



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  
February 3, 2021  
Via Zoom

**Pledge of Allegiance:**

The Pledge of Allegiance was said.

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

The meeting was called to order by Mrs. Maher 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.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR A MATTERS OF CONTRACT AND PERSONNEL AT 7:06 PM. ALL APPROVED.

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

**Minutes:**

Minutes from January 6, 2021

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE JANUARY 6, 2021 MINUTES. ALL APPROVED.

**Financial Report of the Library:**

- A. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2021 FOR TD BANK IN THE AMOUNT OF \$102,279.59, IMPREST ACCOUNT WARRANT FOR JANUARY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, COFFEE CAFÉ WARRANT FOR JANUARY 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2021 FOR TD BANK IN THE AMOUNT OF \$97,898.77. ALL APPROVED.
- B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2021 FOR TD BANK IN THE AMOUNT OF \$32,007.90. ALL APPROVED.
- C. Cash balance report: General Fund - \$5,872,533.45; Capital Projects - \$575,148.59

D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2021 FOR TD BANK IN THE AMOUNT OF \$3,018.95. ALL APPROVED

E. Central Library Fund spent to date for 2021 is \$3,018.95 and the Central Book Aid spent to date for 2021 is \$26,356.00.

F. A Chase monthly report for the Board of Trustees' information is included in their packet.

G. Request for tax funds from School District - \$637,472.00 – March 4, 2021

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$637,472.00 AS OF MARCH 4, 2021. ALL APPROVED.

**Unfinished Business:**

A. Construction Update

Mr. Calgi, Calgi Construction Company, Inc., reviewed the Executive Summary

1. Interior/Exterior Renovation & Parking Lot Expansion Project

a. Motion to approve Specialty Construction Systems in the amount of \$442,500.00

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE SPECIALITY CONSTRUCTION SYSTEMS IN THE AMOUNT OF \$442,500.00. ALL APPROVED.

b. Motion to approve Classic Wood Finishing in the amount of \$45,000.00

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE CLASSIC WOOD FINISHING IN THE AMOUNT OF \$45,000.00. ALL APPROVED.

c. Motion to reinstate Janson Industries in the amount of \$14,713.00.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO REINSTATE JANSON INDUSTRIES IN THE AMOUNT OF \$14,713.00. ALL APPROVED.

Mr. Calgi, of Calgi Construction Company, Inc., discussed the uncovering of a well-pump vault found under the sidewalk where the digital sign is going to be installed. Omega Environmental tested the area, and the results came back negative; there are no hazardous materials.

2. UV Lighting (Supply & Install)

a. Intricate Tech Solutions, Change Order #3: \$21,850.00

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE INTRICATE TECH SOLUTIONS, CHANGE ORDER #3 IN THE AMOUNT OF \$21,850.00. ALL APPROVED.

**B. LED Digital Sign**

Mrs. Reed displayed pictures of the LED Digital Sign to give an idea of what the sign will look like and the positioning. There was a discussion, and the Board agreed to leave the sign at the proposed height and to use the Rockwell font in all capitalized letters.

**Personnel Changes:**

- A. Motion to accept the Personnel Calendar

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

**Communications:**

- A. Thank you letter from Mary Brennan Inn  
B. Email from a Levittown Resident

**Period for Public Expression:**

- Dominic Calgi – Calgi Construction  
Michael Smith – Smith & Pucillo Architect

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

- A. Building and Grounds:

Mrs. Reed stated that the Dogwood trees outside the library are dead. Since the Library will reconstruct the landscape at the Bluegrass entrance, it will be addressed then.

- B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, January 20, 2021
2. NLS Board Meeting on Monday, January 25, 2021
3. MLD Executive Board Meeting on Wednesday, February 3, 2021

- C. Public Service and Programs

The total Adult attendance for January 2021 was 290. The total Young Adult attendance for January 2021 was 107. The total Children's attendance for January 2021 was 171. The total Innovation Station attendance for January 2021 was 4. The Administration – Notary Services for January 2021 was 0. The grand total for January 2021 was 486.

C. Miscellaneous:

Mrs. Reed stated that effective March 23, 2021, all public buildings with single-occupancy restrooms must be made gender-neutral.

Mrs. Reed stated that the Library was approved for up to \$55,000.00 from the Town of Hempstead Cares Act Grant.

**Committee Reports:**

A. Foundation Committee – None

**New Business:**

A. Motion to approve the 2021/2022 Board Meeting Schedule

MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO APPROVE THE 2021/2022 BOARD MEETING SCHEDULE. ALL APPROVED.

B. 2021-2022 Proposed Library Budget

Mrs. Reed discussed the 2021-2022 Proposed Budget with the Board. The Board directed her to move forward with Option #2.

C. Website redesign

Mrs. Ferro stated that she met with four vendors to discuss the redesign of the website. The website lacks digital accessibility and is not user-friendly. The website needs to be accessible to be ADA compliant. There was a discussion on redesigning the website.

The Board directed the Library Director to move forward with redesigning the website, not to exceed \$20,000.00.

D. Motion to approve the Disposition of Equipment

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

1 Chair ITEM: P2T/519844-3; ORD#: 519844 (INFORMATION DESK).

E. LPL Pandemic Operation Plan

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE LPL PANDEMIC OPERATION PLAN. ALL APPROVED.

**Meetings and Conferences:**

- A. LibraryWorks Webinar: Making Each Other Look Good: the Library Board and Library Director – Thursday, February 11, 2021; 2:00 p.m.
- B. NY Library Advocacy – Virtual February 26, 2021
- C. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 3, 2021**
- D. **Regular Board Meeting – Wednesday, April 7, 2021**
- E. **Regular Board Meeting – Wednesday, May 5, 2021**
- F. **Library & School District Budget Vote – Tuesday, May 18, 2021**

**Adjournment:**

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ADJOURN THE MEETING AT 9:12 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE  
REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FEBRUARY 3, 2021  
VIA ZOOM

Mrs. Maher called the Executive Session to order at 7:07 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 8:01 PM. ALL APPROVED.