



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
OCTOBER 6, 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 October 6, 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.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Greller at 7:04 p.m. Present were Mr. Greller (via Zoom), Mr. Pettit-Milonakis, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director. Ben Truncale, Library Attorney, and Brian Cleary, Library Treasurer, were available via Zoom. Mr. Dalton was absent with notice.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:05 PM. ALL APPROVED.

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

Minutes:

Minutes from September 1, 2021

MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED SEPTEMBER 1, 2021 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR SEPTEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$117,107.95, THE IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR SEPTEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR SEPTEMBER 2021 FOR

- 48 TD BANK IN THE AMOUNT OF \$105,680.39. ALL APPROVED.
49
50 B. MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE
51 APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR SEPTEMBER
52 2021 FOR STERLING BANK IN THE AMOUNT OF \$244,218.11. ALL APPROVED.
53
54 C. Cash balance report as of September 30, 2021: General Fund is \$5,123,990.44;
55 Capital Projects is \$645,517.71.
56
57 D. MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE
58 APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER
59 2021 FOR TD BANK IN THE AMOUNT OF \$16,052.55. ALL APPROVED.
60
61 E. Central Library Fund spent to date for 2021 is \$90,956.78, and the Central Book Aid
62 spent to date for 2021 is \$6,341.10.
63
64 F. A Chase monthly report for the Board of Trustees information is included in their
65 packet.
66
67 G. Request for tax funds from School District - \$655,641.00 – November 4, 2021
68
69 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX
70 FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR
71 NOVEMBER 4, 2021. ALL APPROVED.
72
73 H. Motion to accept the 2021 Central Library Aid check in the amount of \$242,270.50
74
75 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT
76 THE 2021 CENTRAL LIBRARY AID CHECK IN THE AMOUNT OF \$242,270.50.
77 ALL APPROVED.
78
79

80 **Unfinished Business:**

81 A. Construction Update

82
83 1. Interior/Exterior Renovation & Parking Lot Expansion Project
84

85 Mr. Dominic Calgi, Calgi Construction Company, Inc., reviewed the Executive
86 Summary and discussed the progress of the renovation project.
87

88 a. Lumar Doors Inc Change Order #4 - \$6,450.00

89 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO
90 APPROVE THE LUMAR DOORS INC. CHANGE ORDER #4 IN THE
91 AMOUNT OF \$6,450.00. ALL APPROVED.
92

93 b. Specialty Construction System, Inc. Change Order #13 –
94 approved for \$2,800.00, updated \$800.00 added for window
95 painting: total \$3,600.00

96 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED

97 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.
98 CHANGE ORDER #13 – APPROVED FOR \$2,800.00, UPDATED
99 \$800.00 ADDED FOR WINDOW PAINTING IN THE AMOUNT OF
100 \$3,600.00. ALL APPROVED.

101
102 c. Specialty Construction System, Inc. Change Order #15 -
103 \$8,700.00
104 MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
105 TO APPROVE SPECIALTY CONSTRUCTION SYSTEM, INC.
106 CHANGE ORDER #15 IN THE AMOUNT OF \$8,700.00. ALL
107 APPROVED.

108
109 d. LEB Change Order #18 - \$801.06
110 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
111 TO APPROVE LEB CHANGE ORDER #18 IN THE AMOUNT OF
112 \$801.06. ALL APPROVED.

113
114 e. Pawling Corporation quote - \$5,584.00
115 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
116 TO APPROVE PAWLING CORPORATION QUOTE IN THE
117 AMOUNT OF \$5,584.00. ALL APPROVED.

118
119 B. Motion to reinstate Library fines
120 The Board has agreed to discuss this at a future meeting.

121
122 C. LED Sign (Closeout)
123 MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO CLOSE
124 OUT THE LED SIGN PROJECT IN THE AMOUNT OF \$39,184.00. ALL
125 APPROVED.

126
127 **Personnel Changes:**

128 A. Motion to accept the Personnel Calendar
129
130 MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO
131 ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

132
133 Mrs. Cecilia Liu, Head of Young Adult Services, stated that she is retiring at the
134 end of December 2021. She expressed her appreciation to the Board members,
135 Mrs. Reed and Mrs. Ferro, for all of their support during her employment at the
136 Levittown Public Library.

137
138 **Communications:**

139 A. Levittown Tribune Article
140 B. Email from Frank McKenna

141
142
143
144
145

146 **Period for Public Expression:**

147

148

149 **Director's Progress and Service Report:**

150

A. Buildings and Grounds

151

Mrs. Reed stated that a smoke alarm went off on Oct. 4, 2021, at the library.

152

However, the custodians were still in the building and had the situation under control.

153

154

155

B. System developments:

156

Mrs. Reed reported on the following meetings:

157

1. Member Library Director Meeting on Wednesday, September 15, 2021

158

a. Direct Access Charges

159

The Board gave the Director authority to act on their behalf. The Board is not in favor of the Direct Access change.

160

161

2. NLS Board Meeting on Monday, September 27, 2021

162

3. MLD Executive Board Meeting on Wednesday, October 6, 2021

163

164

165

C. Public Service and Programs

166

The total Adult attendance for September 2021 was 316. The total Young Adult attendance for September 2021 was 177. The total Children's attendance for September 2021 was 483. The total Innovation Station attendance for September 2021 was 42. The Notary Services for September 2021 was 24. The grand total for September 2021 was 1,042.

167

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171

The Passport Statistics for 2021 for the Board of Trustees is included in their Board of Trustees packet.

172

173

174

175

D. Miscellaneous

176

Mrs. Reed reported on the following meetings:

177

1. Levittown Chamber of Commerce General Meeting on Wednesday, July

178

21, 2021

179

2. Levittown Chamber of Commerce Board Meeting on Wednesday, August

180

4, 2021

181

3. Levittown Chamber of Commerce Installation of Officers & Directors on

182

Wednesday, August 18, 2021

183

a. The Holiday Tree Lighting event will be held on December 6, 2021

184

185

186

187

188

189

Committee Reports:

190

A. Foundation Committee

191

Mr. Pettit-Milonakis stated that the Foundation met tonight and discussed some ideas for fundraising events. They will meet again in December.

192

193

194

195 **New Business:**

196 A. Motion to approve the Disposition of Equipment
197 MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO
198 APPROVE THE FOLLOWING EQUIPMENT:

199
200 DELL OPTIPLEX 780 SERVICE TAG DL65PM1; DELL MONITOR SERIAL NO.
201 CN-0GT780-71618-786-BACW; DELL LATITUDE E6500 SERVICE TAG
202 5TJMTJ1; DELL LATITUDE E6530 SERVICE TAG BH6QWW1; DELL
203 LATITUDE E6540 SERVICE TAG 5YGFS32; HP PROBOOK SERIAL NO.
204 CND0370TW2; HP PROBOOK SERIAL NO. CND0370TYS; WORDEN CHAIR
205 REG. NO. 213-67 (MI); WOOD BOOKCASE WITH GLASS DOORS
206 (ASSISTANT DIRECTOR'S OFFICE); WHITE COFFEE TABLE (DIRECTOR'S
207 OFFICE); AND WESTFIELD BUSH FILE CABINETS NO SERIAL NUMBERS
208 (PUBLIC RELATIONS).

209
210 ALL APPROVED.

211
212 B. Motion to approve the Disposition of Records
213 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE
214 DISPOSITION OF RECORDS OF:

215
216 RESOLVED, BY THE BOARD OF TRUSTEES OF THE LEVITTOWN PUBLIC
217 LIBRARY THAT LISA BUCKMAN, RECORDS MANAGEMENT OFFICER BE,
218 AND HEREBY IS AUTHORIZED TO DISPOSE OF RECORD ITEM NUMBERS:
219 693 APPLICATION FOR EMPLOYMENT (2018); 58 DUPLICATE PAYROLL
220 RECORDS (1970-1979 AND 1985-MARCH 2000); 540 EMPLOYER'S COPY OF
221 U.S. IRS TAX FORMS (1961-1999); 524 PAYROLL RECORDS (1952-1966)
222 AND 542 EMPLOYER'S COPY OF NYS TAX FORMS (1961-1999)
223 OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, LGS-1,
224 ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL
225 COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF
226 NEW YORK.

227
228 ALL APPROVED.

229
230 C. Circulation Policy
231 MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO
232 APPROVE THE REVISED CIRCULATION POLICY. ALL APPROVED.

233
234
235 D. National Library Week Proclamation
236 Mrs. Reed stated that Ms. Kate Murray, Town of Hempstead Town Clerk,
237 presented the Levittown Public Library a Proclamation during National Library
238 Week.

239
240 E. Dell Quote - \$12,947.29
241 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE
242 DELL QUOTE IN THE AMOUNT OF \$12,947.29. ALL APPROVED.

243

- 244 F. Work-Study Program – MacArthur Students
245 Mrs. Reed discussed a Work-Study Program with special needs students from
246 MacArthur High School. The Board is in favor of her moving forward with this
247 program.
248
- 249 G. LILRC Diversity Internship Program
250 Mrs. Reed discussed the LILRC Diversity Internship Program. The Board is in
251 favor of her moving forward with this program.
252
- 253 H. Bethpage Best of L.I. 2022 Vote
254 Mrs. Ferro discussed the Bethpage Best of L.I. 2022 vote. The Levittown Public
255 Library was nominated for the Bethpage Federal Credit Union’s Best of L.I.
256 contest under the category for Libraries. The voting is now open, and the
257 information is on the Levittown Public Library’s website.
258
- 259 I. Great Give Back and Toys for Tots
260 Mrs. Ferro discussed the Great Give Back, which is a day of community service
261 for libraries to give back to the community. This year the Library is doing the
262 month of October for a number of donation centers. November will be the start of
263 the Toys for Tots.
264
265

266 **Meetings and Conferences:**

- 267 A. LILRC 30th Annual Conference of Libraries & the Future: New Perspectives –
268 Friday, October 8, 2021; 10:00 a.m. – 2:00 p.m. via Zoom
269 B. 2021 NYLA Conference – November 3-6, 2021
270 C. **Regular Board Meeting – Wednesday, November 10, 2021**
271 D. **Regular Board Meeting – Wednesday, December 1, 2021**
272 E. **Regular Board Meeting – Wednesday, January 5, 2022**
273
274

275 **ADJOURNMENT:**

276
277 MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO ADJOURN
278 THE MEETING AT 8:55 PM. ALL APPROVED.
279
280



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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.