



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

Growing with Our Community

MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
June 2, 2021
VIA ZOOM

The regular June meeting of the Levittown Public Library Board of Trustees was held via Zoom on June 2, 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 7:00 p.m. by Mrs. Maher. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, joined by Ben Truncale, Library Attorney. Mr. Dalton was absent with notice.

The open meeting resumed at 8:02 p.m.

Minutes:

Minutes from May 5, 2021

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE AMENDED MAY 5, 2021 MINUTES. 4 APPROVED, 1 ABSTAIN. MOTION PASSED.

Financial Report of the Library:

- A. MR. GRELLER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR MAY 2021 FOR TD BANK IN THE AMOUNT OF \$81,058.12, IMPREST ACCOUNT WARRANT FOR MAY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR MAY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT FOR MAY 2021 FOR TD BANK IN THE AMOUNT OF \$101,075.85. ALL APPROVED.
- B. MR. GRELLER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR MAY 2021 FOR TD BANK IN THE AMOUNT OF \$168,416.19. ALL APPROVED.

LPL Board of Trustees

June 2, 2021

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- 49 C. Cash balance report as of May 31, 2021: General Fund is \$6,011,830.07; Capital
50 Projects is \$40,629.66
51
52 D. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF
53 THE CENTRAL LIBRARY FUND WARRANT FOR MAY 2021 FOR TD BANK IN
54 THE AMOUNT OF \$23.95. ALL APPROVED.
55
56 E. Central Library Fund spent to date for 2021 is \$67,793.53, and the Central Book Aid
57 spent to date for 2021 is \$6,341.10.
58
59 F. A Chase Monthly report for the Board of Trustees information is included in their
60 packet.
61
62 G. Request for tax funds from School District - \$655,641.00 – July 8, 2021
63
64 MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX
65 FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 AS OF
66 JULY 8, 2021. ALL APPROVED.
67
68 H. Motion to continue allowing one signature on checks \$10,000.00 and over for the
69 next three months.
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71 MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO ALLOW ONE
72 SIGNATURE ON CHECKS \$10,000.00 AND OVER FOR THE NEXT THREE
73 MONTHS. ALL APPROVED.
74
75 I. Motion to transfer \$500,000.00 from the General Fund to the Capital Projects Fund
76
77 MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE
78 TRANSFER OF \$500,000.00 FROM THE GENERAL FUND TO THE CAPITAL
79 PROJECTS FUND. ALL APPROVED.
80
81 J. Motion to accept the E-rate FY 2019-20 check in the amount of \$5,088.00
82
83 MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO ACCEPT THE E-
84 RATE FY 2019-20 CHECK IN THE AMOUNT OF \$5,088.00. ALL APPROVED.
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87 **Unfinished Business:**

88 A. Construction Update

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

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92 Mr. Dominic Calgi of Calgi Construction Company, Inc. reviewed the Executive
93 Summary and discussed the progress of the Renovation Project. Mr. Michael Smith
94 of Smith & Pucillo Architects stated that the railings for the front entrance are going
95 to take 4 -5 weeks to be installed. Once the railings are installed, they can work to
96 re-open the front entrance.
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a. LEB Change Order #15 - \$4,435.75

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE LEB CHANGE ORDER #15 IN THE AMOUNT OF \$4,435.75. ALL APPROVED.

2. UV Lighting (Supply & Install)

The UV Lighting was discussed in Calgi's Executive Summary.

Mrs. Reed also stated that the outside light post at the walkway of Bluegrass Lane entrance was damaged, and the wires are worn out. As the entrance is being used as the primary entrance to the building, the Library had to make sure it was fixed immediately for safety concerns.

3. Attic overstock

Mrs. Reed stated the original contractor ordered either too many or incorrect items that the Library could not use, causing an overstock with no place to store them. She is asking the Board's permission to sell the overstock items for the Library.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ALLOW THE LIBRARY TO ATTEMPT TO SELL THE UNUSABLE ATTIC OVERSTOCK THAT IS CURRENTLY ON HAND, AND IF IT DOES NOT SELL, WILL THEN LOOK INTO DONATING TO A VETERAN'S ORGANIZATION. ALL APPROVED.

B. LED Sign

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

C. Budget Vote results: Library Budget: Yes: 1,513, No: 650, Total 2,163; John Pettit-Milonakis: 1,695 votes

D. Motion to reinstate Library fines

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO TABLE THE REINSTATEMENT OF LIBRARY FINES. ALL APPROVED.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

145 B. Motion to accept Annual & Hourly Salary Changes Effective July 1, 2021

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147 MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE
148 ANNUAL & HOURLY SALARY CHANGES EFFECTIVE JULY 1, 2021. ALL
149 APPROVED.

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151 MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE
152 ADMINISTRATION SALARY CHANGES AS PRESENTED. ALL APPROVED.

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154 **Communications:**

155 A. Phone call complimenting a Media Department staff member

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157 **Period for Public Expression:**

158 Dominic Calgi – Calgi Construction

159 Michael Smith – Smith & Pucillo Architect

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

162 A. Building and Grounds:

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164 Mrs. Reed stated that the Library is cleaning out the garage to make room for the attic
165 overstock. The truck to cart away the excess is coming tomorrow.

166

167 Mrs. Reed stated that Pii Fence Company is not honoring the original price that the
168 Board approved.

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170 MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO CANCEL THE PIIL
171 FENCE COMPANY QUOTE, WHICH WAS APPROVED AT THE PREVIOUS MONTH'S
172 MEETING. ALL APPROVED.

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174 MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE
175 LIBRARY DIRECTOR TO PURCHASE A NEW FENCE FOR THE SIDE OF THE
176 BUILDING, NOT TO EXCEED \$8,000.00 FOR THE COST OF SUPPLIES AND
177 INSTALLATION. ALL APPROVED.

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179 B. System Developments:

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181 Mrs. Reed reported on the following meetings:

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183 1. Member Library Director Meeting – Wednesday, May 19, 2021

184 a. 2019 Reciprocal Borrower Statistics

185 2. NLS Board Meeting – Monday, May 24, 2021

186 3. MLD Executive Board Meeting – Wednesday, June 2, 2021

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188 C. Public Service and Programs

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190 The total Adult attendance for May 2021 was 415. The total Young Adult attendance for
191 May 2021 was 88. The total Children's attendance for May 2021 was 396. The total
192 Innovation Station attendance for May 2021 was 13. The Administration – Notary
193 Services for May 2021 was 0. The grand total for May 2021 was 912.

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D. Miscellaneous:

Mrs. Reed reported on the following meetings:

1. Levittown Chamber of Commerce – May Meetings

Committee Reports:

- A. Foundation Committee – None

New Business:

- A. Motion to approve the Disposition of Equipment

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT.

- 1 Metal shelving from the PR storage room
- 1 Loewenstein Table, no serial number
- 1 123-ABC 2x2x4 children's shelving unit, no serial number
- 3 Westfield Bush File Cabinets No Serial Numbers (Public Relations)
- 35 35 green chairs from rooms 1&2 NO# 2172-10621992
- 1 HP Color Laserjet CP1518ni S/N CND0211651
- 1 Dell Optiplex 9010 Service Tag H2S1BZ1
- 1 Dell Monitor S/N CN-04Y463-48220-4A5-04AR
- 1 Dell Optiplex 780 Service Tag 9GYBNM1
- 1 Dell Monitor S/N CN-0C2JMK-74445-06O-387U
- 1 Dell OptiPlex 780 Service Tag DL76PM1
- 1 Dell Monitor S/N CN-0C2JMK-74445-07B-437S
- 1 Dell Optiplex 780 Service Tag DL67PM1
- 1 Dell Monitor S/N CN-0Y1G0M-74261-06O-455U
- 1 Dell Optiplex 790 Service Tag 5GZGMS1
- 1 Dell Monitor S/N CN-0FK945-71618-69M-AAS8
- 1 Dell Optiplex 790 Service Tag 9DF65V1
- 1 Dell Monitor S/N CN-0C552H-72872-86L-0MWS-A00
- 1 Dell Optiplex 790 Service Tag BN2RZQ1
- 1 Dell Monitor S/N CN-06VY32-74445-176-325S
- 1 Dell Monitor S/N CN-0FK945-71618-69M-AAS3
- 1 Dell Monitor S/N CN-0G302H-74261-87I-0G1A-A00
- 1 Dell Monitor S/N CN-0Y1G0M-74261-06P-1EHU
- 1 Sony VCR Model No. SLV-N81 S/N 0138610

ALL APPROVED.

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B. Motion to approve Disposition of Records

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF RECORDS: RESOLVED, BY THE BOARD OF TRUSTEES OF THE LEVITTOWN PUBLIC LIBRARY THAT LISA BUCKMAN, RECORDS MANAGEMENT OFFICER BE, AND HEREBY IS AUTHORIZED TO DISPOSE OF RECORD ITEM NUMBERS: 692 LIBRARY DIRECTOR CANVASS LIST (2014); ASSISTANT LIBRARY DIRECTOR CANVASS LISTS (2015-2016); LIBRARIAN I CANVASS LISTS (2015-2016); LIBRARIAN II CANVASS LISTS(2013- 2017); LIBRARIAN I, PT CANVASS LISTS (2016-2016); INFORMATION TECHNOLOGY SPECIALIST CANVASS LIST (2015); CLERK-TYPIST CANVASS LISTS (2013-2016); SENIOR LIBRARY CLERK CANVASS LISTS (2015-2017); CLERK-TYPIST, PT CANVASS LIST (2015); AND CLERK, PT CANVASS LISTS (2014-2016) OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, LGS-1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK. ALL APPROVED.

C. Motion to accept the donation of 250 masks from the Levittown Chamber of Commerce

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO ACCEPT THE DONATION OF 250 MASKS FROM THE LEVITTOWN CHAMBER OF COMMERCE. ALL APPROVED.

D. Dell quotes for the Children's Department

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE BOTH DELL QUOTES FOR THE CHILDREN'S DEPARTMENT. ALL APPROVED.

E. Photography, Video & Audio Recording Policy

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE PHOTOGRAPHY, VIDEO & AUDIO RECORDING POLICY. ALL APPROVED.

Meetings and Conferences:

- A. 2021 Virtual ALA Conference – June 23-29, 2021
- B. **Regular Board Meeting – Wednesday, July 7, 2021**
- C. **Regular Board Meeting – Wednesday, September 1, 2021**
- D. **Regular Board Meeting – Wednesday, October 6, 2021**
- E. 2021 NYLA Conference – November 3-6, 2021

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO MOVE THE NOVEMBER 3, 2021 REGULAR BOARD MEETING TO NOVEMBER 10, 2021. ALL APPROVED.

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Adjournment:

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ADJOURN THE MEETING AT 8:59 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE
REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
JUNE 2, 2021
VIA ZOOM

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR A MATTER OF PERSONNEL AT 7:03 PM.

Mrs. Maher called the Executive Session to order at 7:05 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Library Attorney, Ben Truncale. Mr. Dalton was absent with notice.

The Board discussed a matter of contract and personnel.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 7:43 PM. ALL APPROVED.