



# 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

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3 Growing with Our Community  
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## MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES September 5, 2018

### **Pledge of Allegiance**

The Pledge of Allegiance was said.

### **Call to Order and Roll Call of Members:**

The meeting was called to order by Mrs. Maher at 8:06 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Steven Dalton arrived at 8:30 p.m. with notice.

### **Minutes:**

Minutes from July 11, 2018

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED JULY 11, 2018 MINUTES. ALL APPROVED.

### **Financial Report of the Library:**

Brian Cleary, Library Treasurer, presented the Financial Report of the Library.

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JULY 2018 IN THE AMOUNT OF \$184,376.38 AND AUGUST 2018 IN THE AMOUNT OF \$101,247.67, IMPREST ACCOUNT WARRANT FOR JULY 2018 IN THE AMOUNT OF \$150.00 AND AUGUST 2018 IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT FOR JULY 2018 IN THE AMOUNT OF \$110,756.04 AND AUGUST 2018 IN THE AMOUNT OF \$108,351.13, AND THE COFFEE CAFÉ WARRANT FOR JULY 2018 IN THE AMOUNT OF \$122.15 AND AUGUST IN THE AMOUNT OF \$617.00. ALL APPROVED.

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR JULY 2018 IN THE AMOUNT OF \$37,447.00 AND AUGUST 2018 IN THE AMOUNT OF \$766.40.

The cash balance report as of August 2018 is \$6,484,111.24.

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49 MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF  
50 THE CENTRAL LIBRARY FUND WARRANT FOR JULY 2018 IN THE AMOUNT  
51 OF \$32,366.80 AND AUGUST 2018 IN THE AMOUNT OF \$5,619.31. ALL  
52 APPROVED.

53  
54 Central Library Fund spent to date for 2018 is \$105,572.34 and the Central Book  
55 Aid spent to date for 2018 is \$22,212.44.

56  
57 A Chase Monthly report for the Board of Trustees information is included in their  
58 packet.

59  
60 MR. GRELLER MOVED AND MRS. SANTER SECONDED THE REQUEST FOR  
61 TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$620,447  
62 AS OF OCTOBER 4, 2018. ALL APPROVED.

63  
64 **Motion to accept the 2018 LLSA (Local Library Services Aid) 90% check in the**  
65 **amount of \$12,627.00**

66 MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
67 ACCEPT THE 2018 LLSA (LOCAL LIBRARY SERVICES AID) 90% CHECK IN  
68 THE AMOUNT OF \$12,627.00. ALL APPROVED.

69  
70 **Motion to accept Central Library Aid Check in the amount of \$248,590.50**

71 MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO  
72 ACCEPT THE CENTRAL LIBRARY AID CHECK IN THE AMOUNT OF  
73 \$248,590.50. ALL APPROVED.

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76 **Unfinished Business:**

77 A. Brian K. Cleary, Treasurer Engagement Letter accepted.

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79 B. Construction update

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

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83 Mrs. Reed stated that the library had experienced plumbing issues, it was  
84 determined that the water wells in front of the building on Library Lane are  
85 damaged by tree roots causing backflow into the library. It will ultimately become  
86 part of the larger construction project as further investigation of the damage will  
87 need to be reviewed. Mrs. Reed also stated that she met with five different AV  
88 companies to determine who will provide services to design the audio/visual plan  
89 for the new meeting room based on of the architect's plans.

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93 2. Book Lift

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95 Mrs. Reed stated that Allways Elevator is still waiting for the parts to arrive.

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97 C. Passport Acceptance Program

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99 Mrs. Reed thanked those who attended the press conference on Saturday, July  
100 28, 2018, at 10:00 a.m. The program officially began on August 6, 2018. She  
101 reported that for August we accepted 35 adult applications and 26 children's  
102 applications. The program has earned \$2,665.00. The library has received  
103 positive feedback from the community regarding this program, and we will  
104 continue to make improvements as we move forward.

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106 D. Children's Room design update

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108 Mrs. Reed stated that she received an update from Janis Davis and will continue  
109 to review the preliminary designs from Janice Davis for the Children's Room.

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111 **Personnel Changes:**

112 MRS. MAHER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF  
113 THE PERSONNEL CALENDAR AS PRINTED FOR JULY 2018. ALL  
114 APPROVED.

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116 **Communications:**

- 117 A. Note from Blanche Drezen  
118 B. Three articles from Newsday  
119 C. Article from the LI Herald  
120 D. Article from the Levittown Tribune  
121 E. Article from the Long Island Weekly

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123 **Period for Public Expression:**

124 Maryanne Linehan, Library Staff  
125 Carol Pettit, Library Staff  
126 Dale Schupler, Library Staff  
127 Laura Hoffman, Levittown Public Library Foundation

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129 **Director's Progress and Services Report:**

130 A. Building and Grounds:

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132 Mrs. Reed stated that two of the three TV monitors previously donated had been  
133 installed, one at the entrance of Bluegrass Lane and one at the entrance of the  
134 Media Department. The third monitor was not able to be hung above the  
135 Circulation Office entrance due to lack of support beams. The Board agreed to  
136 relocate the children's quilt that is currently on the wall outside the Circulation  
137 Office to another location in order to hang the larger of the three monitors. A

138 brief demonstration of the new robot was performed. The robot was purchased  
139 with grant money from Senator Kemp Hannon.

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142 B. System Developments:

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1. 2018 Trustee Handbook

146 Mrs. Reed distributed the new handbook to the Board members.

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Mrs. Reed reported on the following meetings:

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2. ALIS Executive Board Meeting on Thursday, August 2, 2018

3. NLS Board meeting on Monday on August 27, 2018

4. MLD Executive Board Meeting on Wednesday, September 5, 2018

154 C. Public Service and Programs:

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The total Adult and Young Adult attendance for July 2018 was 1,281. The total Children's attendance for July 2018 was 1,195. The total Innovation Station attendance for July 2018 was 179. The grand total for July 2018 was 3,455. The total Adult and Young Adult attendance for August 2018 was 1,363. The total Children's attendance for August 2018 was 1,203. The total Innovation Station attendance for August 2018 was 302. The grand total for August 2018 was 2,868.

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D. Miscellaneous:

There was none.

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### **Committee Reports:**

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A. Foundation Committee

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Mr. Greller welcomed Mr. Pettit-Milonakis as a new member and spoke of various upcoming fundraising events.

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### **New Business:**

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A. Rave Panic Button alert system

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Mrs. Reed stated that this is the emergency services app that has alerts such as "Active Shooter," "Medical," and "Staff Assist," which has been in use in Suffolk and is almost ready to be launched in Nassau. She will share more information as it is made available.

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B. Proposal from A. R. Kropp Co. & Sons

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE PROPOSAL FROM A.R.KROPP CO. & SONS TO REPLACE AGING END PANELS ON THE MAIN FLOOR IN THE AMOUNT OF \$13,632.36. ALL APPROVED.

C. Maintenance Contract from County Energy Controls, Inc.

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO APPROVE THE COUNTY ENERGY CONTROLS, INC. ANNUAL MAINTENANCE CONTRACT. ALL APPROVED

D. BOCES program

Mrs. Reed stated that BOCES contacted her with a request to allow students to volunteer in the library for a work-study program. Students will work directly with job coaches in the Library as a means of learning how to acclimate to the workplace and learn skills.

MR. PETTIT-MILONAKIS MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE BOCES WORK STUDY PROGRAM. ALL APPROVED.

E. Library Van

Mrs. Reed stated that the 21-year-old library van is no longer being used as it is a safety hazard and will not pass inspection in its current condition. The parts needed are no longer being made. The Board discussed the history of the van.

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL FOR THE PURCHASE OF A NEW LIBRARY VAN. ALL APPROVED.

F. The Great Give Back- Saturday, October 13, 2018

Mrs. Reed stated that the Library will participate by accepting donations of canned food, toiletries as well as clothing to be distributed to various community organizations.

**Meetings and Conferences:**

- A. MakerFaire – Saturday, September 22, 2018; NY Hall of Science, Queens
- B. 33<sup>rd</sup> Annual Legislative Breakfast – Friday, September 28, 2018; Nassau Library System
- C. Levittown Chamber Fall Community Festival – Saturday, September 29, 2018; 10:00 a.m. – 4:00 p.m.; St. Bernard's school gymnasium

- 228                   **D. Regular Board Meeting – Wednesday, October 3, 2018**  
229                   E. Levittown Fire Department Fire Prevention Open House – Friday, October  
230                   12, 2018; 6:00-9:00 p.m.; Gardiners Avenue Firehouse  
231                   F. Federal Depository Conference – October 22-24., 2018; Arlington, VA  
232                   G. LILRC 27<sup>th</sup> Annual Conference on Libraries and the Future – October 25-  
233                   26, 2018; Heritage Club at Bethpage, Farmingdale, NY  
234                   MRS. MAHER MOVED AND MRS. SANTER SECONDED THE APPROVAL OF  
235                   UP TO THREE STAFF MEMBERS TO ATTEND THE LILRC ANNUAL  
236                   CONFERENCE. ALL APPROVED.

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238                   **H. Regular Board Meeting – Wednesday, November 7, 2018**  
239                   I. NYLA Annual Conference – November 7-10, 2018; Rochester, NY  
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241 **Executive Session:**

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243                   MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ENTER  
244                   EXECUTIVE SESSION FOR PERSONNEL, LEGAL MATTERS, AND MATTER  
245                   OF CONTRACTS AT 9:22 PM. ALL APPROVED.  
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247                   The open meeting resumed at 9:52 p.m.

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249                   MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE A  
250                   STIPEND OF \$1,000 TO A STAFF MEMBER FOR THE ADDITIONAL  
251                   RESPONSIBILITIES OF A DEPARTMENT. ALL APPROVED.  
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253                   MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
254                   PROVIDE DIVERSITY TRAINING TO STAFF MEMBER IN NEED. ALL  
255                   APPROVED.  
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257                   MR. GRELLER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO  
258                   APPROVE TWO FULL-TIME CLERKS POSITIONS, ONE FOR THE  
259                   REFERENCE DEPARTMENT AND ONE FOR THE CIRCULATION  
260                   DEPARTMENT. ALL APPROVED.  
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262                   MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE  
263                   REGULAR MEETING AT 9:56 PM. ALL APPROVED.  
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## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES SEPTEMBER 5, 2018

Mr. Greller called the Executive Session to order at 9:22 p.m. Present were, Mr. Dalton, Mr. Greller, Mrs. Maher, Mrs. Santer and Mr. Pettit-Milonakis, and, joined by Mrs. Reed, and Mrs. Ferro. Mr. Truncale, the Library attorney was absent with notice.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ENTER EXECUTIVE SESSION FOR PERSONNEL, LEGAL MATTERS, AND MATTER OF CONTRACTS AT 9:22 PM. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:51 PM. ALL APPROVED.