



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
MAY 5, 2021
VIA ZOOM

Pledge of Allegiance:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

Mrs. Maher called the Executive Session to order at 7:04 p.m. Present were Mrs. Maher, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director, joined by Ben Truncale, Library Attorney. Mr. Greller was absent with notice.

MRS. SANTER MOVED AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION FOR A MATTER OF CONTRACT AND PERSONNEL AT 7:07 PM.

The open meeting resumed at 8:03 p.m.

Minutes:

Minutes from April 7, 2021

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE AMENDED APRIL 7, 2021 MINUTES. ALL APPROVED.

Financial Report of the Library:

- A. MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR APRIL 2021 FOR TD BANK IN THE AMOUNT OF \$106,667.68, IMPREST ACCOUNT WARRANT FOR APRIL 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR APRIL 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT FOR APRIL 2021 FOR TD BANK IN THE AMOUNT OF \$107,189.37. ALL APPROVED.
- B. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR APRIL 2021 FOR TD BANK IN THE AMOUNT OF \$35,477.55. ALL APPROVED.

- 51 C. Cash balance report as of April 30, 2021: General Fund is \$5,805,763.12; Capital
52 Projects is \$209,040.66
53
- 54 D. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE
55 APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR APRIL 2021 FOR TD
56 BANK IN THE AMOUNT OF \$23.95. ALL APPROVED
57
- 58 E. Central Library Fund spent to date for 2021 is \$37,409.74, and the Central Book Aid
59 spent to date for 2021 is \$0.00.
60
- 61 F. A Chase Monthly report for the Board of Trustees information is included in their
62 packet.
63
- 64 G. Request for tax funds from School District \$637,472 – June 3, 2021
65
66 MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO REQUEST
67 TAX FUNDS FROM SCHOOL DISTRICT IN THE AMOUNT OF \$637,472.00 AS OF
68 JUNE 3, 2021. ALL APPROVED
69
- 70 H. Motion to accept dividend check from Utica National Insurance Group in the amount
71 of \$4,395.15
72
73 MRS. SANTER MOVED AND MR. DALTON SECONDED TO ACCEPT DIVIDEND
74 CHECK FROM UTICA NATIONAL INSURANCE GROUP IN THE AMOUNTS OF
75 \$4,395.15. ALL APPROVED.
76
- 77 I. Motion to accept donation from EPIC Brokers (Joseph Price) for Family Place
78 Libraries in the amount of \$500.00
79
80 MRS. SANTER MOVED AND MR. DALTON SECONDED TO ACCEPT DONATION
81 FROM EPIC BROKERS (JOSEPH PRICE) FOR FAMILY PLACE LIBRARIES IN
82 THE AMOUNT OF \$500.00. ALL APPROVED.
83
- 84 J. Motion to accept the 2020 CLA restored 20% check in the amount of \$48,462.00
85
86 MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT
87 THE 2020 CLA RESTORED 20% CHECK IN THE AMOUNT OF \$48,462.00. ALL
88 APPROVED.
89
- 90 K. Motion to accept the Local Library Services Aid (LLSA) – restored 20% check in the
91 amount of \$2,735.00
92
93 MRS. SANTER MOVED AND MR. DALTON SECONDED TO ACCEPT THE LOCAL
94 LIBRARY SERVICES AID (LLSA) -RESTORED 20% CHECK IN THE AMOUNT OF
95 \$2,735.00. ALL APPROVED.
96
- 97 L. Motion to transfer \$1,200 from budget line 6392 YA Programming to budget line
98 6170 YA Books
99

100 MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE THE
101 TRANSFER OF \$1,200 FROM BUDGET LINE 6392 TO BUDGET LINE 6170 YA
102 BOOKS. ALL APPROVED.

103
104 M. Motion to transfer \$13,000 from budget line 6397 Program & Exhibits – Innovation
105 Station to budget line 6246 Electronic Resources

106
107 MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE THE
108 TRANSFER OF \$13,000 FROM BUDGET LINE 6397 PROGRAM & EXHIBITS –
109 INNOVATION STATION TO BUDGET LINE 6246 ELECTRONIC RESOURCES.
110 ALL APPROVED.

111
112 N. Motion to transfer \$10,000 from budget line 6391 Program & Exhibits - A Prog to
113 budget line 6280 Online Databases

114
115 MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE THE
116 TRANSFER OF \$10,000 FROM BUDGET LINE 6391 PROGRAM & EXHIBITS – A
117 PROG TO BUDGET LINE 6280 ONLINE DATABASES. ALL APPROVED.

118
119 O. Motion to transfer \$6,000 from budget line 6820 AV-Equipment to budget line 6940
120 Professional Fees – Other

121
122 MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE THE
123 TRANSFER OF \$6,000 FROM BUDGET LINE 6820 AV EQUIPMENT TO BUDGET
124 LINE 6940 PROFESSIONAL FEES – OTHER. ALL APPROVED.

125
126 P. Motion to transfer \$4,000 from budget line 6820 AV-Equipment to budget line 6290
127 Online Databases

128
129 MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE THE
130 TRANSFER OF \$4,000 FROM BUDGET LINE 6820 AV EQUIPMENT TO BUDGET
131 LINE 6290 ONLINE DATABASES. ALL APPROVED.

132
133 Q. Motion to transfer \$30,338.60 from the Central Library Fund to the General Fund,
134 budget line 6140 A Reference Books

135
136 MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE THE
137 TRANSFER OF \$30,338.60 FROM CENTRAL LIBRARY FUND TO THE GENERAL
138 FUND LINE 6140 A REFERENCE BOOKS. ALL APPROVED.

139
140 R. Motion to transfer \$6,338.41 from the Central Library Fund to the General Fund,
141 budget line 6221 Continuation – A Reference

142
143 MRS. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE THE
144 TRANSFER OF \$6,338.41 FROM THE CENTRAL LIBRARY FUND TO THE
145 GENERAL FUND LINE 6221 CONTINUATION – A REFERENCE. ALL
146 APPROVED.

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Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mr. Frank Harrisersad, Project Manager for Calgi Construction Company, Inc., reviewed the Executive Summary and discussed the progress of the Renovation Project. Mr. Michael Smith of Smith & Pucillo Architect stated that the first-floor bathrooms are just about complete. There was a discussion regarding the second-floor bathrooms. There are possible abatement issues that will need to be addressed, and Frank is working with Boyle Environmental for a price.

- a. LEB Change Order #10 - \$2,321.93
- b. LEB Change Order #11 - \$1,345.59
- c. LEB Change Order #12 - \$827.10
- d. LEB Change Order #13 - \$4,405.31

MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO APPROVE LEB CHANGE ORDERS #10 IN THE AMOUNT OF \$2,321.93, #11 IN THE AMOUNT OF \$1,345.59, #12 IN THE AMOUNT OF \$827.10 & #13 IN THE AMOUNT OF \$4,405.31. ALL APPROVED.

e. Flooring System

Mrs. Reed stated the flooring had been laid over the top of the assisted hearing loop.

2. UV Lighting (Supply & Install)

Mrs. Reed stated that they started the installation of the UV lighting in the ductwork. Mr. Harrisersad noted that the electrical work has been approved by the engineer and is complete. The fixtures and bulbs carry a six weeks lead time.

B. 2021-2022 Proposed Budget

Mrs. Reed stated that the 2021-2022 Proposed Budget remains on the agenda for review until the budget vote on May 18, 2021.

C. LED Digital Sign

Mrs. Reed stated that the LED digital sign has been installed and is operational. The electrician had to come back and install two separate circuit breakers for both displays to work.

D. WIFI Whenever

Mrs. Reed stated that the Library is a participating library in the Cares Act Grant through NY State, which NLS was approved for. The WIFI is on 24 hours/7 days a week which will allow WIFI access outside the library.

198 E. MetLife – Brian McManaway

199

200 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE MR.
201 BRIAN MCMANAWAY TO ACT AS THE BROKER FOR METLIFE DENTAL AND
202 AUTHORIZED THE DIRECTOR TO SIGN THE BROKER OF RECORD CHANGE
203 LETTER. ALL APPROVED.

204

205 F. Stony Brook Social Work Internship

206

207 Mrs. Reed stated that the Library would like to participate in the Stony Brook social work
208 internship. A social work student intern would be scheduled at the library and help the
209 community with different needs. The students will be supervised by faculty from Stony
210 Brook University. The Board is in favor of partnering with this program.

211

212 **Personnel Changes:**

213

A. Motion to accept the Personnel Calendar

214

215 MR. DALTON MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
216 PERSONNEL CALENDAR. ALL APPROVED.

217

218 MR. DALTON MOVED AND MRS. SANTER SECONDED TO APPROVE A STAFF
219 MEMBER TO GO INTO THE NEGATIVE ON ACCRUAL AND WORK TO PAY IT
220 BACK AS WE HAVE DONE IN THE PAST. ALL APPROVED.

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222

223 **Communications:**

224

A. Tidio Chat with a patron

225

226 **Period for Public Expression:**

227

Frank Harrisersad – Calgi Construction

228

Michael Smith – Smith & Pucillo Architect

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230 Mr. Dalton stated that we are fortunate to have as our Director, Trina Reed, who was the
231 recipient of the LDA Award. He stated that it was a very nice virtual ceremony.

232

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

234

A. Building and Grounds:

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236 Mrs. Reed stated that everything related to building and grounds is in Ken's report.

237

238

B. System Developments:

239

240 Mrs. Reed reported on the following meetings:

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242 1. Member Library Director Meeting – Wednesday, April 21, 2021

243

a. 2019 Reciprocal Borrower Statistics

244

245 2. NLS Board Meeting – Monday, April 26, 2021 (Mrs. Reed was unable to
attend).

246

3. MLD Executive Board Meeting – Wednesday, May 5, 2021

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C. Public Service and Programs

The total Adult attendance for April 2021 was 367. The total Young Adult attendance for April 2021 was 479. The total Children’s attendance for April 2021 was 920. The total Innovation Station attendance for April 2021 was 14. The Administration – Notary Services for April 2021 was 0. The grand total for April 2021 was 1,780.

C. Miscellaneous:

Mrs. Reed reported on the following meetings:

1. Levittown Chamber of Commerce – March Meetings
2. LDA Award

Committee Reports:

- A. Foundation Committee – None

New Business:

- A. Motion to approve the Disposition of Equipment

- 1 Skateboard Rack
- 4 Moon shaped chairs

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

- B. Motion to approve Disposition of Records

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS 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: 693 APPLICATION FOR EMPLOYMENT (2016-2018) 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 approve the 2021/2022 Sunday Schedule

MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE 2021/2022 SUNDAY SCHEDULE. ALL APPROVED.

- D. Motion to approve the 2022/2023 Holiday Schedule

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE 2022/2023 HOLIDAY SCHEDULE. ALL APPROVED.

- E. Motion to approve the Central Library Aid Expenditure Plan for 2021

296 1. Attestation of the use of CBA & CLDA Funding

297

298 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE
299 MOTION TO APPROVE THE CENTRAL LIBRARY AID EXPENDITURE PLAN FOR
300 2021 - ATTESTATION OF THE USE OF CBA & CLDA FUNDING. ALL APPROVED.

301

302 F. Johnson Controls proposal

303

304 MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
305 JOHNSON CONTROLS PROPOSAL FOR CARBON DIOXIDE DEVICES IN THE
306 AMOUNT OF \$9,625.00. ALL APPROVED.

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309 G. Fence quotes

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1. Carl's Fence Co., Inc - \$5,270.00 (Chain link) or \$7,460.00 (White PVC)

311

2. Piil Fence Company - \$5,400.00 (Chain link) or \$6,490 (White PVC)

312

313 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED ACCEPT THE
314 FENCE QUOTE FROM PIIL FENCE COMPANY IN THE AMOUNT OF \$6,490 (WHITE
315 PVC) FENCE. ALL APPROVED.

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317 **Meetings and Conferences:**

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319 A. **Library & School District Budget Vote – Tuesday, May 18, 2021**

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B. **Regular Board Meeting – Wednesday, June 2, 2021**

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C. 2021 Virtual ALA Conference – June 23-29, 2021

322

D. **Regular Board Meeting – Wednesday, July 7, 2021**

323

E. **Regular Board Meeting – Wednesday, September 1, 2021**

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326 **Adjournment:**

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328 MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO
329 ADJOURN THE MEETING AT 8:43 PM. ALL APPROVED.

330



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REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY
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VIA ZOOM

Mrs. Maher called the Executive Session to order at 7:07 p.m. Present were Mrs. Maher, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Library Attorney, Ben Truncale. Mr. Greller was absent with notice.

The Board discussed a matter of contract and personnel.

MRS. SANTER MOVED AND MR. DALTON SECONDED TO RESUME THE OPEN MEETING AT 8:02 PM. ALL APPROVED.