

LEVITTOWN PUBLIC LIBRARY

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<http://www.levittownpl.org>

LEVITTOWN PUBLIC LIBRARY
Growing with Our Community

TRINA REED, DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES November 2, 2016

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said. There was a Moment of Silence for Carol Jones and Nancy Clark-Wetterhahn, two previous employees who passed away.

Call to Order and
Roll Call of
Members:

The meeting was called to order by Mrs. Santer at 8:05 p.m. Present were Mrs. Santer, Mr. Greller, Mr. Santer, Mrs. Maher and Mr. Dalton joined by Mrs. Reed, Director, and Bill Barrett, Library Treasurer. Mrs. Ferro, Assistant Library Director, was absent attending a conference.

Approval and
Signing of
Minutes:

Minutes from October 5, 2016

Correction

Page 1, Call of Order and Roll Call of Members: fourth line: add "Bill Barrett, Library Treasurer"

Page 3, Item a, fourth line add "and Mr. Calgi anticipates" also REMOVE "the last sentence in the paragraph"

Page 5, fourth paragraph, fourth sentence remove "involved"

Page 6, Item D, add "Dr. Jared Vanderbeck, Gardiners Avenue Principal"

Page 6 Item B, add Electronic Sign after Visual Information Corp."

MR. GRELLER MOVED AND MR. SANTER SECONDED THE APPROVAL OF THE AMENDED OCTOBER 5, 2016 MINUTES. ALL APPROVED.

Financial Report
of the Library:

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR OCTOBER 2016 IN THE AMOUNT OF \$376,014.91, IMPREST ACCOUNT WARRANT FOR OCTOBER 2016 IN THE AMOUNT OF \$352.00 AND CENTRAL LIBRARY FUND WARRANT FOR OCTOBER 2016 IN THE AMOUNT OF \$150,489.19. ALL APPROVED.

The cash balance report as of October 31, 2016 is \$5,584,226.64.

The Central Library Fund spent: \$290,712.76 & Central Book Aid spent \$9,049.51.

MR. SANTER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF DECEMBER 8, 2016. ALL APPROVED.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR OCTOBER 2016 IN THE AMOUNT OF \$1,302.50. ALL APPROVED.

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

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CHECK FROM THE NASSAU COUNTY CAMERA CLUB IN THE AMOUNT OF \$300.00. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE 2016 BULLET AID CHECK IN THE AMOUNT OF \$25,000.00. ALL APPROVED

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO AMEND THE CHANGE FUND POLICY WITH THE CORRECTIONS. ALL APPROVED.

Mr. Barrett discussed the proposed additions to the General Fund – Assigned & Unassigned Fund Balance.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ASSIGN FUND BALANCES IN AMOUNT OF \$3,309,972 FOR THE FOLLOWING SPECIFIC PURPOSES: ASSIGNED FOR ENCUMBRANCES - \$14,553; COMPENSATED ABSENCES - \$654,291; ROOF/SOLAR - \$ 450,000; COMMUNITY ROOM - \$500,000; COMMUNITY ROOM ASBESTOS ABATEMENT - \$50,000; QUIET STUDY & EATERY - \$660,031; WINDOW PROJECT - \$100,000; BRICK POINTING & REFACING - \$100,000; REPAIRS - \$100,000; TECHNOLOGY – \$200,000; AND RETIREMENT CONTRIBUTIONS – \$481,097. ALL APPROVED.

Unfinished
Business:

A. Construction update

1. HVAC

Mrs. Reed stated that Mr. Calgi was out of town and would not be attending the meeting. Mrs. Reed discussed the Executive Summary report from Calgi for November 2, 2016.

a. H2M – proposal for additional design & construction inspection services

Mrs. Reed stated that she discussed with Joe Manzella, Assistant Vice President at H2M the concerns the Board had regarding their proposal last month. Mr. Joe Manzella attended the meeting and addressed the Boards concerns. Mrs. Reed stated that this will be further discussed in Executive Session under contract matters.

2. Quiet Study Room and Eatery

Ms. Stephanie Lehn, Project Architect from H2M Architects & Engineers, discussed the progress with the proposals for the contractors and the addendums. The bid opening is scheduled for tomorrow, November 3, 2016, and they will ask the Board to officially award the project at the next Board meeting.

3. Book Lift

a. Proposal from All-Ways Elevator, Inc.

MRS. MAHER MOVED AND MR. SANTER SECONDED TO ACCEPT THE PROPOSAL FROM ALL-WAYS ELEVATOR, INC. IN THE AMOUNT OF \$24,700.00. ALL APPROVED.

B. Narcan

Mr. Truncale, Library Attorney, spoke with Toni Walrond, the CSEA Union Representative, and she does not have an issue with the staff being trained on how to administer Narcan.

Personnel Changes: MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR OCTOBER 2016. ALL APPROVED.

Communications: NONE

Period for Public Expression: Bill Barrett, Library Treasurer
Stephanie Lehn, H2M Architects & Engineers
Pansy Cheng, H2M Architects & Engineers
Joe Manzella, H2M Architects & Engineers
Ben Truncale, Library Attorney

Director's Progress and Services Report: A. Building and Grounds:
Mrs. Reed stated that the Library had to close the front entrance on October 6th as they put up the heat grill in the lobby. Signs directed the public to enter the building through the Bluegrass Lane entrance. She also stated that there have been some issues with the staff members' cars having nails or screws in their tires while parked within the vicinity of the library. Some of it may be related to the construction, and Dorian, Calgi Project Manager, has sent a message to the company telling them that they are suppose to properly clean up the area when finished for the day. Mrs. Reed has asked the staff to notify her if they have had any issues with their tires in the last 4 months.

B. System Developments:

1. Member Library Director meeting on
Wednesday, October 19, 2016

Mrs. Reed stated that at this meeting Jackie Thresher, NLS Director, reviewed the NY State minimum standards for public and association libraries.

2. NLS Board meeting on Monday, October 24,
2016

Mrs. Reed stated that at this meeting the NLS Board took action on the Nassau Library Systems Outreach Services Mini Grants, the Proposed Board Meeting Schedule for 2017, and the Member Library Support Proposal for 2017-2018.

3. ALIS Executive Board meeting on Thursday,
October 27, 2016

Mrs. Reed stated that at this meeting they reviewed a proposal from Corstar and Core BTS regarding upgrading the switches and routers for member libraries. The ALIS Executive Board decided not to take action at this time.

C. Public Service and Programs:

The total Adult and Young Adult attendance for October 2016 was 1,411. The total Children's attendance for October 2016 was 921. The total Innovation Station attendance for October 2016 was 340. The grand total for October was 2,672.

D. Miscellaneous:

Mrs. Reed stated that Nancy Evans is the incoming President for NCLA 2017 and that she will be the Past President. Nancy Evans has been accepted to give her presentation regarding Strong Girls at ALA in Chicago, June 25 – 27, 2017. The cost for her to attend is estimated to be \$2,020. Mrs. Evans has been asked by

ABC Celio under the Libraries of Limited and Friends, to write a book entitled "Cultivating Strong Girls: Library Programs that Builds Self-esteem and Challenges." It is scheduled to be released in October 2017.

Mrs. Reed highlighted the Pumpkin Palooza and passed around pictures of the pumpkins. She stated that 150 people voted, not including staff.

Mrs. Reed stated that the Reference Department was invited to visit the Hunter College nursing program located in Levittown. Three members of the Reference Department attended as part of community outreach. At the end of the presentation, a staff member from the college gave the Head of Reference an envelope with cash totaling \$450. Mrs. Reed stated that legally staff members cannot accept the cash, so she will call Hunter College to discuss if they would like us to return the money or if they would like to donate the money to the Levittown Public Library or the Levittown Library Foundation.

Mrs. Reed stated that the MLD sponsored Overdrive BillBoard Truck came through Levittown on October 18, and our staff posted pictures of it on the LPL Facebook page.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the next meeting is December 7, 2016. The Foundation reached out to Marie Andreski and Laura Hoffman about joining the committee.

New Business:

A. Motion for the Disposition of Equipment:

1 Swingline Electric Stapler Model 67 - No Serial Number

MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE MOTION FOR THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

B. Motion for 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 THE RECORD ITEM NUMBERS:

8.[392] (CLERK I/ CLERK CANVASS LISTS; 2010-2011); (CLERK I/CLERK, PART-TIME CANVASS LISTS; 2010); (HEAD CUSTODIAN CANVASS LISTS; 2010); (LIBRARIAN I CANVASS LISTS; 2010); (LIBRARIAN II CANVASS LISTS; 2011); (LIBRARIAN III CANVASS LISTS; 2010); (PRINCIPAL ACCOUNT CLERK CANVASS LIST; 2008-2009); (SENIOR LIBRARY CLERK CANVASS LISTS; 2011); (TYPIST-CLERK CANVASS LISTS; 2011)

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.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE MOTION FOR THE DISPOSITION OF RECORDS. ALL APPROVED.

Meetings and Conferences

- A. NYLA Annual Conference – November 2-5, 2016; Saratoga Springs, NY
- B. Barnes & Noble Mini Maker Faire – November 5 & 6, 2016; Carle Place, NY
- C. **Regular Board Meeting – Wednesday, December 7, 2016**
- D. **First Open Budget Meeting & Regular Board Meeting – Wednesday, January 4, 2017**
- E. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, February 1, 2017**
- F. **Third Open Budget Meeting & Regular Board Meeting – Wednesday, March 1, 2017**

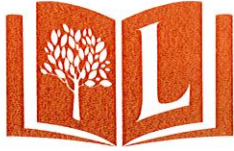
Executive Session: MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE REGULAR MEETING AT 9:49 PM FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 10:54 p.m.

MR. GRELLER MOVED AND MR. DALTON SECONDED TO ESTABLISH A BJ'S MEMBERSHIP CARD AND LIBRARY DESIGNATED CREDIT CARD. ALL APPROVED.

Adjournment: MR. DALTON MOVED AND MR. GRELLER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:55 P.M. 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 NOVEMBER 2, 2016

Mrs. Santer called the Executive Session to order at 9:54 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher and Mr. Santer, joined by Mrs. Reed. Mrs. Ferro was absent attending a conference.

The Board and Director discussed legal and personnel matters.

MR. DALTON MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 10:53 PM. ALL APPROVED.