



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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3 Growing with Our Community

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MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JUNE 1, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

The regular June meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on June 1, 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 and Moment of Silence:

The Pledge of Allegiance was said, and a Moment of Silence was observed for the victims of the Buffalo Supermarket shooting and Uvalde, Texas Robb Elementary School shooting.

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, Mrs. Santer, Mrs. Maher, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Brian Cleary, Library Treasurer. Ben Truncale, Library Attorney. Mr. Dalton was absent with prior notice.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION. ALL APPROVED.

The open meeting resumed at 8:08 p.m.

Minutes:

Minutes from June 1, 2022

MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED JUNE 1, 2022, MINUTES. ALL APPROVED.

- 52 **Financial Report of the Library:**
- 53 A. MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE
- 54 APPROVAL OF THE GENERAL FUND WARRANT FOR MAY 2022 FOR TD BANK
- 55 IN THE AMOUNT OF \$89,308.58, THE IMPREST ACCOUNT WARRANT FOR MAY
- 56 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT
- 57 FOR MAY 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING
- 58 ACCOUNT WARRANT FOR MAY 2022 FOR TD BANK IN THE AMOUNT OF
- 59 \$107,112.76. ALL APPROVED.
- 60
- 61 B. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF
- 62 THE CAPITAL PROJECTS FUND WARRANT FOR MAY 2022 FOR WEBSTER
- 63 (STERLING) BANK IN THE AMOUNT OF \$40.80. ALL APPROVED.
- 64
- 65 C. Cash balance report as of May 31, 2022: General Fund is \$5,555,055.93; Capital
- 66 Projects is \$69,962.56.
- 67
- 68 D. MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE
- 69 APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR MAY 2022 FOR
- 70 TD BANK IN THE AMOUNT OF \$7,040.76. ALL APPROVED.
- 71
- 72 E. Central Library Services Aid spent to date for 2022 is \$78,905.19
- 73
- 74 F. A Chase monthly report for the Board of Trustees' information is included in their
- 75 packet.
- 76
- 77 G. Request for tax funds from School District - \$655,641.00 – July 7, 2022
- 78
- 79 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX
- 80 FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 FOR
- 81 JULY 7, 2022. ALL APPROVED.
- 82
- 83 H. Motion to make the following budget transfers:
- 84 \$1,050.00 from 6120 A Non-Fiction books to 6230 microfilm Materials;
- 85 \$15,000.00 from 6000 Salaries – Cert. Librarians to 6246 Electronic Resources;
- 86 \$2,400.00 from 6280 Online Databases to 6290 Computer Software License Fees;
- 87 \$20,500.00 from 6010 Salaries & Other Staff to 6560 Building Service Contracts; and
- 88 \$9,000.00 from 6060 Social Security to 8060 Trips – Other
- 89
- 90
- 91 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE
- 92 FOLLOWING TRANSFERS: \$1,050.00 FROM 6120 A NON-FICTION BOOKS TO
- 93 6230 MICROFILM MATERIALS; \$15,000.00 FROM 6000 SALARIES – CERT.
- 94 LIBRARIANS TO 6246 ELECTRONIC RESOURCES; \$2,400.00 FROM 6280
- 95 ONLINE DATABASES TO 6290 COMPUTER SOFTWARE LICENSE FEES;
- 96 \$20,500.00 FROM 6010 SALARIES & OTHER STAFF TO 6560 BUILDING
- 97 SERVICE CONTRACTS; AND \$9,000.00 FROM 6060 SOCIAL SECURITY TO 8060
- 98 TRIPS – OTHER. ALL APPROVED.
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Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated David Chen was at the library, working on the punch list items, along with Advanced Sound, trying to finalize all of the audio components to be ready for the ribbon-cutting ceremony on Saturday, June 4.

a. LEB Change Order #24 - \$1,220.27

MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE LEB CHANGE ORDER #24 IN THE AMOUNT OF \$1,220.27. ALL APPROVED.

B. Budget Vote results: Library Budget: Yes: 1,485, No: 632 Total 2,117; Rusel Greller: 950 votes. Congratulations to Mr. Greller.

Mr. Geller suggested contacting the District Clerk to request a change to the ballot to better separate the Library Budget and Trustees from the School Board Budget and Trustees.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

B. Motion to accept Annual & Hourly Salary Changes Effective July 1, 2022

MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE ANNUAL & HOURLY SALARY CHANGES EFFECTIVE JULY 1, 2022. ALL APPROVED.

C. Motion to accept Administration Annual & Hourly Salary Changes Effective July 1, 2022

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE ADMINISTRATION ANNUAL & HOURLY SALARY CHANGES FOR EFFECTIVE JULY 1, 2022. ALL APPROVED.

Communications:

A. Patron Complaint

Mrs. Reed stated the library has received patron complaints regarding an LGBTQ+ Young Adult program. The program will give information regarding local resources.

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Period for Public Expression:

Marie Failla, Blacksmith Road, Levittown
Susan Stalzer, Shelter Lane, Levittown
Marie Andreski, Swan Lane, Levittown

Marie Failla addressed the Library Board with her concerns regarding the LGBTQ+ program that the library is hosting. There was a discussion regarding the program. Mr. Greller stated that the library hosts various programs regarding different cultures and ideas. Mrs. Greller thanked her for coming and voicing her concerns.

Marie Andreski stated that she is very proud of the Levittown Public Library for offering this program and for expressing all views of all people.

Susan Stalzer thanked the library for all the resources, programs, and services they provide to the community.

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed stated that the burglar alarm was going off in the middle of the night. Johnson Controls will be back to look at the positioning of the sensors.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, May 18, 2022
2. NLS Board meeting on Monday, May 23, 2022; Mrs. Reed could not attend.
3. MLD Executive Board Meeting on Wednesday, June 1, 2022

C. Public Service and Programs

The total Adult attendance for May 2022 was 301. The total Young Adult attendance for May 2022 was 209. The total Children's attendance for May 2022 was 180. The total Innovation Station attendance for May 2022 was 59. The Notary Services for May 2022 was 29. The Social Work Intern attendance for May 2022 was 7. The grand total for May 2022 was 785.

The Passport Statistics for 2022 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

Christina Reed gave a presentation to the Board (via zoom) on a Hydroponic Growing Garden system called "Lettuce Grow." Mrs. Reed stated that the library will participate in this project, and a staff member will fill out a form to apply for a

199 free Farm Stand. In addition, she will request the Foundation donate the cost of
200 the starter kits. The Board thanked Christina for her wonderful and informative
201 presentation.
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203 **Committee Reports:**

204 A. Foundation Committee

205 Mr. Pettit-Milonakis stated that the Foundation Committee met tonight. The
206 Amazon Smile donations are being received. The craft fair was a success;
207 considering the weather, the Foundation raised \$1,200.00. They also discussed
208 different ideas for future fundraisers. The Library Ribbon Cutting Ceremony is
209 scheduled for June 4, 2022, and the Foundation is sponsoring both bands and
210 refreshments for the ceremony. The next meeting is on September 7, 2022.
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212 **New Business:**

213 A. Motion for the Disposition of Equipment

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215 1 American Dynamics Monitor Serial Number 130800000422
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217 MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO
218 APPROVE THE DISPOSITION OF EQUIPMENT. ALL APPROVED.
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220 B. Motion to approve the 2023-2024 Holiday Schedule

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222 MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECOND TO APPROVE
223 THE 2023-2024 HOLIDAY SCHEDULE. ALL APPROVED.
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225 C. Dell Quote - \$3,028.60

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227 MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO
228 ACCEPT THE DELL QUOTE IN THE AMOUNT OF \$3,028.60. ALL APPROVED.
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230 D. Scanner Quote - \$3,299.00.

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232 MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO
233 ACCEPT THE SCANNER QUOTE IN THE AMOUNT OF \$3,299.00. ALL
234 APPROVED.
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236 E. New Electronic Monitoring Law

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238 The State has a new requirement where the library must notify staff members
239 that the library may monitor all library correspondences by employees on library
240 devices.
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248 **Meetings and Conferences:**

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250 A. Grand Reopening - Saturday, June 4, 2022; 11:00 a.m. – 4:00 p.m.

251 B. **Regular Board Meeting – Wednesday, July 6, 2022**

252 C. **Regular Board Meeting – Wednesday, September 7, 2022**

253 D. **Regular Board Meeting – Wednesday, October 5, 2022**

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257 **ADJOURNMENT:**

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

260 THE MEETING AT 8:52 PM. ALL APPROVED.



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JUNE 1, 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 8:04 PM. ALL APPROVED.