



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 September 6, 2017

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said. A moment of silence was held for Former Library Board Member Rich Santer.

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

Approval and
Signing of
Minutes:

Minutes from July 5, 2017

Approved with corrections.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED JULY 5, 2017 MINUTES. ALL IN FAVOR.

Financial Report
of the Library:

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JULY 2017 IN THE AMOUNT OF \$271,824.42 AND AUGUST 2017 IN THE AMOUNT OF \$188,855.21, IMPREST ACCOUNT WARRANT FOR JULY 2017 IN THE AMOUNT OF \$0.00 AND AUGUST 2017 IN THE AMOUNT OF \$191.95 AND CENTRAL LIBRARY FUND WARRANT FOR JULY 2017 IN THE AMOUNT OF \$38,153.65 AND AUGUST 2017 IN THE AMOUNT OF \$3,934.97; ALL APPROVED.

The cash balance report as of August 31, 2017 is \$6,087,984.54.

Central Library Fund spent to date for July 2017: \$100,474.95, and August 2017: \$104,409.92 & Central Book Aid spent to date for July 2017: \$3,970.40, and August 2017: \$3,970.40.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$617,428 AS OF OCTOBER 5, 2017; ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR JULY 2017 IN THE AMOUNT OF \$48,370.58 AND AUGUST 2017 IN THE AMOUNT OF \$18,403.01. ALL APPROVED.

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

Motion to Accept donation from Ellen & Mark Biener in the amount of \$25.00:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT DONATION FROM ELLEN & MARK BIENER IN THE AMOUNT OF \$25.00; ALL APPROVED.

Motion to Accept the 2017 Local Library Services Aid: (LLSA) 90% payment check in the amount of \$12,504.00:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE 2017 LOCAL LIBRARY SERVICES AID (LLSA) 90% PAYMENT CHECK IN THE AMOUNT OF \$12,504.00; ALL APPROVED.

Motion to transfer \$2,000.00 from the Custodial Line to the Coffee Café Account:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO TRANSFER \$2,000.00 FROM THE CUSTODIAL LINE TO THE COFFEE CAFÉ ACCOUNT; ALL APPROVED.

Unfinished
Business:

A. Construction update

1. HVAC

Mrs. Reed stated that we are in the process of closing out the HVAC project.

2. Quiet Study Room and Eatery

Mrs. Reed stated that the Grand Opening will be Wednesday, October 4, 2017 at 7:30 pm. The Board discussed dedicating the Quiet Study Room after former Library Trustee Rich Santer and Library Trustee Margaret Santer.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO NAME THE QUIET STUDY ROOM IN HONOR OF LIBRARY TRUSTEE MARGARET SANTER AND IN MEMORY OF FORMER LIBRARY TRUSTEE RICH SANTER; ALL APPROVED.

3. Book Lift-Reference

Mrs. Reed stated that the Capital Project initially approved for the repair of the book lift did not include the cost of the architect and electricians. Mrs. Reed stated that the project is complete.

Motion to increase the Capital Project fund budget to include the cost of the architect and electricians to \$58,445.00.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO INCREASE THE CAPITAL PROJECT FUND BUDGET TO INCLUDE THE COST OF THE ARCHITECT AND ELECTRICIANS TO \$58,445.00; ALL APPROVED.

4. Book Lift- Circulation

Mrs. Reed stated that the book lift in the Circulation office is having the same problems as the one in the reference area. We will need to have it looked at. Mrs. Reed will gather information on the refurbishment and will bring it to

the October board meeting.

5. Review of building conditions- Calgi

Mr. Calgi discussed the restoration of the outside building and referred to the Shallu proposal and the steps required to determine the work needed.

Mr. Calgi also discussed the 3form panel that was installed in the Quiet Study and Eatery and the issue that the panels were not as transparent as the Board had been shown on the original sample boards. Mr. Calgi contacted the company to find out the cost of the correct panels. He received a sample of the correct panel and showed the board the difference in the transparency. Mr. Calgi stated the total replacement cost for 11 panels is approximately \$20,000.

Mrs. Reed reached out to H2M regarding the non-transparency of the panels. H2M did not provide evidence of the Boards approval of transparency. Mr. Calgi will look into the cost of replacing the 2 panels at the entrance of the room.

Mrs. Reed also discussed expanding the current parking lot and the steps needed to be taken to complete the construction.

6. Shallu Proposal

Motion to accept the proposal from Shallu Construction Corp. for an investigative probe on the outside structure of the building:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSAL FROM SHALLU CONSTRUCTION CORP. FOR AN INVESTIGATIVE PROBE ON THE OUTSIDE STRUCTURE OF THE BUILDING. ALL APPROVED.

Personnel
Changes:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR JULY AND AUGUST 2017. ALL

APPROVED.

- Communications:
- A. Card from Ellen and Mark Biener
 - B. Resignation letter from 1 full-time employee
 - C. Resignation letter from 1 full-time employee
 - D. Letter from Senator Kemp Hannon

The Board will allow donation boxes from our elected officials to be placed in the front lobby of the Library for the public.

- Period for Public Expression:
- Laura Hoffman, Levittown Library Foundation
 - Domenic Calgi, Calgi Construction
 - Michael Smith, Smith & Pucillo Architects
 - Barbara McGovern, Library staff
 - Mary Mollineaux, Library staff
 - Ben Truncale, Library Attorney

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that we are continuing to search for a suitable bicycle rack on the Bluegrass Lane entrance.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. ALIS Executive Board meeting on Thursday, August 24, 2017
2. ALIS Budget meeting on Monday, August 28, 2017
3. NLS Board meeting on Monday, August 28, 2017
4. Member Library Director Executive Board meeting on Wednesday, September 6, 2017

C. Public Service and Programs:

The total Adult and Young Adult attendance for July 2017 was 1,039 and August 2017 was 1,381. The total Children's attendance for July 2017 was 1,962 and August 2017 was 890. The total Innovation Station attendance

for July 2017 was 197 and August 2017 was 317. The grand total for July 2017 was 3,198 and August 2017 was 2,588.

D. Miscellaneous:

1. Library Van

The library van has been at a local repair facility for almost a month without resolution. The Board discussed bringing it to the Exxon/Mobile station on the corner of Wantagh Ave. and Jerusalem Road for a second opinion.

2. Teen Office Space

Mrs. Reed stated that the Teen Librarians are in need of a separate office space and suggested the "Interloan Room" on the lower level. She will investigate options.

3. 9/11 Dedication Ceremony

On Monday, September 11, 2017 at 5:30 p.m., the library will host a ceremony to remember September 11, 2001 with the dedication of a wall hanging and an artifact salvaged from the World Trade Center. The wall hanging, which commemorates the 15th anniversary of 9/11, was created by the GC Tech Key Club, Faculty Advisor Lillian Creedon, and members of the Levittown community. The artifact was donated to the GC Tech Key Club with the help of Jose Heras and his parents. The Levittown Union Free School District and the GC Tech Key Club chose the Levittown Public Library as a permanent home for both of these precious items and we are honored to display them for all to see.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the Foundation will co-sponsor LevitCon on Saturday, October 21, 2017. He also stated that the Foundation will have a presence at the Cultural Day on Saturday and is working on a Paint Night Fundraiser.

New Business:

A. Motion to approve the AWE Learning proposal

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE AWE LEARNING PROPOSAL. ALL

APPROVED.

B. Motion to approve the Pole Tech flagpole proposal

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE POLE TECH FLAGPOLE PROPOSAL. ALL APPROVED.

C. Motion to approve the PCM-G iPad Mini proposal

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PCM-G IPAD MINI PROPOSAL. ALL APPROVED.

D. Motion for the Disposition of Equipment

Dell Monitor- CN-0C552H-72872-87J-06KL-A00
Dell Optiplex- SX260 Service Tag 9T0BF31
Dell Monitor- KR-02Y311-47602-36H-A2UR
Dell Monitor MX- 02Y311-47605-49S-A0F6
Dell Monitor CN- 02Y315-71618-3CC-A359
HP Deskjet 720C- S/N SG82J1X052
Konica Minolta Magicolor 5430DL- S/N T311014857
HP Laserjet 1300- S/N CNBJH04168
HP Laserjet 1300- S/N CNBJP32059
Konica Minolta Magicolor 2400W- S/N 8371008484
Konica Minolta Magicolor 2400W- S/N 8371011009
Dell Monitor CN-04299-71618-5CM-CGPL
Dell Optiplex 745 Service Tag 9VJ40F1
1- Wireless Keyboard
2- Wireless Mice
2- Wireless Keyboard and Mouse Combo

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

E. 2017-2018 Holiday Schedules

The Board discussed the upcoming holiday schedule.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO CLOSE THE LIBRARY ON FRIDAY, NOVEMBER 10, 2017 AND SATURDAY, NOVEMBER 11, 2017 IN OBSERVANCE OF VETERANS DAY. ALL APPROVED.

F. Trustee Vacancy

The Board discussed the process to fill the vacancy of former Board Member Rich Santer and will follow the procedure as stated in the By-Laws.

Meetings and
Conferences

- A. MakerFaire – Saturday, September 23, 2017; NY Hall of Science, Queens
- B. **Regular Board Meeting – Wednesday, October 4, 2017**
- C. LevitCon – October 21, 2017
- D. Levittown Chamber of Commerce Family Fall Festival & Street Fair – Saturday, October 7, 2017, 10:00 a.m. – 4:00 p.m.; St. Bernard's School gym.
- E. LILRC 26th Annual Conference on Libraries and the Future- October 26-27, 2017; Carlyle on the Green, Bethpage State Park

Motion to accept the attendance of staff member to the LILRC Annual Conference:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE UP TO 3 STAFF MEMBERS AND 1 BOARD MEMBER TO ATTEND THE CONFERENCE;
ALL APPROVED

- F. **Regular Board Meeting – Wednesday, November 1, 2017**
- G. NYLA Annual Conference – November 8-11, 2017; Saratoga Springs, NY.
- H. **Regular Board Meeting – Wednesday, December 6, 2017**

Executive
Session:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:03 P.M. FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 11:18 p.m.

MR. GRELLER MOVED AND MRS. MAHER SECONDED
TO RESUME THE OPEN MEETING AT 11:18 P.M.

MR. GRELLER MOVED AND MRS. MAHER SECONDED
TO ACCEPT THE TERMS OF STIPULATION OF
SETTLEMENT AND TO AUTHORIZE THE BOARD
PRESIDENT TO EXECUTE THE TERMS OF
STIPULATION AND TERMS OF AGREEMENT AND
GENERAL RELEASE. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED
TO ACCEPT THE SMITH & PUCILLO ARCHITECTS
PROPOSAL. ALL APPROVED

Adjournment:

MR. GRELLER MOVED AND MRS. MAHER SECONDED
TO ADJOURN THE REGULAR MEETING AT 11:20 P.M.
ALL APPROVED.

Respectfully submitted, Maryann Ferro



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Minutes of the Executive Session
of the Regular Meeting of the
Levittown Public Library Board of Trustees
September 6, 2017

Mr. Dalton called the Executive Session to order at 10:04 p.m. Present were Mr. Dalton, Mr. Greller, and Mrs. Maher joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library Attorney.

The Board and Director discussed legal and personnel matters.

ADJOURNMENT: MR. GRELLER MOVED AND MRS. MAHER SECONDED TO
ADJOURN THE EXECUTIVE SESSION AT 11:18 P.M. ALL APPROVED.

