



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

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MINUTES OF THE REGULAR MEETING  
OF THE LEVITTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
SEPTEMBER 1, 2021

HYBRID MEETING- VIA ZOOM and IN PERSON

The regular September meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on September 1, 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 and a Moment of Silence:**

The Pledge of Allegiance was said, and a moment of silence was observed for the 20th anniversary of the September 11, 2001 attacks.

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

The meeting was called to order at 7:18 p.m. by Mr. Greller. Present were Mr. Greller, Mr. Dalton, Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director. Mrs. Maher, Mrs. Santer, Brian Cleary, Library Treasurer, and Ben Truncala, Library Attorney, were available via Zoom.

MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:19 PM. ALL APPROVED.

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

**Minutes:**

Minutes from July 7, 2021

MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE JULY 7, 2021 MINUTES. ALL APPROVED.

**Financial Report of the Library:**

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- A. MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JULY 2021 FOR TD BANK IN THE AMOUNT OF \$198,487.86 AND AUGUST 2021 IN THE AMOUNT OF \$105,340.76, THE IMPREST ACCOUNT WARRANT FOR JULY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, AND AUGUST 2021 IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR JULY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, AND AUGUST 2021 IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JULY 2021 FOR TD BANK IN THE AMOUNT OF \$184,871.97, AND AUGUST 2021 IN THE AMOUNT OF \$100,500.07. ALL APPROVED.
  - B. MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR JULY 2021 FOR STERLING BANK IN THE AMOUNT OF \$144,540.57 AND AUGUST 2021 IN THE AMOUNT OF \$80,933.05. ALL APPROVED.
  - C. Cash balance report as of July 31, 2021: General Fund is \$5,707,267.15; Capital Projects is \$170,642.42. Cash balance report as of August 30, 2021: General Fund is \$5,866,891.75; Capital Projects is \$89,716.88.
  - D. MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR JULY 2021 FOR TD BANK IN THE AMOUNT OF \$3,986.70 AND AUGUST 2021 FOR TD BANK IN THE AMOUNT OF \$23.95. ALL APPROVED.
  - E. Central Library Fund spent to date for 2021 is \$90,841.23, 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 – October 7, 2021  
MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 FOR OCTOBER 7, 2021. ALL APPROVED.
  - H. Motion to transfer \$800,000.00 from the General Fund to the Capital Fund  
MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO TRANSFER \$800,000.00 FROM THE GENERAL FUND TO THE CAPITAL FUND. ALL APPROVED.
  - I. Motion to accept the Local Library Services Aid (LLSA) 2021 90% check in the amount of \$12,307.00

94 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO ACCEPT  
95 THE LOCAL LIBRARY SERVICES AID (LLSA) 2021 90% CHECK IN THE AMOUNT  
96 OF \$12,307.00. ALL APPROVED.  
97

98 **Unfinished Business:**

99 A. Construction Update

100  
101 1. Interior/Exterior Renovation & Parking Lot Expansion Project  
102

103 Mr. Dominic Calgi, Calgi Construction Company, Inc., reviewed the Executive  
104 Summary and discussed the progress of the renovation project.  
105

106 a. Boyle proposal - \$2,300.00

107 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
108 TO APPROVE BOYLE PROPOSAL IN THE AMOUNT OF \$2,300.00.  
109 ALL APPROVED.  
110

111 b. Boyle Change Order #1 -\$2,300.00

112 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
113 TO APPROVE BOYLE CHANGE ORDER #1 IN THE AMOUNT OF  
114 \$2,300.00. ALL APPROVED.  
115

116 c. Boyle Change Order #2 - \$3,200.00

117 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
118 TO APPROVE BOYLE CHANGE ORDER #2 IN THE AMOUNT OF  
119 \$3,200.00. ALL APPROVED.  
120

121 d. Nationwide Commercial & Industrial Surfaces proposal -  
122 \$7,500.00

123 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
124 TO APPROVE NATIONWIDE COMMERCIAL & INDUSTRIAL  
125 SURFACES' PROPOSAL IN THE AMOUNT OF \$7,500.00. ALL  
126 APPROVED.  
127

128 e. Specialty Construction System, Inc. – Change Order #3 -  
129 \$2,800.00

130 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
131 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
132 CHANGE ORDER #3 IN THE AMOUNT OF \$2,800.00. ALL  
133 APPROVED.  
134

135 f. Specialty Construction System, Inc. – Change Order #4 -  
136 \$1,000.00 (credit)

137 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
138 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC. –  
139 CHANGE ORDER #4 IN THE AMOUNT OF \$1,000.00 (CREDIT).  
140 ALL APPROVED.  
141

- 142 g. Specialty Construction System, Inc. – Proposed Change Order  
143 #2119904-0000004 - \$16,625.00  
144 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
145 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
146 PROPOSED CHANGE ORDER #2119904-0000004 IN THE  
147 AMOUNT OF \$16,625.00. ALL APPROVED.  
148
- 149 h. Specialty Construction System, Inc. – Proposed Change Order  
150 #211904-0000006 - \$6,470.00  
151 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
152 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
153 PROPOSED CHANGE ORDER #211904-0000006 IN THE AMOUNT  
154 OF \$6,470.00. ALL APPROVED.  
155
- 156 i. Specialty Construction System, Inc. – Proposed Change Order  
157 #211904-0000008 - \$4,295.00  
158 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
159 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
160 PROPOSED CHANGE ORDER #211904-0000008 IN THE AMOUNT  
161 OF \$4,295.00. ALL APPROVED.  
162
- 163 j. Specialty Construction System, Inc. – Proposed Change Order  
164 #211904-0000009 - \$2,570.00  
165 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
166 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
167 PROPOSED CHANGE ORDER #211904-0000009 IN THE AMOUNT  
168 OF \$2,570.00. ALL APPROVED.  
169
- 170 k. Specialty Construction System, Inc. – Proposed Change Order  
171 #211904-0000011 - \$3,220.00  
172 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
173 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
174 PROPOSED CHANGE ORDER #211904-0000011 IN THE AMOUNT  
175 OF \$3,220.00. ALL APPROVED.  
176
- 177 l. Specialty Construction System, Inc. – Proposed Change Order  
178 #211904-0000012 - \$3,810.00  
179 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
180 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
181 PROPOSED CHANGE ORDER #211904-0000012 IN THE AMOUNT  
182 OF \$3,810.00. ALL APPROVED.  
183
- 184 m. Specialty Construction System, Inc. – Proposed Change Order  
185 #211904-0000014 - \$2,800.00  
186 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
187 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
188 PROPOSED CHANGE ORDER #211904-0000014 IN THE AMOUNT  
189 OF \$2,800.00. ALL APPROVED.  
190

- 191 n. Specialty Construction System, Inc. – Proposed Change Order  
192 #211904-0000015 - \$4,525.00  
193 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
194 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
195 PROPOSED CHANGE ORDER #211904-0000015 IN THE AMOUNT  
196 OF \$4,525.00. ALL APPROVED.  
197
- 198 o. Specialty Construction System, Inc. – Proposed Change Order  
199 #211904-0000016 - \$18,900.00  
200 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
201 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
202 PROPOSED CHANGE ORDER #211904-0000016 IN THE AMOUNT  
203 OF \$18,900.00. ALL APPROVED.  
204
- 205 p. Specialty Construction System, Inc. – Proposed Change Order #5  
206 - \$8,000.00  
207 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
208 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
209 PROPOSED CHANGE ORDER #5 IN THE AMOUNT OF \$8,000.00.  
210 ALL APPROVED.  
211
- 212 q. Specialty Construction System, Inc. – Proposed Change Order  
213 #10 - \$8,400.00  
214 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
215 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.  
216 PROPOSED CHANGE ORDER #10 IN THE AMOUNT OF \$8,400.00.  
217 ALL APPROVED. FURTHER DISCUSSION ENSUED AND THIS  
218 AGENDA ITEM WAS VOIDED.  
219
- 220 r. Omega Proposal - \$3,138.00  
221 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
222 TO APPROVE OMEGA PROPOSAL IN THE AMOUNT OF \$3,138.00  
223 ALL APPROVED.  
224
- 225 s. Lumar Doors Inc Change Order #2 - \$500.00  
226 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
227 TO APPROVE LUMAR DOORS INC CHANGE ORDER #2 IN THE  
228 AMOUNT OF \$500.00. ALL APPROVED.  
229
- 230 t. Lumar Doors Inc Change Order #3 - \$2,800.00  
231 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
232 TO APPROVE LUMAR DOORS INC CHANGE ORDER #3 IN THE  
233 AMOUNT OF \$2,800.00. ALL APPROVED.  
234
- 235 u. Lumar Doors Inc proposal - \$6,450.00  
236 MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
237 TO APPROVE LUMAR DOORS INC PROPOSAL IN THE AMOUNT  
238 OF \$6,450.00. ALL APPROVED.  
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v. LEB Change Order #17 - \$2,135.60  
MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED  
TO APPROVE LEB CHANGE ORDER #17 IN THE AMOUNT OF  
\$2,135.60. ALL APPROVED.

B. LED Sign

Mrs. Reed stated that we will not be receiving the anticipated grant money from Nassau County. However, we are exploring other grant opportunities that may be available to the Library from the County.

C. Motion to reinstate Library fines

The Board has agreed to discuss this at a future meeting.

D. Town of Hempstead COVID Expenditures Reimbursement - \$54,145.03

Mrs. Reed stated that the library had received the Cares Act Grant reimbursement from the Town of Hempstead.

MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED TO  
ACCEPT THE TOWN OF HEMPSTEAD COVID EXPENDITURE  
REIMBURSEMENT IN THE AMOUNT OF \$54,145.03. ALL APPROVED.

E. Website launch

Mrs. Reed stated that the website launched today. She acknowledged the team effort led by Maryann Ferro and praised Jacklyn Colello, Librarian in the Technical Services Department, for her knowledge and experience with websites. Maryann Ferro stated that the website is now ADA compliant, and she demonstrated some of the website's new features. Mrs. Ferro thanked Ms. Colello with sincere appreciation for her help with this project.

**Personnel Changes:**

A. Motion to accept the Personnel Calendar

MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED TO  
ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

**Communications:**

- A. Email re: Media staff
- B. Letter re: Media staff
- C. Thank you letter from a patron
- D. Levittown Tribune Articles
- E. Letter from Levittown Special Events

289 **Period for Public Expression:**  
290 Dominic Calgi – Calgi Construction  
291 Michael Smith – Smith & Pucillo Architects  
292

293 **Director’s Progress and Service Report:**

294 A. Buildings and Grounds  
295 Mrs. Reed stated that construction on the Bluegrass Entrance will begin in the  
296 next few weeks.

297  
298 1. Eatery hanging pendants  
299 Mrs. Reed stated that the hanging pendants in the Eatery need to be  
300 replaced. She offered a sample of the new lights, and the Board agreed  
301 on the replacement.  
302

303 B. System developments:

304 Mrs. Reed reported on the following meetings:

- 305  
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307 1. Member Library Director Meeting on Wednesday, July 21, 2021  
308 2. NLS Board Meeting on Monday, July 26, 2021  
309 3. MLD Executive Board Meeting on Wednesday, August 4, 2021  
310 4. MLD Executive Board Meeting on Wednesday, September 1, 2021  
311

312 C. Public Service and Programs

313  
314 The total Adult attendance for July 2021 was 441. The total Young Adult  
315 attendance for July 2021 was 300. The total Children’s attendance for July 2021  
316 was 1,140. The total Innovation Station attendance for July 2021 was 32. The  
317 Notary Services for July 2021 was 0. The grand total for July 2021 was 1,913.  
318

319 The total Adult attendance for August 2021 was 417. The total Young Adult  
320 attendance for August 2021 was 243. The total Children’s attendance for August  
321 2021 was 4,495. The total Innovation Station attendance for August 2021 was  
322 10. Notary Services for August 2021 was 1. The grand total for August 2021 was  
323 5,166.  
324

325 D. Miscellaneous

326 Mrs. Reed reported on the following meetings:

- 327  
328 1. Levittown Chamber of Commerce General Meeting on Wednesday, July  
329 21, 2021  
330 2. Levittown Chamber of Commerce Board Meeting on Wednesday, August  
331 4, 2021  
332 3. Levittown Chamber of Commerce Installation of Officers & Directors on  
333 Wednesday, August 18, 2021  
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338 **Committee Reports:**

339 A. Foundation Committee

340

341 **New Business:**

342 A. County Energy Controls Maintenance Service Contract renewal

343

344 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO  
345 ACCEPT COUNTY ENERGY CONTROLS MAINTENANCE SERVICE  
346 CONTRACT RENEWAL IN THE AMOUNT OF \$3,696.00. ALL APPROVED.

347

348 B. ATI Technical Services, Inc. Preventive Maintenance proposal - \$3,081.00

349

350 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO  
351 ACCEPT ATI TECHNICAL SERVICES, INC. PREVENTIVE MAINTENANCE  
352 PROPOSAL IN THE AMOUNT OF \$3,081.00. ALL APPROVED.

353

354 C. Noble Elevator Lubrication Maintenance Agreement

355 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO  
356 ACCEPT NOBLE ELEVATOR LUBRICATION MAINTENANCE AGREEMENT IN  
357 THE AMOUNT OF \$385.00. ALL APPROVED.

358

359 D. Trustee training

360

361 E. Motion to approve the Disposition of Equipment

362

363 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO  
364 ACCEPT THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

365

366 F. Summer extended loan

367

368 A revised Circulation Policy will be presented to the Board at the October Board  
369 Meeting, indicating that all Nassau County cardholders be allowed to utilize the  
370 Summer loan service.

371

372 G. Class Carpet & Floor proposal

373

374 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO  
375 ACCEPT CLASS CARPET & FLOOR PROPOSAL IN THE AMOUNT OF  
376 \$7,868.00. ALL APPROVED.

377

378 H. Library Card policy

379

380 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO  
381 ACCEPT LIBRARY CARD POLICY. ALL APPROVED.

382

383 I. Bibliotheca Service Agreement Renewal Quote

384

385 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO  
386 ACCEPT THE BIBLIOTHECA SERVICE AGREEMENT RENEWAL QUOTE.



387 ALL APPROVED.

388

389 J. Possible Nassau County Capital Project Grant

390 Mrs. Reed stated that the Library might be able to apply for this grant to update

391 Meeting Rooms 1 and 2.

392

393 **Meetings and Conferences:**

394 K. **Regular Board Meeting – Wednesday, October 6, 2021**

395 L. LILRC 30<sup>th</sup> Annual Conference of Libraries & the Future: New Perspectives –  
396 Friday, October 8, 2021; 10:00 a.m. – 2:00 p.m. via Zoom

397 M. 2021 NYLA Conference – November 3-6, 2021

398 N. **Regular Board Meeting – Wednesday, November 10, 2021**

399 O. **Regular Board Meeting – Wednesday, December 1, 2021**

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402 **ADJOURNMENT:**

403

404 MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN  
405 THE MEETING AT 9:30 PM. ALL APPROVED.

406



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  
SEPTEMBER 1, 2021  
HYBRID MEETING- VIA ZOOM and IN PERSON

Mr. Greller called the Executive Session to order at 7:19 p.m. Present were Mr. Greller, Mr. Dalton, Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director. Mrs. Maher, Mrs. Santer and Ben Truncale, Library Attorney were available via Zoom.

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.