



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

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MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES MAY 4, 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 May 4, 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. 11.4.

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 7:03 p.m. Present were Mr. Greller, Mrs. Santer, Mrs. Maher (Zoom), and Mr. Pettit-Milonakis (Zoom), joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Brian Cleary, Library Treasurer. Ben Truncale, Library Attorney, joined via Zoom. Mr. Dalton was absent with prior notice.

MRS. MAHER MOVED, and MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:04 PM. ALL APPROVED.

The open meeting resumed at 8:04 p.m.

Minutes:

Minutes from April 6, 2022

MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE APRIL 6, 2022, MINUTES. 3 APPROVED, 1 ABSTAIN. MOTION PASSED. APPROVED.

Financial Report of the Library:

A. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR APRIL 2022 FOR TD BANK IN THE AMOUNT OF \$106,641.74, THE IMPREST ACCOUNT WARRANT FOR APRIL 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR APRIL 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR APRIL 2022 FOR TD BANK IN THE AMOUNT OF \$107,397.04. ALL APPROVED.

- 52 B. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF
53 THE CAPITAL PROJECTS FUND WARRANT FOR APRIL 2022 FOR WEBSTER
54 (STERLING) BANK IN THE AMOUNT OF \$34,188.41. ALL APPROVED.
55
56 C. Cash balance report as of April 30, 2022: General Fund is \$6,034,190.47; Capital
57 Projects is \$69,997.95.
58
59 D. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF
60 THE CENTRAL LIBRARY FUND WARRANT FOR APRIL 2022 FOR TD BANK IN
61 THE AMOUNT OF \$4,363.42. ALL APPROVED.
62
63 E. Central Library Fund spent to date for 2022 is \$57,985.92, and the Central Book Aid
64 spent to date for 2022 is \$6,994.88.
65
66 F. A Chase monthly report for the Board of Trustees' information is included in their
67 packet.
68
69 G. Request for tax funds from School District - \$655,640.00 – June 2, 2022
70
71 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX
72 FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.640.00 FOR
73 JUNE 2, 2022. ALL APPROVED.
74
75 H. Motion to accept a dividend check from Utica National Insurance Group for
76 \$4,437.00.
77
78 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO ACCEPT A
79 DIVIDEND CHECK FROM UTICA NATIONAL INSURANCE GROUP FOR
80 \$4,437.00. ALL APPROVED.
81

82
83 **Unfinished Business:**

84 A. Construction Update

85
86 1. Interior/Exterior Renovation & Parking Lot Expansion Project

87
88 Mr. Dominic Calgi of Calgi Construction Company, Inc. stated that they are
89 waiting for the AV contractor to come back and finish their work. The delay is
90 due to supply. Mr. Calgi will keep Mrs. Reed updated with the progress. Mrs.
91 Reed stated this construction project was funded in part by a New York State
92 Construction Grant that will need to be closed out by June 30, 2022. If not, they
93 will need to file for an extension. There was a discussion on this, and Mr. Calgi
94 will talk to Michael Smith and report back to Mrs. Reed.
95

96 B. 2022-2023 Proposed Library Budget

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98 Mrs. Reed stated the 2022-2023 Proposed Library Budget will stay on the
99 agenda until the Library & School District Budget Vote on Tuesday, May 17,
100 2022.

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Mr. Greller stated that there will be a short presentation, and then the meeting will resume.

Ms. Shabeena Masattath, a representative from the Levittown Muslim community, stated that they are very thankful to the Levittown School District and the Library Board for the diversity and improvements. They presented the Board with cookies, handmade cards, and journals that the children made for the Board and staff in celebration of Ramadan and Eid.

C. Bicycle Rack quotes

Mrs. Reed reviewed the quotes for the bicycle racks. The sculpture rack will be installed at the Bluegrass Lane entrance and the standard rack at the Library Lane entrance. The three quotes are under \$3,000.00. The Board already stated which shapes they preferred. In a previous conversation with Michael Smith, he suggested surface mounting in the event of needing to move them, we will not have to break the concrete.

Personnel Changes:

- A. Motion to accept the Personnel Calendar

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

Communications:

- A. Ms. Shabeena Masarrath asked if she and other representatives from the Levittown Muslim community could attend the May Board meeting to give a short presentation and to thank the Board.

Period for Public Expression:

Shabeena Masarrath, Center Lane, Levittown
Asha Khan, N Bellmore Road, Levittown
Tabassum Musllwala, Parkside Dr. Levittown
Bibi Mogadasha Insaaf, Levittown

Director's Progress and Service Report:

- A. Buildings and Grounds

Mrs. Reed stated all the updates were in Ken's Custodial report. There are no additional reports.

- B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, April 20, 2022
2. NLS Board meeting on Monday, April 25, 2022; Mrs. Reed could not attend.
3. MLD Executive Board Meeting on Wednesday, May 4, 2022

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C. Public Service and Programs

The total Adult attendance for April 2022 was 421. The total Young Adult attendance for April 2022 was 159. The total Children's attendance for April 2022 was 767. The total Innovation Station attendance for April 2022 was 119. The Notary Services for April 2022 was 46. The Social Work Intern attendance for April 2022 was 12. The grand total for April 2022 was 1,524.

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

D. Department Heads Reports

The Department Heads' monthly report for the Board of Trustees' information is included in their packet.

E. Miscellaneous

1. Diversity, Equity, and Inclusion Toolbox Program – Tuesday, April 12, 2022

Mrs. Reed stated that she was a co-presenter for this program on Tuesday, April 12, 2022, for Nassau & Suffolk County Public Libraries.

2. Kiwanis Club of Levittown meeting – Tuesday, April 12, 2022

Mrs. Reed stated that she spoke at the Kiwanis Club of Levittown meeting on Tuesday, April 12, 2022. She had an excellent PowerPoint Presentation created by our staff. She thanked all the staff members involved, including Christian Mucciarone, for the original creation, and Mrs. Ferro for creating a generalized presentation.

3. Take Your Child to Work Day

The Board had previously approved the staff to participate in Take Your Child to Work Day. The staff put together programs for the children and helped them with the projects. There were six children in attendance, and all enjoyed the day.

Committee Reports:

A. Foundation Committee

Mrs. Maher stated that the Foundation Committee met tonight. The Craft Fair is Saturday, May 7, 2022, from 10:00 a.m. to 4:00 p.m. There are 18 vendors signed up to participate, and the Foundation will have a table with items to sell and books to give away. The money raised will be donated to the Foundation. On May 21, 2022, the Library is hosting a Military Expo in the Veterans Memorial Park. The Library will have a table with the information on the Foundation. The Foundation is sponsoring both bands for the Library's Grand Re-Opening Ribbon Cutting Ceremony, scheduled for June 4, 2022. Mrs. Maher thanked Mrs. Reed

198 for the donation of the poster displaying the gifts the Foundation has given to the
199 Library and thanked Mrs. Ferro for designing it.
200

201 **New Business:**

202 A. Motion for the Disposition of Equipment

203
204 1 Touchless garbage can Item #: 1T18RC
205 1 Wood bookcase (Admin); no S/N
206

207 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE
208 DISPOSITION OF EQUIPMENT. ALL APPROVED.
209

210 B. Motion to approve the Central Library Services Aid Expenditure Plan for 2022
211 1. Assurances & Attestation of the use of CLSA Funding
212

213 Mrs. Reed stated that past Agendas previously stated the amount spent on the
214 Central Library Development Aid (CLDA) and Central Library Book Aid (CLBA).
215 All the money is now being combined, and the State renamed it Central Library
216 Services Aid Expenditure Plan (CLSA). CLSA will appear on next month's
217 Agenda.
218

219 MRS. SANTER MOVED, AND MRS MAHER SECONDED TO APPROVE THE
220 CENTRAL LIBRARY SERVICES AID EXPENDITURE PLAN FOR 2022 AND
221 AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE ASSURANCES &
222 ATTESTATION OF THE USE OF CLSA FUNDING. ALL APPROVED.
223

224 C. Long-Range Plan of Service 2022-2027
225

226 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE
227 LONG-RANGE PLAN SERVICE 2022-2027. ALL APPROVED.
228

229 D. Memorandum of agreement discussed in Executive Session
230

231 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE
232 MEMORANDUM OF AGREEMENT THAT WAS DISCUSSED IN EXECUTIVE
233 SESSION. ALL APPROVED
234

235 Mr. Greller stated that the agreement was to accept Juneteenth as a holiday this
236 year, and the library will be closed.
237

238 E. Revised Holiday Schedule
239

240 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE
241 REVISED 2022 HOLIDAY SCHEDULE. ALL APPROVED.
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243 Mrs. Reed stated the Library will be closed on Saturday, December 24, 2022,
244 and Saturday, December 31, 2022.
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Meetings and Conferences:

- A. **Library & School District Budget Vote – Tuesday, May 17, 2022; 7:00 a.m. – 8:00 p.m.**
- B. **Regular Board Meeting – Wednesday, June 1, 2022**
- C. Grand Reopening - Saturday, June 4, 2022; 11:00 a.m. – 4:00 p.m.
- D. **Regular Board Meeting – Wednesday, July 6, 2022**

ADJOURNMENT:

MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO ADJOURN THE MEETING AT 8:44 PM. ALL APPROVED.

DRAFT



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BOARD OF TRUSTEES
MAY 4, 2022

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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.