



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 November 7, 2018

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 by Mr. Dalton at 8:05 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Maher, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, and Brian Cleary, Library Treasurer. Ben Truncale, Library Attorney arrived late with prior notice. Mrs. Ferro, Assistant Library Director, was at the NYLA Annual Conference in Rochester.

Minutes:

Minutes from October 3, 2018

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED OCTOBER 3, 2018 MINUTES. 4 APPROVED, 1 ABSTAINED. MOTION PASSED.

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 OCTOBER 2018 FOR TD BANK IN THE AMOUNT OF \$189,176.76 AND CAPITAL ONE IN THE AMOUNT OF \$4,867,790.71, IMPREST ACCOUNT WARRANT FOR OCTOBER 2018 FOR TD BANK IN THE AMOUNT OF \$0.00 AND CAPITAL ONE BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR OCTOBER 2018 FOR TD BANK IN THE AMOUNT OF \$0.00 AND CAPITAL ONE BANK IN THE AMOUNT OF \$512.61 AND WITHHOLDING ACCOUNT WARRANT FOR OCTOBER 2018 FOR TD BANK IN THE AMOUNT OF \$108,568.51 AND CAPITAL ONE BANK IN THE AMOUNT OF \$9,486.15. ALL APPROVED.

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CAPITAL PROJECT FUND WARRANT FOR OCTOBER 2018 FOR STERLING BANK IN THE AMOUNT OF \$10,410.00 AND CHASE BANK IN

THE AMOUNT OF \$5,910.00. ALL APPROVED.

The cash balance report as of October 2018 is \$6,674,359.91.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR OCTOBER 2018 IN THE AMOUNT OF \$28,851.50. ALL APPROVED.

Central Library Fund spent to date for 2018 is \$154,132.33 and the Central Book Aid spent to date for 2018 is \$25,648.96.

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

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447.00 AS OF DECEMBER 6, 2018. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE WIRE TRANSFER OF \$150,000.00 FOR THE "SAM" GRANT. ALL APPROVED.

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

Unfinished Business:

A. Banking update

Mr. Cleary stated that the Chase bank account has been closed, and they are waiting for checks to clear at Capital One bank before closing. The CLA, Imprest and all the other accounts will be closed when all outstanding checks have been cleared.

B. Construction update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that the Library has received the building permit for the Interior/Exterior Renovation & Parking Lot Expansion Project. The Library is still waiting to receive written confirmation from the Town of Hempstead Water Department to use part of their land for the parking lot.

2. Book Lift

Mrs. Reed stated that the repairs on the Book Lift have been completed and it is fully operational.

C. Passport Acceptance Program

Mrs. Reed stated that the 2018 Passport Statistics Report is included in the Board of Trustees Board packets. There was a discussion regarding items the Board would like to see reflected on the report.

D. Children's Room design update

Mrs. Reed received the design update from Janice Davis Design, LLC. There was a discussion regarding the two different updated design options for the Storytime Room. The Board approved the first design set submitted from Janice Davis Design, LLC.

E. Library Van

Mrs. Reed stated that she was able to find the New York State Contract OGS Custom ID # and she completed the Mini Bid request form. The Library will have a new van by November 26, 2018.

Personnel Changes:

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE PERSONNEL CALENDAR. ALL APPROVED.

Communications:

A. Save the Date: Levittown Chamber of Commerce 58th Annual Installation – Wednesday, January 16, 2019; Westbury Manor; Westbury, NY

Period for Public Expression:

Lisa-Jean Santer, Library Staff
Dale Schupler, Library Staff
Laura Hoffman, Levittown Library Foundation
Ben Truncale, Library Attorney

Ms. Hoffman thanked the Library Board of Trustees and Mrs. Reed for the wonderful Staff Recognition Day and being an Honoree.

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that Barlett Tree Service was at the library today trimming the

trees.

Mrs. Reed stated that this was the first month the Board of Trustees received the Staff reports in their packets.

Mrs. Reed stated that there is a problem with the water fountain by the Reference section. The Library is waiting for a plumber to fix the problem.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, October 17, 2018
2. ILS Services Council Meeting on Thursday, October 18, 2018
3. NLS Board Meeting on Monday, October 22, 2018
4. MLD Executive Board Meeting on Wednesday, November 7, 2018

C. Public Service and Programs:

The total Adult and Young Adult attendance for October 2018 was 1,496. The total Children's attendance for October 2018 was 1,019. The total Innovation Station attendance for October 2018 was 168. The grand total for October 2018 was 2,683.

D. Miscellaneous:

Mrs. Reed stated that she attended a Civil Service Town Hall meeting hosted by NCLA at the Garden City Public Library on October 2, 2018 regarding all of the problems and changes.

Mrs. Reed stated that on October 28, 2018, the Library participated with the District in the LEADD (Levittown Education Against Destructive Decisions) Fair and Walk.

Mrs. Reed stated that the New York State Library Division of Library Development, which oversees the State Reports, have been discussing training procedures for Library Trustees in the future.

Mrs. Reed stated that the East Meadow Public Library will be closing for renovations for approximately two to three years. They are looking for a temporary location in Levittown and the surrounding area, as they have not been able to find suitable accommodations in East Meadow.

Committee Reports:

A. Foundation Committee

Mr. Greller stated the Foundation met this evening and have some upcoming fundraising events. There is an Origami Owl catalog party (now through Dec. 5th), Paint Night on November 16, 2018, and a movie night to see Mary Poppins on January 6, 2019 at the Bellmore Playhouse. The next meeting is scheduled for January 2, 2019.

New Business:

A. Motion to approve the ILS Annual Budget

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVE THE ILS ANNUAL BUDGET. 4 APPROVED, 1 ABSTAINED. MOTION PASSED.

B. NLS' Request for Member Library Support of NLS for 2019 and 2020

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE NLS' REQUEST FOR MEMBER LIBRARY SUPPORT OF NLS FOR 2019 AND 2020. 4 APPROVED, 1 ABSTAINED. MOTION PASSED.

C. Revised Sexual Harassment Policy

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO REVISE THE EXISTING SEXUAL HARASSMENT POLICY TO CONFORM WITH THE NEW SEXUAL HARASSMENT POLICY MANDATED BY NEW YORK STATE. 4 APPROVED, 1 ABSTAINED. MOTION PASSED.

D. Revised Code of Conduct Policy

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO APPROVE THE REVISED CODE OF CONDUCT POLICY. ALL APPROVED.

E. Motion to approve Disposition of Equipment

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING: ALL APPROVED.

2 BARRICK folding tables, no serial numbers
1 Sumitra woodcraft PVT triangle footstool, no serial number
1 wood book truck, no serial number
1 small red book truck, no serial number

F. Quote for Adult DVD Collection Shelving from A.R. Kropp Co. & Sons

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE QUOTE FOR THE ADULT DVD COLLECTION SHELVING FROM A.R. KROPP CO. & SONS IN THE AMOUNT OF \$3,085.91. ALL APPROVED.

G. Quote from McHugh International Furnishing

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE QUOTE FROM MCHUGH INTERNATIONAL FURNISHING FOR THE YOUNG ADULT OFFICE NOT TO EXCEED \$5,100.00. ALL APPROVED.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE QUOTE FROM MCHUGH INTERNATIONAL FURNISHING FOR THE ADULT REFERENCE OFFICE IN THE AMOUNT OF \$8,218.29. ALL APPROVED.

Mr. Greller stated that there is a street sign missing on the corner of Library Lane & Shelter Lane. Mrs. Reed will contact the Town of Hempstead to have the street sign replaced.

Meetings and Conferences:

- A. NYLA Annual Conference – Wednesday, November 7-10, 2018; Rochester, NY
- B. NCLA Annual Dinner & Installation of Officers – Thursday, November 29, 2018; 6:00-10:00 p.m.; The Coral House; Baldwin, NY
- C. **Regular Board Meeting – Wednesday, December 5, 2018**
- D. **First Open Budget Meeting & Regular Board Meeting – Wednesday, January 2, 2019**
- E. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, February 6, 2019**
- F. **Third Open Budget Meeting & Regular Board Meeting – Wednesday, March 6, 2019**

Executive Session:

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS AT 9:17 PM. ALL APPROVED.

The open meeting resumed at 9:42 PM.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO MEMORIALIZE THE PRACTICE OF ADMINISTRATION STAFF RECEIVING COMPENSATORY TIME FOR TIME WORKED BEYOND THE STANDARD WORK DAY. COMPENSATORY TIME EARNED MUST BE USED BY THE END OF THE FISCAL YEAR. ACCUMULATED COMPENSATORY TIME MAY NOT BE USED FOR BUYOUT PURPOSES. ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE REGULAR MEETING AT 9:44 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES NOVEMBER 7, 2018

Mr. Dalton called the Executive Session to order at 9:18 PM. Present were Mr. Dalton, Mr. Greller, Mrs. Santer, Mrs. Maher and Mr. Pettit-Milonakis, joined by Mrs. Reed and Mr. Truncale, the Library Attorney.

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 9:41 PM. ALL APPROVED.