A. Banking update

Mr. Cleary discussed the banking update during the Financial report.

- B. Construction update

- 1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that she will be contacting Dominic Calgi, of Calgi Construction, and Architect Michael Smith to discuss moving forward on this project now that the library received the SED building permit.

- 2. Book Lift

- a. Motion to close out the project

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO CLOSE OUT THE BOOK LIFT PROJECT IN THE AMOUNT OF \$35,390.00. ALL APPROVED.

C. Children's Room design update

Mrs. Reed stated that Janice Davis, of Janice Davis Design, LLC, is working on her documents that will go out to bid for the Storytime and Children's Rooms. Mrs. Reed stated that the documents do not include the painting of the rooms and she will get prices from professional painters.

E. Library Van

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE EXPENDITURE OF \$34,682.25 FOR THE PURCHASE OF A 2018 CHRYSLER PACIFICA TOURING L. ALL APPROVED.

Personnel Changes:

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE PERSONNEL CALENDAR. ALL APPROVED.

Communications:

A. Letter from the Levittown Chamber of Commerce

1. The Levittown Chamber of Commerce is honoring the Levittown Public Library for their Outstanding Community Service at their 58th Annual Installation Dinner on Wednesday, January 16, 2019.

B. Article from the Levittown Tribune

C. Letter from Suggestion Box

D. Announcement from NLS

E. Patron phone call commending Nicole DiGirolamo

Period for Public Expression:

Maryanne Linehan, Library Staff
Ben Truncale, Library Attorney

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that the Library had roof leaks that required Citywide to repair them.

Mrs. Reed stated she had a discussion with Mr. Greller on changing the water fountain systems to a system where you can fill water bottles. Mrs. Reed expressed concerns she received from staff regarding the potential new fountain system. The Board instructed Mrs. Reed to get pricing on these systems.

Mrs. Reed stated that there is an issue regarding a man who appears to be homeless and complaints from patrons. There was a discussion and Mr. Truncale, Library Attorney, advised Mrs. Reed on how to handle this issue.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. NLS Board Meeting on Monday, November 19, 2018 (Mr. Dalton reported)
2. Member Library Director meeting on Wednesday, November 21, 2018
3. ILS Services Council Meeting on Thursday, November 29, 2018
4. MLD Executive Board Meeting on Wednesday, December 5, 2018

C. Public Service and Programs:

The total Adult and Young Adult attendance for November 2018 was 1,440. The total Children's attendance for November 2018 was 618. The total Innovation Station attendance for November 2018 was 104. The grand total for November 2018 was 2,162.

Mrs. Reed stated the 2018 Passport Statistics report for the Board of Trustees is included in their packet.

D. Miscellaneous: No miscellaneous.

Committee Reports:

A. Foundation Committee

Mr. Greller stated the Foundation has upcoming events. There is an Origami Owl book party and movie night to see Mary Poppins Returns on January 6, 2019 at the Bellmore Playhouse. The next meeting is January 2, 2018.

New Business:

A. Motion for the Disposition of the Library's 1997 Plymouth Voyager Minivan

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE DISPOSITION OF THE LIBRARY'S 1997 PLYMOUTH VOYAGER MINIVAN. ALL APPROVED.

Mr. Greller suggested donating the van to the Levittown School District's GC Tech Automotive program.

B. Motion to approve Disposition of Equipment

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT OF THE FOLLOWING: ALL APPROVED.

2 Zebra Technologies Corporation Printers Model GX430t, Serial #32J115100966; and Model GX43t, Serial #32J43400559

C. Rosemary Kennedy Center

Mrs. Reed stated that the students from the Rosemary Kennedy Center began their work-study program. There was a discussion regarding the students receiving library cards. The Board suggested that the teachers have a library card for the class, if they desired.

D. Toys for Tots

Mrs. Reed stated that the Levittown Library will be a drop-off for the Toys for Tots program. She thanked Assistant Director Maryann Ferro for suggesting the Library participate in this program.

E. AWE Learning- computer replacement

MR. PETTIT-MILONAKIS AND MR. GRELLER SECONDED TO APPROVE THE AWE LEARNING COMPUTER REPLACEMENT IN THE AMOUNT OF \$3,669.00. ALL APPROVED.

Meetings and Conferences:

- A. NLS Annual Meeting - Wednesday, December 12, 2018; 7:00 p.m.
- B. Regular Board Meeting – Wednesday, January 2, 2019**
- C. Levittown Chamber of Commerce 58th Annual Installation Dinner – Wednesday, January 16, 2019; 6:00-10:00 p.m.; Westbury Manor
- D. Second Open Budget Meeting & Regular Board Meeting – Wednesday, February 6, 2019**
- E. Third Open Budget Meeting & Regular Board Meeting – Wednesday, March 6, 2019**

Executive Session:

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS AT 9:05 PM ALL APPROVED.

The open meeting resumed at 9:17 p.m.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
ADJOURN THE REGULAR MEETING AT 9:18 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES DECEMBER 5, 2018

Mr. Dalton called the Executive Session to order at 9:09 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney. Mrs. Maher was absent with notice.

The Board and the Director discussed personnel and legal matters.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:16 PM. ALL APPROVED.