



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

**REVISED AGENDA**  
**REGULAR BOARD MEETING**  
**7:00 PM, WEDNESDAY, DECEMBER 1, 2021**

Via Zoom - login information is listed at: <https://www.levittownpl.org>

And in person – 1 Bluegrass Lane, Levittown, NY 11756; Meeting Room 1

- I. PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER AND ROLL CALL OF MEMBERS PRESENT
  - A. Present:
- III. MOTION TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL
- IV. RE-ENTER PUBLIC SESSION APPROX. 8:00 PM
- V. APPROVAL AND SIGNING OF MINUTES (November 10, 2021)
- VI. FINANCIAL REPORT OF THE LIBRARY
  - A. Monthly expenditures to be approved (General Fund, Imprest Account, Coffee Café Account & Withholding Account)
  - B. Monthly expenditures to be approved for Capital Projects Fund
  - C. Cash balance report: General Fund – \$4,912,513.15 & Capital Projects – \$398,024.05
  - D. Monthly expenditures to be approved for Central Library Fund
  - E. Central Library Fund spent to date for 2021: \$209,330.00 & Central Book Aid spent to date for 2021: \$32,895.00
  - F. Chase credit card monthly report
  - G. Request for tax funds from School District - \$655,641.00 – January 2, 2022
  - H. Motion to transfer \$1,200.00 from the General Fund to the Imprest Account
  - I. Motion to accept a donation check from the Nassau County Camera Club in the amount of \$150.00
  - J. Motion to accept the NLS Federal CARES Act reimbursement check in the amount of \$476.05
  - K. Motion to accept the 2021 Fiscal Year "Plus Use" Payment for 2019 Direct Access statistics in the amount of \$ 5,123.32
  - L. Motion to accept the E-rate reimbursement Fiscal Year 2020-21 in the amount of \$3,517.08
- VII. UNFINISHED BUSINESS
  - A. Construction update
    1. Interior/Exterior Renovation & Parking Lot Expansion Project
      - a. Specialties Direct, Inc. quote - \$3,197.00
      - b. Advance Sound Company quote - \$34,001.14
  - B. Motion to reinstate Library fines
- VIII. PERSONNEL CHANGES
  - A. Motion to accept the Personnel Calendar
  - B. Motion to accept the Page, PT Salary Changes Effective December 31, 2021
- IX. COMMUNICATIONS
  - A. Thank you letter and certificate from Birthday Wishes

(turn over)

X. PERIOD FOR PUBLIC EXPRESSION

XI. DIRECTOR'S PROGRESS AND SERVICE REPORT

- A. Buildings and Grounds
- B. System development
  - 1. NLS Board Meeting – Monday, November 22, 2021
  - 2. Member Library Director Meeting – Wednesday, November 24, 2021
  - 3. MLD Executive Board Meeting – Wednesday, December 1, 2021
- C. Public Service and Programs
- D. Miscellaneous
  - 1. Levittown Chamber of Commerce General Meeting – Wednesday, October 20, 2021
  - 2. Levittown Chamber of Commerce Board Meeting – Wednesday, November 3, 2021

XII. COMMITTEE REPORTS

- A. Foundation Committee

XIII. NEW BUSINESS

- A. Standard Work Day Resolution for Employees
- B. Dell quote (hardware) - \$4,843.18
- C. Dell quote (software) - \$781.68

XIV. MEETINGS AND CONFERENCES

- A. NLS Annual Meeting – Wednesday, December 8, 2021 – Nassau Library System; 7:00 p.m.
- B. **Regular Board Meeting – Wednesday, January 5, 2022**
- C. **First Open Budget Meeting and Regular Board Meeting – Wednesday, February 2, 2022**
- D. **Second Open Budget Meeting and Regular Board Meeting – Wednesday, March 2, 2022**

XV. ADJOURNMENT – Time

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