



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
DECEMBER 1, 2021

HYBRID MEETING- VIA ZOOM and IN PERSON

The regular December meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on December 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:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Greller at 7:07 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher, Mrs. Santer, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Brian Cleary, Library Treasurer. Ben Truncale, Library Attorney, joined via Zoom. Mr. Pettit-Milonakis was absent with prior notice.

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:08 PM. ALL APPROVED.

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

Minutes:

Minutes from November 10, 2021

MRS. SANTER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE AMENDED NOVEMBER 10, 2021 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MRS. SANTER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR NOVEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$769,553.57, THE IMPREST ACCOUNT WARRANT FOR NOVEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR NOVEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR NOVEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$95,006.58. ALL APPROVED.

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- B. MRS. SANTER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR NOVEMBER 2021 FOR STERLING BANK IN THE AMOUNT OF \$137,612.22. ALL APPROVED.
- C. Cash balance report as of October 31, 2021: General Fund is \$4,912,513.15; Capital Projects is \$398,024.05.
- D. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$64,045.49. ALL APPROVED.
- E. Central Library Fund spent to date for 2021 is \$209,330.00, and the Central Book Aid spent to date for 2021 is \$32,895.00.
- F. A Chase monthly report for the Board of Trustees information is included in their packet.
- G. Request for tax funds from School District - \$655,641.00 – January 2, 2022

MRS SANTER MOVED, AND MR. DALTON SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR JANUARY 2, 2022. ALL APPROVED.
- H. Motion to transfer \$1,200.00 from the General Fund to the Imprest Account

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO TRANSFER \$1,200.00 FROM THE GENERAL FUND TO THE IMPREST ACCOUNT. ALL APPROVED.
- I. Motion to accept a donation check from the Nassau County Camera club in the amount of \$150.00

MRS. SANTER MOVED, AND MR. DALTON SECONDED TO ACCEPT A DONATION CHECK FROM THE NASSAU COUNTY CAMERA CLUB IN THE AMOUNT OF \$150.00. ALL APPROVED.
- J. Motion to accept the NLS Federal CARES Act reimbursement check in the amount of \$476.05

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE NLS FEDERAL CARES ACT REIMBURSEMENT CHECK IN THE AMOUNT OF \$476.05. ALL APPROVED.
- K. Motion to accept the 2021 Fiscal year “Plus Use” Payment for 2019 Direct Access statistics in the amount of \$5,123.32

100 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE 2021
101 FISCAL YEAR "PLUS USE" PAYMENT FOR THE 2019 DIRECT ACCESS
102 STATISTICS IN THE AMOUNT OF \$5,123.32. ALL APPROVED.
103

104 L. Motion to accept the E-rate Reimbursement Fiscal Year 2020-21 in the amount of
105 \$3,517.08.
106

107 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE E-
108 RATE REIMBURSEMENT FISCAL YEAR 2020-21 IN THE AMOUNT OF \$3,517.08.
109 ALL APPROVED.
110

111

112 **Unfinished Business:**

113 A. Construction Update
114

115 1. Interior/Exterior Renovation & Parking Lot Expansion Project
116

117 Mr. Dominic Calgi of Calgi Construction Company, Inc. reviewed the Executive
118 Summary and discussed the progress of the renovation project.
119

120 a. Specialty Direct, Inc. quote - \$3,197.00

121 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO
122 APPROVE THE SPECIALTY DIRECT, INC. QUOTE IN THE
123 AMOUNT OF \$3,197.00. ALL APPROVED.
124

125 b. Advance Sound Company quote - \$34,001.14

126 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO
127 APPROVE THE ADVANCE SOUND COMPANY QUOTE IN THE
128 AMOUNT OF \$34,001.14. ALL APPROVED.
129

130 B. Motion to reinstate Library fines
131

132 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO REMAIN FINE-
133 FREE, AND IT BE PERMANENT EFFECTIVE, MARCH 1, 2022, WITH THE
134 EXCEPTION OF CERTAIN MATERIALS, TO BE DETERMINED BY THAT
135 DATE. ALL APPROVED.
136

137 **Personnel Changes:**

138 A. Motion to accept the Personnel Calendar
139

140 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE
141 PERSONNEL CALENDAR. ALL APPROVED.
142

143 B. Motion to accept the Page, PT Salary Changes Effective December 31, 2021
144

145 MRS. SANTER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE
146 PAGE, PT SALARY CHANGES EFFECTIVE DECEMBER 31, 2021. ALL
147 APPROVED.
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Communications:

- A. Thank you letter and certificate from Birthday Wishes

Period for Public Expression:

Ms. Joan Galante thanked the Board of Trustees for the Thank You letter to the Library Staff.

Director's Progress and Service Report:

- A. Buildings and Grounds

Mrs. Reed stated that the Levittown Public Library letters on the building, located on the Bluegrass and Library Lane sides, were faded and damaged over the years. The letters were under warranty, and there was no cost to refinish them. The only cost was to have the letters removed from and replaced on the building.

Mrs. Reed stated that the library had to have the Knox Box removed and relocated based on the new construction to the front entrance.

Mrs. Reed stated that the lights in the Eatery are on backorder until the end of January 2022.

Mrs. Reed stated that Legislator Ferretti's office noted that the letter requesting a grant for the renovation for Meeting Rooms 1 & 2 had been sent to the appropriate department. The process will take several months before they will receive an answer.

- B. System developments:

Mrs. Reed reported on the following meetings:

1. NLS Board Meeting on Monday, November 22, 2021
2. Member Library Director Meeting on Wednesday, November 24, 2021
3. MLD Executive Board Meeting on Wednesday, December 1, 2021

- C. Public Service and Programs

The total Adult attendance for November 2021 was 335. The total Young Adult attendance for November 2021 was 312. The total Children's attendance for November 2021 was 266. The total Innovation Station attendance for November 2021 was 21. The Notary Services for November 2021 was 25. The grand total for November 2021 was 622.

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, November 17, 2021

197 2. Levittown Chamber of Commerce Board Meeting on Wednesday,
198 December 1, 2021
199

200 Mrs. Reed stated that the library will be partnering with the Levittown Community
201 Council to be the location of their annual Winterfest in February 2022.
202

203 **Committee Reports:**

204 A. Foundation Committee

205 Mrs. Maher stated that the Foundation Committee met tonight, and the
206 November Calda fundraiser raised \$300.00. The Foundation will be having a
207 Craft Fair in May 2022. The Foundation approved a monetary donation, not to
208 exceed \$4,500, for the expense of the Ribbon Cutting event on January 29,
209 2022.
210

211 **New Business:**

212 A. Standard Work Day Resolution for Employees

213 Mrs. Reed stated that the Standard Work Day Resolution for Employees is a
214 requirement that needs to be on file and available if the library is audited.
215

216 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE
217 STANDARD WORK DAY RESOLUTION FOR EMPLOYEES. ALL APPROVED.
218

219 B. Dell quote (hardware) - \$4,843.18

220 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE
221 DELL QUOTE (HARDWARE) IN THE AMOUNT OF \$4,843.18. ALL
222 APPROVED.
223

224 C. Dell quote (software) - \$781.68

225 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE
226 DELL QUOTE (SOFTWARE) IN THE AMOUNT OF \$781.68. ALL APPROVED.
227
228

229 **Meetings and Conferences:**

230 A. NLS Annual Meeting – Wednesday, December 8, 2021 – Nassau Library
231 System; 7:00 p.m. (Virtual)

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

233 C. **First Open Budget Meeting and Regular Board Meeting – Wednesday,**
234 **February 2, 2022**

235 D. **Second Open Budget Meeting and Regular Board Meeting – Wednesday,**
236 **March 2, 2022**
237
238

239 **ADJOURNMENT:**

240 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ADJOURN THE
241 MEETING AT 8:42 PM. ALL APPROVED.
242



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BOARD OF TRUSTEES
DECEMBER 1, 2021
HYBRID MEETING - VIA ZOOM and IN PERSON

The meeting was called to order by Mr. Greller at 7:09 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher, Mrs. Santer, joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Ben Truncale, Library Attorney, joined via Zoom. Mr. Pettit-Milonakis was absent with prior notice.

The Board discussed a matter of contract and personnel.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:01 PM. ALL APPROVED.