



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
July 7, 2021

VIA ZOOM and IN PERSON

The regular July meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on July 7, 2021. These minutes are a summary, not a transcript, of the discussion that took place at this meeting. This meeting was recorded in accordance with NYS Executive Order No. 202.79.

Pledge of Allegiance:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

The meeting was called to order at 7:12 p.m. by Mrs. Maher. Present were Mrs. Maher, Mr. Dalton, Mr. Greller, Mr. Pettit-Milonakis, and Mrs. Santer, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney.

MRS. SANTER MOVED, AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:13 PM. ALL APPROVED.

The open meeting resumed at 8:01 p.m.

Oath of Office: John Pettit-Milonakis

Mr. Pettit-Milonakis stated the Constitutional Oath of Office on July 7, 2021.

Congratulations were offered from the Board of Trustees to Mr. Pettit-Milonakis.

Election of Officers:

The Levittown Public Library Board of Trustees Election of Officers for 2021/2022:

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO NOMINATE THE FOLLOWING OFFICERS FOR THE BOARD OF TRUSTEES:

MR. GRELLER AS PRESIDENT
MR. PETTIT-MILONAKIS AS VICE PRESIDENT
MR. DALTON AS SECRETARY
MRS. SANTER AS FINANCIAL OFFICER
MRS. MAHER AS TRUSTEE

ALL APPROVED.

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Minutes:

Minutes from June 2, 2021

MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED JUNE 2, 2021 MINUTES. ALL APPROVED.

Financial Report of the Library:

- A. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JUNE 2021 FOR TD BANK IN THE AMOUNT OF \$125,849.63, IMPREST ACCOUNT WARRANT FOR JUNE 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR JUNE 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT FOR JUNE 2021 FOR TD BANK IN THE AMOUNT OF \$11,899.62. ALL APPROVED.
- B. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JUNE 2021 FOR TD BANK IN THE AMOUNT OF \$225,459.25. ALL APPROVED.
- C. Cash balance report as of June 30, 2021: General Fund is \$5,727,577.62; Capital Projects is \$315,174.09
- D. MR. GRELLER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JUNE 2021 FOR TD BANK IN THE AMOUNT OF \$2,077.55. ALL APPROVED.
- E. Central Library Fund spent to date for 2021 is \$86,830.58, and the Central Book Aid spent to date for 2021 is \$6,341.10.
- F. A Chase Monthly report for the Board of Trustees information is included in their packet.
- G. Request for tax funds from School District - \$655,641.00 – August 5, 2021

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX FUNDS FROM SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR AUGUST 5, 2021. ALL APPROVED.
- H. Request for tax funds from School District - \$655,641.00 – September 2, 2021

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX FUNDS FROM SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR SEPTEMBER 2, 2021. ALL APPROVED.

103 I. Motion to Authorize Payment of ILS and Nassau Library System Bills During July and
104 August

105
106 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
107 PAYMENT OF ILS AND NASSAU LIBRARY SYSTEM BILLS DURING JULY AND
108 AUGUST. ALL APPROVED.

109
110 J. Motion to Designate TD Bank and Sterling National Bank for Fiscal Year 2021/2022

111
112 MR. DALTON MOVED, AND MRS. SANTER SECONDED THE APPROVAL TO
113 DESIGNATE THE FOLLOWING BANKS: TD BANK - CHECKING ACCOUNTS:
114 LEVITTOWN PUBLIC LIBRARY; LEVITTOWN PUBLIC LIBRARY IMPREST
115 ACCOUNT; LEVITTOWN PUBLIC LIBRARY PAYROLL ACCOUNT; LEVITTOWN
116 PUBLIC LIBRARY WITHHOLDING ACCOUNT; LEVITTOWN PUBLIC LIBRARY
117 CENTRAL LIBRARY ACCOUNT; LEVITTOWN PUBLIC LIBRARY COFFEE CAFÉ
118 ACCOUNT; STERLING NATIONAL BANK - MONEY MARKET ACCOUNT;
119 SAVINGS ACCOUNT; CAPITAL PROJECT FUND CHECKING ACCOUNT; AND
120 STERLING NATIONAL BANK FOR MUNIRATE MONEY MARKET ACCOUNT FOR
121 FISCAL YEAR 2021/2022. ALL APPROVED.

122
123 K. Motion to Authorize Director to Invest Library Funds

124
125 MR. DALTON MOVED, AND MRS. SANTER SECONDED THE APPROVAL TO
126 AUTHORIZE THE DIRECTOR TO INVEST LIBRARY FUNDS AS AUTHORIZED BY
127 STATE LAW IN SUCH A WAY AS TO YIELD THE MAXIMUM RETURN
128 COMPATIBLE WITH REQUIRED ACCESSIBILITY, THE DETAILS TO BE
129 REPORTED TO THE BOARD AT ITS NEXT MEETING. ALL APPROVED.

130
131 L. Motion to authorize payment of late June, July, and August bills

132
133 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE
134 PAYMENT OF LATE JUNE, JULY, AND AUGUST BILLS WITH EXPENDITURES
135 TO BE REPORTED ON THE APPROVAL OF BILLS SHEET IN THE SEPTEMBER
136 MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

137
138 M. Motion to authorize payment of utility bills:

139
140 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE
141 PAYMENT OF UTILITY BILLS BETWEEN BOARD MEETINGS TO AVOID
142 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF
143 BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

144
145 N. Motion to authorize the payment of Dell bills:

146
147 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
148 PAYMENT OF DELL BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY
149 WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET
150 AT THE NEXT MEETING. ALL APPROVED.

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- 154 O. Motion to authorize the payment of library program expenses:
155
156 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
157 PAYMENT OF LIBRARY PROGRAM EXPENSES FOR JULY AND AUGUST. ALL
158 APPROVED.
159
- 160 P. Motion to authorize the payment of Bus Trips:
161
162 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
163 PAYMENT OF BUS TRIPS. ALL APPROVED.
164
- 165 Q. Motion to authorize the payment of Museum Passes
166
167 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
168 PAYMENT OF MUSEUM PASSES. ALL APPROVED.
169
- 170 R. Motion to authorize the payment of Library VISA Bills:
171
172 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
173 PAYMENTS OF LIBRARY VISA BILLS BETWEEN BOARD MEETINGS TO AVOID
174 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF
175 BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.
176
- 177 S. Motion to authorize the payment of Leased Copy Machines
178
179 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
180 PAYMENT OF LEASED COPY MACHINES BILLS BETWEEN BOARD MEETINGS
181 TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE
182 APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.
183
- 184 T. Motion to Authorize Payment of DexYP Bills
185
186 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
187 PAYMENT OF DEXYP BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY
188 WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET
189 AT THE NEXT MEETING. ALL APPROVED.
190
- 191 U. Motion to Authorize Payment of Amazon Bill
192
193 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
194 PAYMENT OF AMAZON BILLS BETWEEN BOARD MEETINGS TO AVOID
195 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF
196 BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.
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205 V. Motion to Authorize Payment of T-Mobile Bills

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207 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE
208 PAYMENT OF T-MOBILE BILLS BETWEEN BOARD MEETINGS TO AVOID
209 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF
210 BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

211

212 W. Motion Designating Attorney, Auditor, Stenographer, and TALX Corporation

213

214 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO DESIGNATE THE
215 FOLLOWING FOR THE FISCAL YEAR 2021/2022:

216

217 ATTORNEY: SPELLMAN GIBBONS POLIZZI TRUNCALE & TRENTACOSTE, LLP

218 AUDITOR: BALDESSARI & COSTER, LLP

219 TREASURER: BRIAN CLEARY

220 BOARD'S STENOGRAPHER: EILEEN O'ROURKE AT \$250 PER MEETING

221 UNEMPLOYMENT COMPENSATION SERVICES: TALX CORPORATION AT

222 \$541.20 PER YEAR. ALL APPROVED.

223

224 X. Signing of bank forms

225

226 The Board of Trustees stated that within a reasonable amount of time, the incoming
227 President, Vice President, Library Treasurer, and Financial Officer will all sign the
228 required bank forms.

229

230 Y. Motion to affirm the Purchasing Policy

231

232 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO APPROVE THE
233 PURCHASING POLICY. ALL APPROVED.

234

235 Z. Motion to affirm the Investment Policy

236

237 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO APPROVE THE
238 INVESTMENT POLICY. ALL APPROVED.

239

240 AA. Motion to affirm the Petty Cash Policy

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242 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO APPROVE THE
243 PETTY CASH POLICY. ALL APPROVED.

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245 **Unfinished Business:**

246 A. Construction Update

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

249

250 Mr. Dominic Calgi, Calgi Construction Company, Inc., reviewed the Executive
251 Summary and discussed the progress of the renovation project. He stated that in
252 June, they completed the work in the Multipurpose Room. The Administration staff
253 has set up their work stations temporarily in the Multipurpose Room.

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- 2. Asbestos Abatement
 - a. Boyle Services Inc. - \$15,000.00
 - b. Abatek Corp - \$20,000.00
 - c. First Response Consulting - \$21,600.00

Mrs. Reed stated the abatement proposals are for the Administration area and two unisex bathrooms upstairs.

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ACCEPT BOYLE SERVICES INC. IN THE AMOUNT OF \$15,000.00. ALL APPROVED.

- 3. LEB Change Order #16

MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED TO APPROVE LEB CHANGE ORDER #16 IN THE AMOUNT OF \$498.96. ALL APPROVED.

- 4. Omega Environmental Services Inc. - \$1,793.00

MR. DALTON MOVED, AND MRS. SANTER SECONDED TO PAY OMEGA ENVIRONMENTAL SERVICES INC. \$1,793.00 FOR THE ASBESTOS SURVEY. ALL APPROVED.

- 5. Irrigation System
 - a. Automatic Irrigation
 - b. Lifetime Irrigation
 - c. Creative Water

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ACCEPT AUTOMATIC IRRIGATION FOR REPAIRS AND INSTALLATION OF THE NEW IRRIGATION SYSTEM IN THE AMOUNT OF \$8,000.00. ALL APPROVED.

- B. LED Sign

Mrs. Reed stated that the Library is still waiting for an answer on the Grant.

- C. NYS Mask Mandate

Mrs. Reed stated that the NYS Mask Mandate has changed. A discussion ensued.

MRS. SANTER MOVED, AND MR. DALTON SECONDED TO FOLLOW THE CDC RECOMMENDATIONS REGARDING WHO SHOULD WEAR MASKS. ALL APPROVED.

- D. Motion to suspend the COVID Safety plan

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO SUSPEND THE COVID SAFETY PLAN. ALL APPROVED.

307 E. PMA Microfilm

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309 MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE PMA
310 MICROFILM QUOTE IN THE AMOUNT OF \$9,410.00. ALL APPROVED.

311

312 F. Motion to reinstate Library fines

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314 Mr. Greller tabled the discussion to reinstate Library fines until September.

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317 **Personnel Changes:**

318 A. Motion to accept the Personnel Calendar

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320 MR. DALTON MOVED, AND MR. GRELLER SECONDED TO ACCEPT THE
321 PERSONNEL CALENDAR. ALL APPROVED.

322

323 **Communications:**

324 A. Thank you letter from Long Island Cares

325 B. Thank you letter from Jessica Carruba

326 C. Phone call from patron complimenting a staff member

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328 **Period for Public Expression:**

329 Dominic Calgi – Calgi Construction

330 Michael Smith – Smith & Pucillo Architects

331

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

333 A. Building and Grounds:

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335 1. New Fence – Williams' Fence \$5,550.00

336

337 Mrs. Reed stated that Williams' Fence will be installing the new fence on July 13, 2021.

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339 2. J & J Pirro Air Conditioning contract renewal

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341 MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE
342 RENEWAL OF THE J & J PIRRO AIR CONDITIONING CONTRACT IN THE AMOUNT
343 OF \$5,685.00. ALL APPROVED.

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345 B. System Developments:

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347 Mrs. Reed reported on the following meetings:

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349 1. Member Library Director Meeting on Wednesday, June 16, 2021

350 2. NLS Board Meeting on Monday, June 28, 2021

351 3. MLD Executive Board Meeting on Wednesday, July 7, 2021

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358 C. Public Service and Programs

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360 The total Adults attendance for June 2021 was 360. The total Young Adult attendance
361 for June 2021 was 150. The total Children's attendance for June 2021 was 768. The
362 total Innovation Station attendance for June 2021 was 22. The Administration – Notary
363 Services for June 2021 was 0. The grand total for June 2021 was 1,300.

364
365 C. Miscellaneous:

366
367 Mrs. Reed reported on the following meetings:

368
369 1. Levittown Chamber of Commerce – June Meetings

370
371 The Levittown Chamber of Commerce will be hosting their annual festival behind Tri
372 County Flea market - July 28, 2021, through August 3, 2021.

373
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375 **Committee Reports:**

376 A. Foundation Committee – None

377
378 Mr. Greller stated that he will be stepping down from the Foundation Committee. The
379 two Board members joining the Foundation will be Mr. Pettit-Milonakis and Mrs. Maher.

380
381 **New Business:**

382 Mr. Greller thanked Mrs. Maher for her two years as President.

383
384 A. Motion to approve Disposition of Records

385
386 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE
387 DISPOSITION OF RECORDS: RESOLVED, BY THE BOARD OF TRUSTEES OF THE
388 LEVITTOWN PUBLIC LIBRARY THAT LISA BUCKMAN, RECORDS MANAGEMENT
389 OFFICER BE, AND HEREBY IS AUTHORIZED TO DISPOSE OF RECORD ITEM
390 NUMBERS: 475 (BANK STATEMENTS, FY 2014/2015); 495 (LIBRARY BILLS, FY
391 2014/2015); 506 (CASH TRANSACTION RECORDS, FY 2014/2015); 478 (COPY OF
392 CHECK STUBS, FY 2014/2015); 492 (COPY OF RECEIPTS, FY 2014/2015); 592
393 (TIME SHEETS, FY 2014/2015); & 638 (LEAVE SHEETS 2014/2015) OF THE
394 RECORDS RETENTION AND DISPOSITION SCHEDULE, MI1, ISSUED PURSUANT
395 TO PART 185.14, TITLE 8 OF THE OFFICIAL COMPILATION OF CODES, RULES
396 AND REGULATIONS OF THE STATE OF NEW YORK. ALL APPROVED.

397
398 B. NCPD Alerts Notification System

399
400 Mrs. Reed stated that the Director and Assistant Director of the Library will now receive
401 NCPD Alerts Notifications.

402
403 C. Resource Sharing Code

404
405 MR. DALTON MOVED, AND MRS. MAHER SECONDED TO APPROVE THE
406 RESOURCE SHARING CODE. ALL APPROVED.

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408

409 D. Motion to approve the Disposition of Equipment

410

411 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE
412 DISPOSITION OF THE FOLLOWING EQUIPMENT:

413

414 1 DELL OPTIPLEX 790 SERVICE TAG 7BCPRW1

415 1 DELL MONITOR S/N CN-0TJKG1-74261-2CO-1PNU

416 1 HP OFFICEJET 6700 PREMIUM S/N CN43DD509

417

418 ALL APPROVED.

419

420 E. Circulation Policy revision

421

422 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE
423 CIRCULATION POLICY REVISION. ALL APPROVED.

424

425 F. Stipends

426

427 MRS. SANTER MOVED, AND MR. DALTON SECONDED TO APPROVE THE
428 STIPENDS AS DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.

429

430 G. Motion to approve two part-time Librarian Trainee positions

431

432 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE TWO
433 POSITIONS: A PART-TIME LIBRARIAN TRAINEE FOR THE YOUNG ADULT
434 DEPARTMENT AND A PART-TIME LIBRARIAN TRAINEE FOR THE CHILDREN'S
435 DEPARTMENT. ALL APPROVED.

436

437 **Meetings and Conferences:**

438 A. **Regular Board Meeting – Wednesday, September 1, 2021**

439 B. **Regular Board Meeting – Wednesday, October 6, 2021**

440 C. 2021 NYLA Conference – November 3-6, 2021

441 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE UP TO TWO
442 STAFF MEMBERS TO ATTEND THE 2021 NYLA CONFERENCE NOVEMBER 3 - 6,
443 2021. ALL APPROVED.

444 D. **Regular Board Meeting – Wednesday, November 10, 2021**

445

446 **Adjournment:**

447 MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ADJOURN THE
448 MEETING AT 9:10 PM. ALL APPROVED.

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Growing with Our Community

LEVITTOWN PUBLIC LIBRARY

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<http://www.levittownpl.org> Trina Reed, Director

MINUTES OF THE EXECUTIVE SESSION OF THE
REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 7, 2021
VIA ZOOM AND IN PERSON: MEETING ROOM 1

Mrs. Maher called the Executive Session to order at 7:14 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Library Attorney, Ben Truncale.

The Board discussed a matter of contract and personnel.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:00 PM. ALL APPROVED.