



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 October 3, 2018

Pledge of Allegiance and a Moment of Silence:

The Pledge of Allegiance was said and a moment of silence was held for former staff member Geri McBride.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Dalton at 8:08 p.m. Present were Mr. Greller, Mrs. Maher, Mr. Dalton and Mr. Pettit-Milonakis, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mrs. Santer was absent with notice.

Minutes:

Minutes from September 5, 2018

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED SEPTEMBER 5, 2018 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 SEPTEMBER 2018 IN THE AMOUNT OF \$118,334.06, IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2018 IN THE AMOUNT OF \$10.00, COFFEE CAFÉ WARRANT FOR SEPTEMBER 2018 IN THE AMOUNT OF \$0.00 AND WITHHOLDING ACCOUNT WARRANT FOR SEPTEMBER 2018 IN THE AMOUNT OF \$105,538.03. ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CAPITAL PROJECT FUND WARRANT FOR SEPTEMBER 2018 IN THE AMOUNT OF \$9,121.45. ALL APPROVED.

The cash balance report as of September 2018 is \$6,597,796.89.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2018 IN THE AMOUNT OF \$249,144.70. ALL APPROVED.

Central Library Fund spent to date for 2018 is \$154,100.00 and the Central Book Aid spent to date for 2018 is \$22,829.79.

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

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447 AS OF NOVEMBER 1, 2018. ALL APPROVED.

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO ACCEPT A DONATION CHECK FROM HARRIET BLACK IN THE AMOUNT OF \$150.00 IN THE MEMORY OF DORIS KALISMAN. ALL APPROVED.

Mrs. Reed stated that the new bank accounts with Sterling and TB Bank are set up and the Library will start the transition to move funds to the new banks.

Unfinished Business:

A. Construction update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that the library received SED approval for the project to update the large meeting room and add an additional parking lot on Library Lane. Mrs. Reed is going to contact Dominick Calgi and Michael Smith regarding moving forward with this project.

2. Book Lift

Mrs. Reed stated that Always Elevator installed the parts for the book lift. Corkrey Electric is still working on the electric.

B. Passport Acceptance Program

Mrs. Reed stated that the Passport Acceptance Program is doing very well. The Board received a chart on how many Passports were accepted in the month of September. Moving forward, the Board will be given a report indicating the transactions for each month.

C. Children's Room design update

Mrs. Reed received the design update from Janice Davis Design, LLC. The Children's staff likes the design of the outside room; however, the Storytime room design was too distracting. They asked Janice Davis to remove some of the designs in the Storytime room. The updated design will be forwarded to the Board before the November meeting.

D. Library Van

Mrs. Reed stated that she reviewed the New York State contract for Mini Vans. The most recent contract was from 2015 and it does not include the van the library needs. Mr. Truncale suggested the Mini Bid Process, which Mrs. Reed started. Mrs. Reed & Mr. Morici looked at Ford and Chrysler vans and discussed the different options for each van. More information will be provided after the Mini Bid process is completed.

Personnel Changes:

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO TABLE THE PERSONNEL CHANGES FOR EXECUTIVE SESSION. ALL APPROVED.

Communications:

- A. Retirement Party honoring Jackie Thresher invitation
- B. Card from Harriet Black
- C. Invitation from Levittown Historical Society
- D. Articles from the Levittown Tribune

Period for Public Expression:

Deborah Honen, Library Staff
Joan Galante, Library Staff
Laura Hoffman, Levittown Library Foundation
Ben Truncale, Library Attorney

Ms. Hoffman asked if the staff will continue to have a designated parking lot when the additional parking lot is added on Library Lane. Mrs. Reed stated that both parking lots will be open to all for parking.

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that the third monitor was installed by the Circulation desk. They have received positive feedback from the public.

Mrs. Reed stated that they continue to have problems with the HVAC. Inshallah did supply a control board which was needed for the top unit. They are going through the process of trying to complete all the issues. She will continue to update the Board on the progress.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. ILS Services Council Meeting on Thursday, September 20, 2018
2. NLS Board Meeting on Monday, September 24, 2018
3. Member Library Director meeting on Monday, September 26, 2018
4. MLD Executive Board Meeting on Wednesday, October 3, 2018

C. Public Service and Programs:

The total Adult and Young Adult attendance for September 2018 was 837. The total Children's attendance for September 2018 was 326. The total Innovation Station attendance for September 2018 was 182. The grand total for September 2018 was 1,345.

E. Miscellaneous:

Mrs. Reed stated that she was notified that the grant from Senator Hannon for \$150,000 is on its way, and the Library will be receiving it soon. The Library has received the Robot. The Board suggested naming it after the Senator. Mrs. Reed spoke to his office, and the Senator would rather it not be named after him but suggested Kevin Regan. They are waiting to hear back from the Regan family.

Mrs. Reed stated that each Department Head submitted a report on what is happening in their departments. They will be included in the Board packets every month.

Committee Reports:

A. Foundation Committee

Mr. Greller stated the Foundation met this evening. They have an additional committee member Diana Georgia, who has been a vendor in the past at the Craft Fair. She is helping with a fundraiser for Origami Owl over the next two months. The Foundation is looking to have a movie night in January at the Bellmore Playhouse. Mr. Greller will have more information next month.

New Business:

A. Motion to approve Disposition of Equipment

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

- 3 Warden Michigan chairs; Reg # CA 21367
- 2 Barrick folding table
- 1 Ollie chair 12/9/2010 reg. # PA 24189
- 1 iTouchless 13-gallon garbage can

B. Pest control proposals

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT KNOCKOUT PEST CONTROLS PROPOSAL. ALL APPROVED.

C. Carpet cleaning proposals

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT STANLEY STEEMER CARPET CLEANING PROPOSAL. ALL APPROVED.

D. Insurance quote from Joseph P. Price Agency

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE INSURANCE QUOTE FROM JOSEPH P. PRICE AGENCY. ALL APPROVED.

Meetings and Conferences:

- A. Levittown Fire Department Fire Prevention Open House – Friday, October 12, 2018; 6:00-9:00 p.m.; Gardiners Avenue Firehouse
- B. Federal Depository Conference – October 22-24., 2018; Arlington, VA
- C. Retirement Dinner honoring Jackie Thresher – Tuesday, October 23,

2018; 6:00 p.m.; Westbury Manor, Westbury, NY

- D. Regular Board Meeting – Wednesday, November 7, 2018**
- E. NYLA Annual Conference – Wednesday, November 7-10, 2018;
Rochester, NY
- F. Regular Board Meeting – Wednesday, December 5, 2018**

Executive Session:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL AND LEGAL MATTERS AT 9:06 P.M. ALL APPROVED.

The open meeting resumed at 9:35 p.m.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE COUNCIL TO PROCEED WITH DISCIPLINARY MATTERS OF AN EMPLOYEE. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:37 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES OCTOBER 3, 2018

Mr. Dalton called the Executive Session to order at 9:07 p.m. Present were, Mr. Dalton, Mr. Greller, Mrs. Maher and Mr. Pettit-Milonakis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney. Mrs. Santer was absent with notice.

The Board and the Director discussed personnel and legal matters.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:34 PM. ALL APPROVED.