



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 2, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

The regular February meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on February 2, 2022. 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. 11.1.

Pledge of Allegiance and Moment of Silence:

The Pledge of Allegiance was said, and a moment of silence was observed for the Police Officers and First Responders who passed away recently.

Call to Order and Roll Call of Members:

Mr. Greller called the meeting to order at 7:06 p.m. Present were Mr. Greller, Mrs. Maher, Mr. Pettit-Milonakis, and Mrs. Santer, joined by Mrs. Reed, Library Director, Mrs. Ferro, Assistant Library Director, and Brian Cleary, Library Treasurer. Mr. Dalton and Library Attorney Ben Truncala joined via Zoom.

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:07 PM. ALL APPROVED.

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

Minutes:

Minutes from January 5, 2022

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE AMENDED JANUARY 5, 2022 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JANUARY 2022 FOR TD BANK IN THE AMOUNT OF \$82,251.46, THE IMPREST ACCOUNT WARRANT FOR JANUARY 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR JANUARY 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2022 FOR TD BANK IN THE AMOUNT OF \$107,631.40. ALL APPROVED.

B. MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2022 FOR STERLING BANK IN THE AMOUNT OF \$151,262.07. ALL APPROVED.

- 54 C. Cash balance report as of January 31, 2022: General Fund is \$5,292,484.74; Capital Projects is
55 \$205,310.43.
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- 57 D. MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF
58 THE CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2022 FOR TD BANK IN THE
59 AMOUNT OF \$13,650.43. ALL APPROVED.
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- 61 E. Central Library Fund spent to date for 2022 is \$10,699.13, and the Central Book Aid spent to
62 date for 2022 is \$3,094.23.
63
- 64 F. A Chase monthly report for the Board of Trustees information is included in their packet.
65
- 66 G. Request for tax funds from School District - \$655,641.00 – March 3, 2022
67
68 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO REQUEST TAX FUNDS FROM
69 THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR MARCH 3, 2022. ALL
70 APPROVED.
71
- 72 H. Motion to accept a cash donation of \$350.00 from a patron
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74 MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO ACCEPT A CASH
75 DONATION OF \$350.00 FROM A PATRON. ALL APPROVED.
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- 77 I. Motion to accept the CARES Act reimbursement check in the amount of \$1,087.06
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79 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE
80 CARES ACT REIMBURSEMENT CHECK IN THE AMOUNT OF \$1,087.06. ALL APPROVED.
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- 82 J. Baldessari & Coster LLP -2021 Financial Report
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84 Mr. Al Coster of Baldessari & Coster LLP reviewed and discussed the 2021 Financial Report of
85 the Levittown Public Library.
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87 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE BALDESSARI &
88 COSTER LLP – 2021 FINANCIAL REPORT. ALL APPROVED.
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90 **Unfinished Business:**

91 A. Construction Update

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93 1. Interior/Exterior Renovation & Parking Lot Expansion Project
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95 Mr. Dominic Calgi, of Calgi Construction Company, Inc., reviewed the Executive Summary
96 and discussed the progress of the renovation project.
97

98 Mr. Michael Smith, of Smith & Pucillo Architects, discussed the concrete ramps at the front
99 entrance. There are four small hairline cracks in the concrete within the tolerances allowed
100 in the specifications. He will reach out to SCS and put them on notice to put a place hold on
101 the warranty.
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103 Mrs. Reed stated that the tables in Meeting Rooms A & B are leaving indents on the new
104 flooring. Mr. Smith contacted the flooring company and is waiting to hear back from the
105 company.

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a. Pawling Quote #AAAQ1731 - \$1,434.12

MRS. MAHER MOVED, AND MR. MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE PAWLING QUOTE #AAAQ1731 IN THE AMOUNT OF \$1,434.12. ALL APPROVED.

b. LEB Change Order #22 - \$733.09

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE LEB CHANGE ORDER #22 IN THE AMOUNT OF \$733.09. ALL APPROVED.

c. Window Treatments

a. L.I. Window Treatments Quote \$3,545.00

b. The Curtin Ladies Quote - \$325.00 (doors & windows in Administration, including installation); \$1,420.00 (mini blinds for Administration windows, no installation) or \$1,475.00 (roller shades for Administration windows, no installation)

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO ACCEPT L.I. WINDOW TREATMENT QUOTE IN THE AMOUNT OF \$3,545.00. ALL APPROVED.

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 Police Officer Bruhman, Nassau County 8th Precinct, thanking us for the First Responder Program.

Period for Public Expression:

Director's Progress and Service Report:

A. Buildings and Grounds

1. Eatery Pendant Lights

Mrs. Reed stated the replacement pendant lights for the Eatery have been received and installed.

2. Bluegrass Lane lamppost

Mrs. Reed stated the library had forwarded proposals to Call-A-Head regarding the lamppost their driver hit on Bluegrass Lane. The company is waiting to hear from their insurance company. Mrs. Reed would like to have the work completed by the construction project's electrician & general contractor and submit the bill to Call-A-Head

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to pay for the damages, instead of the library waiting for Call-A-Head's insurance company. The Board is in agreement with this process.

3. Snow Closing

Mrs. Reed stated the library was closed all day due to snow on January 7, 29, and 30, 2022. They closed at 8:00 p.m. on January 28, 2022, when the Governor issued a State of Emergency. Thank you to the custodial team for having the library up and running for Monday morning.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, January 19, 2022
2. NLS Board meeting on Monday, January 24, 2022 (unable to attend)
3. MLD Executive Board Meeting on Wednesday, February 2, 2022

C. Public Service and Programs

The total Adult attendance for January 2022 was 313. The total Young Adult attendance for January 2022 was 196. The total Children's attendance for January 2022 was 453. The total Innovation Station attendance for January 2022 was 40. The Notary Services for January 2022 was 18. The grand total for January 2022 was 1,020.

The Passport Statistics for 2022 for the Board of Trustees is included in their Board of Trustees' packet.

D. Miscellaneous

1. Levittown Community Council Meetings

Mrs. Reed stated that she and Jackie Nogan met with Pat Patane and Louise Cassano, of the Levittown Community Council, regarding the details of having the Winterfest at the Library. They have outlined what programs will be held and where they will be held. It was discussed that the Library will split the cost of the crafts. The WinterFest is February 26, 2022, from 1:00 to 4:00 p.m.

Committee Reports:

A. Foundation Committee

Mrs. Maher stated that the Foundation Committee met tonight. They discussed upcoming fundraisers. The Calda fundraiser will be Wednesday, February 9, 2022, and the Craft Fair is Saturday, May 7, 2022. Maryann Ferro and Rob from IT worked on the Library Foundation website. They submitted a really nice draft. The website should be up on the library website tomorrow. The next Foundation meeting is March 2, 2022, at 6:00 p.m.

New Business:

A. 2022-2023 Proposed Library Budget

Mrs. Reed discussed the 2022-2023 Proposed Library Budget, and overall, it keeps a flat increase to the public. The Board is in agreement with the 2022-2023 Proposed Library Budget.

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B. Motion to approve the 2022/2023 Board Meeting schedule

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE 2022/2023 BOARD MEETING SCHEDULE. ALL APPROVED.

C. Motion for the Disposition of Equipment

1 Worden chair (Adult Room)
1 Dell Optiplex 790 Service Tag 7BCNRW1
1 Dell Monitor S/N CN-0TJKG1-74261-2CP-1RRU

MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

D. Johnson Controls Estimate No 1-6112FVR – Installation Charge \$9,076.59; Annual Service Charge \$509.99

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE JOHNSON CONTROLS ESTIMATE NO. 16112FVR, INSTALLATION CHARGE IN THE AMOUNT OF \$9,076.59; ANNUAL SERVICE CHARGE IN THE AMOUNT OF \$509.99. ALL APPROVED.

E. Johnson Controls Estimate No: 1-6112FVL – Installation Charge \$482.48

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE JOHNSON CONTROLS ESTIMATE NO: 1-6112FVL INSTALLATION CHARGE IN THE AMOUNT OF \$482.48. ALL APPROVED.

F. Stony Brook Social Work Intern Program

Mrs. Reed stated the library has been in contact with the intern who will be working with the library and is waiting for a start date. In addition, the Library's Attorney has approved a draft copy of the contract for the Intern Program.

G. Circulation Policy

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE CIRCULATION POLICY EFFECTIVE MARCH 1, 2022. ALL APPROVED.

Meetings and Conferences:

- A. NY Virtual Library Advocacy Day – Wednesday, March 2, 2022
- B. **Second Open Budget Meeting and Regular Board Meeting – Wednesday, March 2, 2022**
- C. **Regular Board Meeting – Wednesday, April 6, 2022**
- D. **Regular Board Meeting – Wednesday, May 4, 2022**
- E. **Library & School District Budget Vote – Tuesday, May 17, 2022; 7:00 a.m. – 8:00 p.m.**

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ADJOURNMENT:

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE MEETING AT 9:14 PM. ALL APPROVED.



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BOARD OF TRUSTEES
FEBRUARY 2, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

Mr. Greller called the Executive Session to order at 7:07 p.m. Present were Mr. Greller, Mrs. Maher, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director. Mr. Dalton, and Library Attorney, Ben Truncale, was present via Zoom.

The Board discussed a matter of contract and personnel.

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