



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
NOVEMBER 10, 2021

HYBRID MEETING- VIA ZOOM and IN PERSON

The regular November meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on November 10, 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 7:02 p.m. Present were Mr. Greller, Mr. Pettit-Milonakis, Mrs. Maher, Mrs. Santer, and Mr. Dalton (via Zoom), joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, Ben Truncale, Library Attorney, and Brian Cleary, Library Treasurer.

MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:03 PM. ALL APPROVED.

The open meeting resumed at 8:05 p.m.

Minutes:

Minutes from October 6, 2021

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE AMENDED OCTOBER 6, 2021 MINUTES. ALL APPROVED.

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO MOVE UP THE PUBLIC SESSION ITEM 10 – PERIOD FOR PUBLIC EXPRESSION. ALL APPROVED.

Financial Report of the Library:

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49 A. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF
50 THE GENERAL FUND WARRANT FOR OCTOBER 2021 FOR TD BANK IN THE
51 AMOUNT OF \$123,755.75, THE IMPREST ACCOUNT WARRANT FOR OCTOBER
52 2021 FOR TD BANK IN THE AMOUNT OF \$1,200.00, THE COFFEE CAFÉ
53 WARRANT FOR OCTOBER 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, AND
54 WITHHOLDING ACCOUNT WARRANT FOR OCTOBER 2021 FOR TD BANK IN
55 THE AMOUNT OF \$99,949.86. ALL APPROVED.

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57 B. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF
58 THE CAPITAL PROJECTS FUND WARRANT FOR OCTOBER 2021 FOR
59 STERLING BANK IN THE AMOUNT OF \$109,895.64. ALL APPROVED.

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61 C. Cash balance report as of October 31, 2021: General Fund is \$5,297,229.48; Capital
62 Projects is \$535,622.07.

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64 D. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF
65 THE CENTRAL LIBRARY FUND WARRANT FOR OCTOBER 2021 FOR TD BANK
66 IN THE AMOUNT OF \$53,030.81. ALL APPROVED.

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68 E. Central Library Fund spent to date for 2021 is \$176,569.73, and the Central Book Aid
69 spent to date for 2021 is \$18,255.96.

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

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74 G. Request for tax funds from School District - \$655,641.00 – December 2, 2021

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76 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO
77 REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF
78 \$655,641.00 FOR DECEMBER 2, 2021. ALL APPROVED.

79
80 H. Motion to transfer \$100,000.00 from Central Library Fund to General Fund

81
82 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO
83 APPROVE THE TRANSFER OF \$100,000.00 FROM CENTRAL LIBRARY FUND
84 TO GENERAL FUND. ALL APPROVED.

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87 **Unfinished Business:**

88 A. Construction Update

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90 1. Interior/Exterior Renovation & Parking Lot Expansion Project

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92 Mrs. Reed reviewed the Executive Summary from Calgi Construction Company, Inc.,
93 and discussed the progress of the renovation project.
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a. Specialty Construction System, Inc. Change Order #12 -
\$3,600.00

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED
TO APPROVE THE SPECIALTY CONSTRUCTION SYSTEM, INC.
CHANGE ORDER #12 IN THE AMOUNT OF \$3,600.00. ALL
APPROVED.

b. Specialty Construction System, Inc. Quotation for Change Order
#211904-0000017 \$1,720.00

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
TO APPROVE THE SPECIALTY CONSTRUCTION SYSTEM, INC.
QUOTATION FOR CHANGE ORDER #211904-0000017 IN THE
AMOUNT OF \$1,720.00. ALL APPROVED.

c. Specialty Construction System, Inc. Quotation for Change Order
#211904-0000018- \$20,250.00

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
TO APPROVE THE SPECIALTY CONSTRUCTION SYSTEM, INC.
QUOTATION FOR CHANGE ORDER #211904-0000018 IN THE
AMOUNT OF \$20,250.00. ALL APPROVED.

d. L Specialty Construction System, Inc. Quotation for Change Order
#211904-0000019 - \$4,900.00

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
TO APPROVE THE SPECIALTY CONSTRUCTION SYSTEM, INC.
QUOTATION FOR CHANGE ORDER #211904-0000019 IN THE
AMOUNT OF \$4,900.00. ALL APPROVED.

e. LEB Change Order #19- \$1,053.40

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
TO APPROVE THE LEB CHANGE ORDER #19 IN THE AMOUNT
OF \$1,053.40. ALL APPROVED.

f. LEB Change Order #20- \$1,157.94

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
TO APPROVE THE LEB CHANGE ORDER #20 IN THE AMOUNT
OF \$1,157.94. ALL APPROVED.

g. WHM Change Order #1 - \$5,498.90

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED
TO APPROVE THE WHM CHANGE ORDER #1 IN THE AMOUNT
OF \$5,498.90. ALL APPROVED.

B. Motion to reinstate Library fines

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

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C. Direct Access Charges

Mrs. Reed stated that the Board voted to continue the practice of Direct Access Charges; however, more libraries voted against the Direct Access Charges. The Levittown Public Library anticipates receiving funds for the last time in 2022.

Personnel Changes:

A. Motion to accept the Personnel Calendar

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

Communications:

A. Letter from patron

Period for Public Expression:

Director's Progress and Service Report:

A. Buildings and Grounds

1. Bartlett Tree Experts report

Mrs. Reed stated that Bartlett Tree Experts' assessment of the tree located at the Bluegrass Lane entrance is a low risk of failure.

B. System developments:

Mrs. Reed reported on the following meetings:

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

C. Public Service and Programs

The total Adult attendance for October 2021 was 533. The total Young Adult attendance for October 2021 was 182. The total Children's attendance for October 2021 was 620. The total Innovation Station attendance for October 2021 was 84. The Notary Services for October 2021 was 13. The grand total for October 2021 was 812.

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

D. Miscellaneous

Mrs. Reed reported on the following meetings:

1. Levittown Chamber of Commerce General Meeting on Wednesday, October 20, 2021
2. Levittown Chamber of Commerce Board Meeting on Wednesday, November 3, 2021

3. Levittown 75th Anniversary Parade

Committee Reports:

A. Foundation Committee

Mrs. Reed stated that The Foundation Committee did not meet tonight. However, they did share a flyer for their Foundation fundraiser at Calda Pizza in Levittown. The date is scheduled for November 17, 2021, Dine-In or Carry-Out All Day & Night.

New Business:

A. Motion to approve the Disposition of Equipment

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE FOLLOWING EQUIPMENT:

- 1 Lasko ceramic fan heater - model CT30710
- 1 Minolta microfilm machine Model MS6000 MKII; S/N 350141580
- 2 KI Impress Chairs Item # IMPR /394248

ALL APPROVED.

B. Motion to approve the Disposition of Records

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF RECORDS OF:

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: 540 EMPLOYER'S COPY OF U.S. IRS TAX FORMS (1999-2014); 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. Donation of a sewing serger

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE DONATION OF A SEWING SERGER. ALL APPROVED.

D. 2022 & 2023-Member Library Support vote

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE 2022 & 2023 LIBRARY SUPPORT VOTE. ALL APPROVED.

E. 2022 ILS & Associated Services Budget Vote

MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO APPROVE THE 2022 ILS & ASSOCIATED SERVICES BUDGET VOTE. ALL APPROVED.

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Meetings and Conferences:

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A. **Regular Board Meeting – Wednesday, December 1, 2021**

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B. **Regular Board Meeting – Wednesday, January 5, 2022**

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C. **First Open Budget Meeting and Regular Board Meeting – Wednesday,**

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February 2, 2022

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ADJOURNMENT:

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MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN

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THE MEETING AT 8:38 PM. ALL APPROVED.

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BOARD OF TRUSTEES
NOVEMBER 10, 2021
HYBRID MEETING - VIA ZOOM and IN PERSON

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

The Board discussed a matter of contract and personnel.

MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:05 PM. ALL APPROVED.