



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
JANUARY 5, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

The regular January meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on January 5, 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:

The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Greller at 7:05 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher, Mr. Pettit-Milonakis, Mrs. Santer, joined by Mrs. Reed, Director, and Brian Cleary, Library Treasurer. Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney, joined via Zoom.

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:06 PM. ALL APPROVED.

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

Minutes:

Minutes from December 1, 2021

MR. DALTON MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE DECEMBER 1, 2021 MINUTES. ALL APPROVED.

Financial Report of the Library:

A. MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR DECEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$76,036.40, THE IMPREST ACCOUNT WARRANT FOR DECEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR DECEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR DECEMBER 2021 FOR TD BANK IN THE AMOUNT OF \$108,921.20. ALL APPROVED.

- 49 B. MRS. SANTER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF
50 THE CAPITAL PROJECTS FUND WARRANT FOR DECEMBER 2021 FOR
51 STERLING BANK IN THE AMOUNT OF \$41,471.09. ALL APPROVED.
52
- 53 C. Cash balance report as of December 31, 2021: General Fund is \$5,120,291.35;
54 Capital Projects is \$356,563.25.
55
- 56 D. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF
57 THE CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2021 FOR TD
58 BANK IN THE AMOUNT OF \$4,471.33. ALL APPROVED.
59
- 60 E. Central Library Fund spent to date for 2021 is \$209,330.00, and the Central Book Aid
61 spent to date for 2021 is \$32,941.00.
62
- 63 F. A Chase monthly report for the Board of Trustees information is included in their
64 packet.
65
- 66 G. Request for tax funds from School District - \$655,641.00 – February 3, 2022
67
68 MRS SANTER MOVED, AND MR. DALTON SECONDED TO REQUEST TAX
69 FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR
70 FEBRUARY 3, 2022. ALL APPROVED.
71
- 72 H. Motion to approve the transfer of \$100,000.00 from the General Fund to the CLA
73
74 MR. PETTIT-MILONAKIS MOVED, AND MR. DALTON SECONDED TO
75 TRANSFER \$100,000.00 FROM THE GENERAL FUND TO THE CLA. ALL
76 APPROVED.
77
- 78 I. Motion to approve the 2021 Bullet Aid Grant check in the amount of \$25,000.00
79
80 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE 2021
81 BULLET AID GRANT CHECK IN THE AMOUNT OF \$25,000.00. ALL APPROVED.
82

83
84 **Unfinished Business:**

85 A. Construction Update

86
87 1. Interior/Exterior Renovation & Parking Lot Expansion Project
88

89 Mr. Dominic Calgi, of Calgi Construction Company, Inc. reviewed the Executive
90 Summary and discussed the progress of the renovation project.
91

92 Mr. Michael Smith, of Smith & Pucillo Architects, discussed the materials for the
93 project on meeting rooms 1 & 2. Mrs. Reed stated that the Library is waiting for
94 grant approval from the Country Legislature Office before starting the project.
95 Mrs. Reed will reach out to the Legislature Office for a timetable on the grant.
96

97 a. Specialty Construction System, Inc. Proposed Change Order
98 211904-0000020 - \$11,300.00
99

100 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO
101 APPROVE THE SPECIALTY CONSTRUCTION SYSTEM, INC.
102 PROPOSED CHANGE ORDER 211904-0000020 IN THE AMOUNT
103 OF \$11,300.00.
104

105 **Personnel Changes:**

106 A. Motion to accept the Personnel Calendar
107

108 MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO
109 ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.
110

111 **Communications:**

- 112 A. Baker & Taylor letter
- 113 B. Letter from patron
114

115 **Period for Public Expression:**
116

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

118 A. Buildings and Grounds
119

120 Mrs. Reed stated that a truck from the Call A-Head company hit the light post
121 that leads up to the Bluegrass Lane entrance. David Chen is in the process of
122 working on having the light post fixed and will bill Call A-Head to pay for the
123 damages.
124

125 Mrs. Reed stated the new pendant lights for the Eatery will be delivered to the
126 vendor on January 28, 2022.
127

128 B. System developments:
129

130 Mrs. Reed reported on the following meetings:

- 131 1. NLS Annual Meeting on Wednesday, December 8, 2021
- 132 2. Member Library Director Meeting on Wednesday, December 15, 2021
- 133 3. NLS Board meeting on Monday, December 27, 2021
- 134 4. MLD Executive Board Meeting on Wednesday, January 5, 2022
135

136
137 C. Public Service and Programs

138 The total Adult attendance for December 2021 was 237. The total Young Adult
139 attendance for December 2021 was 178. The total Children's attendance for
140 December 2021 was 553. The total Innovation Station attendance for December
141 2021 was 38. The Notary Services for December 2021 was 25. The grand total
142 for December 2021 was 1,031.
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144 The Passport Statistics for 2021 for the Board of Trustees is included in their Board
145 of Trustees' packet.

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D. Miscellaneous

1. Staff Training Committee

Mrs. Reed stated that she has been working with NLS regarding staff training. She has submitted a survey of what training will be most useful for the staff. Once that is complete, they will have dates for the training to begin.

Mrs. Reed stated that Nassau County has offered organizations Covid test kits. She has requested tests for the library staff.

Committee Reports:

A. Foundation Committee

Mrs. Maher stated that the Foundation Committee met tonight. They discussed the ribbon-cutting ceremony for the new entrance that was scheduled for January, which will now be delayed. The Chamber of Commerce's Winterfest is February 22, 2022, will be hosted by the Library, and the Calda fundraiser will be February 9, 2022, for which there will be flyers. The Foundation will be having a Craft Fair, Saturday, May 7, 2022. Maryann Ferro is working on improving the Foundation website.

New Business:

A. 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.

Meetings and Conferences:

- A. **First Open Budget Meeting and Regular Board Meeting – Wednesday, February 2, 2022**
- B. NY Library Advocacy – Wednesday, March 2, 2022
- C. **Second Open Budget Meeting and Regular Board Meeting – Wednesday, March 2, 2022**
- D. **Regular Board Meeting – Wednesday, April 5, 2022**

ADJOURNMENT:

MR. DALTON MOVED, AND MRS. SANTER SECONDED TO ADJOURN THE MEETING AT 8:48 PM. ALL APPROVED.



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The Board discussed a matter of contract and personnel.

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