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
JULY 6, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

The regular July meeting of the Levittown Public Library Board of Trustees was held via Zoom and at the Levittown Public Library on July 6, 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 victims in Highland Park, Illinois.

Call to Order and Roll Call of Members:

The meeting was called to order by Mr. Greller at 7:08 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher, Mr. Pettit-Milonakis, and Mrs. Santer, joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director, Brian Cleary, Library Treasurer, and Ben Truncale, Library Attorney.

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

The open meeting resumed at 8:03 p.m.

Oath of Office: Rusel Greller

Mr. Greller stated the Constitutional Oath of Office on July 6, 2022.

Congratulations were offered from the Board of Trustees to Mr. Greller.

Nomination of Officers:

The Levittown Public Library Board of Trustees Election of Officers for 2022/2023:

MRS. MAHER MOVED MR. PETTIT-MILONAKIS SECONDED TO NOMINATE THE FOLLOWING SLATE OF OFFICERS FOR THE BOARD OF TRUSTEES:

PRESIDENT - MR. PETTIT-MILONAKIS
VICE PRESIDENT - MR. DALTON
SECRETARY - MRS. MAHER
FINANCIAL OFFICER - MRS. SANTER
MR. GRELLER – BOARD TRUSTEE

ALL APPROVED.

DRAFT

Minutes:

Minutes from June 1, 2022

MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE JUNE 1, 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 JUNE 2022 FOR TD BANK IN THE AMOUNT OF $127,034.04, THE IMPREST ACCOUNT WARRANT FOR JUNE 2022 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR JUNE 2022 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JUNE 2022 FOR TD BANK IN THE AMOUNT OF $13,352.08. ALL APPROVED.

B. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR JUNE 2022 FOR WEBSTER (STERLING) BANK IN THE AMOUNT OF $109,540.42. ALL APPROVED.

C. Cash balance report as of June 30, 2022: General Fund is $5,673,820.42; Capital Projects is $60,426.23.

D. MRS. SANTER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY SERVICES AID WARRANT FOR JUNE 2022 FOR TD BANK IN THE AMOUNT OF $3,900.99. ALL APPROVED.

E. Central Library Services Aid spent to date for 2022 is $92,002.82

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 – August 4, 2022

MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $655.641.00 FOR AUGUST 4, 2022.

H. Request for tax funds from School District - $655,641.00 – September 8, 2022

MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $655.641.00 FOR SEPTEMBER 8, 2022.

I. Signing of bank forms

DRAFT

J. Motion to accept restitution payments for April 4, 2022, in the amount of $500.00 and $476.76

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE RESTITUTION PAYMENTS FOR APRIL 4, 2022, IN THE AMOUNT OF $500.00 AND $476.76. ALL APPROVED.

K. Motion to transfer $100,000.00 from the General Fund to the Capital Projects Fund

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO TRANSFER $100,000.00 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND. ALL APPROVED.

L. Motion to authorize payment of ILS and NLS bills during July and August

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF ILS AND NASSAU LIBRARY SYSTEM BILLS DURING JULY AND AUGUST. ALL APPROVED.

M. Motion to designate TD Bank and Webster Bank, formerly Sterling National Bank, for the Fiscal Year 2022/2023

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL TO DESIGNATE THE FOLLOWING BANKS TD BANK - CHECKING ACCOUNTS: LEVITTOWN PUBLIC LIBRARY GENERAL FUND; LEVITTOWN PUBLIC LIBRARY IMPREST ACCOUNT; LEVITTOWN PUBLIC LIBRARY PAYROLL ACCOUNT; LEVITTOWN PUBLIC LIBRARY WITHHOLDING ACCOUNT; LEVITTOWN PUBLIC LIBRARY CENTRAL LIBRARY ACCOUNT; LEVITTOWN PUBLIC LIBRARY COFFEE CAFÉ ACCOUNT; STERLING (WEBSTER) NATIONAL BANK MONEY MARKET ACCOUNT; SAVINGS ACCOUNT; CAPITAL PROJECT FUND CHECKING ACCOUNT; AND STERLING (WEBSTER) NATIONAL BANK FOR MUNIRATE MONEY MARKET ACCOUNT FOR THE FISCAL YEAR 2022/2023. ALL APPROVED.

N. Motion to Authorize Director to Invest Library Funds

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL TO AUTHORIZE THE DIRECTOR TO INVEST LIBRARY FUNDS AS AUTHORIZED BY STATE LAW IN SUCH A WAY AS TO YIELD THE MAXIMUM RETURN COMPATIBLE WITH REQUIRED ACCESSIBILITY, THE DETAILS TO BE REPORTED TO THE BOARD AT ITS NEXT MEETING. ALL APPROVED.

O. Motion to authorize payment of late June, July, and August bills

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE PAYMENT OF LATE JUNE, JULY, AND AUGUST BILLS WITH EXPENDITURES TO BE REPORTED ON THE APPROVAL OF BILLS SHEET IN THE SEPTEMBER MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

DRAFT

P. Motion to authorize payment of utility bills:

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE PAYMENT OF UTILITY BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

Q. Motion to authorize the payment of Dell bills:

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF DELL BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

R. Motion to authorize the payment of library program expenses:

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF LIBRARY PROGRAM EXPENSES FOR JULY AND AUGUST. ALL APPROVED.

S. Motion to authorize the payment of Bus Trips:

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF BUS TRIPS. ALL APPROVED.

T. Motion to authorize the payment of Museum Passes

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF MUSEUM PASSES. ALL APPROVED.

U. Motion to authorize the payment of Library VISA Bills:

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENTS OF LIBRARY VISA BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

V. Motion to authorize the payment of Leased Copy Machines

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF LEASED COPY MACHINES BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

W. Motion to Authorize Payment of DexYP Bills

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF DEXYP BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

DRAFT

X. Motion to Authorize Payment of Amazon Bill

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF AMAZON BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

Y. Motion to Authorize Payment of T-Mobile Bills

MR. DALTON MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO AUTHORIZE THE PAYMENT OF T-MOBILE BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

Z. Motion Designating Attorney, Auditor, Stenographer, and TALX Corporation

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO DESIGNATE THE FOLLOWING FOR THE FISCAL YEAR 2022/2023:

ATTORNEY: SPELLMAN GIBBONS POLIZZI TRUNCALE & TRENTACOSTE, LLP
AUDITOR: BALDESSARI & COSTER, LLP
TREASURER: BRIAN CLEARY
UNEMPLOYMENT COMPENSATION SERVICES: TALX CORPORATION AT **$541.20** PER YEAR
BOARD'S STENOGRAPHER: EILEEN O'ROURKE AT **$250** PER MEETING. ALL APPROVED.

AA. Motion to affirm the Purchasing Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO AFFIRM THE PURCHASING POLICY. ALL APPROVED.

BB. Motion to affirm the Investment Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO AFFIRM THE INVESTMENT POLICY. ALL APPROVED.

CC. Motion to affirm the Petty Cash Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO AFFIRM THE PETTY CASH POLICY. ALL APPROVED.

Mr. Dalton asked if the Library designates a newspaper as the official paper for publications. Mrs. Reed stated she will look into this and report back next month.

Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

DRAFT

Mrs. Reed stated the library is still having issues with the door at the Library Lane entrance. The door is under warranty, and the company will come to fix it. Mrs. Reed is waiting for the State's approval to complete the FS10 to receive the last 10% of the grant money.

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 Department Head

Mrs. Reed stated the Head of Young Adult Services, Jessica Carruba, thanked the Board for their support in the program, Understanding Sexual Orientation and Gender, despite some unfortunate complaints. The LGBTQ+ program is to provide resources for any members who feel they need the information.

Period for Public Expression:

Carol Pettit – Levittown

Carol Pettit stated her congratulations to Mr. Pettit-Milonakis on becoming the President of the Library Board of Trustees.

Marisa Pettit via Zoom also congratulated Mr. Pettit-Milonakis on becoming the President of the Library Board of Trustees.

.

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed stated that everything was said in Ken's report.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, June 15, 2022
2. NLS Board meeting on Monday, June 27, 2022
3. MLD Executive Board Meeting – Wednesday, July 6, 2022

C. Public Service and Programs

The total Adult attendance for June 2022 was 534. The total Young Adult attendance for June 2022 was 379. The total Children's attendance for June 2022 was 221. The total Innovation Station attendance for June 2022 was 78. The Notary Services for June 2022 was 42. The Social Work Intern's attendance for June 2022 was 14. The grand total for June 2022 was 1,519.

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

DRAFT

D. Department Heads Reports

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

E. Miscellaneous

Mrs. Reed stated the NICE Bus Transit system will offer collaborative marketing with the Nassau Libraries, including the installation of free signs at bus stops within walking distance of Nassau public libraries to direct riders to facilities and promote services.

Committee Reports:

A. Foundation Committee

Mrs. Maher stated the Foundation Committee did not meet tonight. Mr. Greller noted that the two library representatives for the Library Foundation Committee will be Mrs. Maher and Mr. Dalton. The next meeting is on September 7, 2022.

New Business:

Mr. Greller stated that being the Library President for the past two years was a privilege. He thanked Mrs. Reed, Mrs. Ferro, Library Administration, Library Staff, and fellow Board members as President. Then, he turned the gavel over to the new President, Mr. Pettit-Milonakis.

A. Motion to approve the Disposition of Records

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE DISPOSITION OF RECORDS RESOLVED BY THE BOARD OF TRUSTEES OF THE LEVITTOWN PUBLIC LIBRARY THAT LISA BUCKMAN, RECORDS MANAGEMENT OFFICER BE, AND HEREBY IS AUTHORIZED TO DISPOSE OF RECORD ITEM NUMBERS: 475 (BANK STATEMENTS, FY 2015/2016); 495 (LIBRARY BILLS, FY 2015/2016); 506 (CASH TRANSACTION RECORDS, FY 2015/2016); 478 (COPY OF CHECK STUBS, FY 2015/2016); 492 (COPY OF RECEIPTS, FY 2015/2016); 592 (TIME SHEETS, FY 2015/2016); 638 (LEAVE SHEETS 2015/2016); & 693 APPLICATION FOR EMPLOYMENT (2019) OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, MI1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK. ALL APPROVED.

B. Motion to approve Disposition of Equipment

1 Wood Desk Model No: XFN2448ELRT-CMMVG6 (Gov. Docs)
1 Wood Desk Model No: SFN2448ERRT-CMMVG6 (Gov. Docs)
2 Chairs Item P2T/32546 (Gov. Docs)
1 Dell Latitude E6500 Service Tag 2RJHMJ1
1 Dell Latitude E6520 Service Tag 8R9B7R1

MRS. MAHER MOVED, AND MR. GRELLER SECOND TO APPROVE THE DISPOSITION OF THE ABOVE EQUIPMENT. ALL APPROVED.

DRAFT

C. Policy – Code of Conduct

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE UPDATED CODE OF CONDUCT AS PRESENTED.

D. Landscape Proposals

Mrs. Reed thanked Mrs. Ferro for meeting with all the different landscape designers. There was a discussion on the different options. The Board directed Mrs. Reed to proceed with the landscaping on Bluegrass Lane and around the LED sign.

Mrs. Reed apologized to everyone online when the power went out.

MRS. MAHER MOVED AND, MR. DALTON SECONDED TO PROCEED WITH THE LANDSCAPING PROPOSAL NOT TO EXCEED $35,000.00. ALL APPROVED.

E. Shared Mobility Program

Mrs. Reed stated the Town of Hempsteads Shared Mobility Program is centered around the NICE Bus transit system. Mrs. Ferro went to the webinar for the program. Mrs. Ferro suggested a partnership with the Levittown area and the Levittown Public Library. The request will be investigated.

F. Motion to approve the Sphero quote in the amount of $3,063.73

MR. GRELLER MOVED AND, MRS. MAHER SECONDED TO ACCEPT THE SPHERO QUOTE IN THE AMOUNT OF $3,063.73. ALL APPROVED.

G. Motion to approve Tracsystems, Inc. Maintenance & Support Quotation in the amounts of $5,198.50

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE TRACSYSTEMS, INC. MAINTENANCE & SUPPORT QUOTATION IN THE AMOUNT OF $5,198.50. ALL APPROVED.

H. Policy – Library Officer and Employee Code of Ethics and Conflict of Interest Policy

MRS. MAHER MOVED AND, MR. GRELLER SECONDED TO ACCEPT THE UPDATED LIBRARY OFFICER AND EMPLOYEE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY. ALL APPROVED.

Meetings and Conferences:

A. **Regular Board Meeting – Wednesday, September 7, 2022**
B. **Regular Board Meeting – Wednesday, October 5, 2022 (Yom Kippur)**

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO MOVE THE REGULAR BOARD MEETING, WHICH WAS TO BE HELD ON OCTOBER 5, 2022, TO OCTOBER 6, 2022. ALL APPROVED.

DRAFT

C. **Regular Board Meeting – Wednesday, November 2, 2022**
D. 2022 NYLA Annual Conference – November 2-5, 2022; Saratoga Springs, NY

ADJOURNMENT:

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ADJOURN THE MEETING AT 8:57 PM. ALL APPROVED.

DRAFT

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 EXECUTIVE SESSION OF THE
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
JULY 6, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

DRAFT

The meeting was called to order by Mr. Greller at 7:06 p.m. Present were Mr. Greller, Mrs. Santer, Mr. Dalton, Mrs. Maher, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney.

The Board discussed a matter of contract and personnel.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:02 PM. ALL APPROVED.