



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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10 MINUTES OF THE REGULAR MEETING
11 OF THE LEVITTOWN PUBLIC LIBRARY
12 BOARD OF TRUSTEES
13 SEPTEMBER 7, 2022

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15 HYBRID MEETING- VIA ZOOM and IN PERSON
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17 The regular September meeting of the Levittown Public Library Board of Trustees was held via
18 Zoom and at the Levittown Public Library on September 2, 2022. These minutes are a
19 summary, not a transcript, of the discussion that took place at this meeting. This meeting was
20 recorded in accordance with NYS Executive Order No. 11.1.

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22 **Pledge of Allegiance:**

23 The Pledge of Allegiance was said.
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25 **Call to Order and Roll Call of Members:**

26 The meeting was called to order at 7:13 p.m. by Mr. Pettit-Milonakis. Present were Mr.
27 Pettit-Milonakis, Mr. Dalton, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, Director;
28 Mrs. Ferro, Assistant Library Director; Brian Cleary, Library Treasurer; and Ben
29 Truncale, Library Attorney. Mr. Greller was absent with notice.
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31 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ENTER INTO
32 EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:14
33 PM. ALL APPROVED.
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35 The open meeting resumed at 8:04 p.m.
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37 **Minutes:**

38 Minutes from July 6, 2022
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40 MRS. MAHER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE
41 JULY 6, 2022 MINUTES. ALL APPROVED.
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Financial Report of the Library:

Brian Cleary, Library Treasurer, presented the Financial Report of the Library.

- A. MR. DALTON MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JULY 2022 FOR TD BANK IN THE AMOUNT OF \$156,525.40 AND AUGUST 2022 IN THE AMOUNT OF \$143,184.49, THE IMPREST ACCOUNT WARRANT FOR JULY 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND AUGUST 2022 IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR JULY 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND AUGUST 2022 IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JULY 2022 FOR TD BANK IN THE AMOUNT OF \$199,265.59, AND AUGUST 2022 IN THE AMOUNT OF \$102,387.86. ALL APPROVED.
- B. MR. DALTON MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR JULY 2022 FOR STERLING BANK IN THE AMOUNT OF \$11,000.00 AND AUGUST 2022 IN THE AMOUNT OF \$41,399.47. ALL APPROVED.
- C. Cash balance report as of July 31, 2022: General Fund is \$5,693,538.40; Capital Projects is \$49,445.57. Cash balance report as of August 30, 2022: General Fund is \$5,576,742.87; Capital Projects is \$8,046.10.
- D. MRS. MAHER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR JULY 2022 FOR TD BANK IN THE AMOUNT OF \$7,206.05 AND AUGUST 2022 FOR TD BANK IN THE AMOUNT OF \$29,728.98. ALL APPROVED.
- E. Central Library Services Aid spent to date for 2022 is \$129,674.15.
- 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 – October 6, 2022
MRS. SANTER MOVED, AND MR. DALTON SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR OCTOBER 6, 2022. ALL APPROVED.
- H. Motion to transfer \$100,000.00 from the General Fund to the Capital Fund
MRS. MAHER MOVED, AND MR. DALTON SECONDED TO TRANSFER \$100,000.00 FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND. ALL APPROVED.
- I. Motion to accept the E-rate 2021-2022 check in the amount of \$3,517.08
MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE E-RATE 2021-2022 CHECK IN THE AMOUNT OF \$3,517.08. ALL APPROVED.

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J. Motion to accept the 2021 Local Library Services Aid (LLSA) final 10% check in the amount of \$1,367.00

MRS. SANTER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE 2021 LOCAL LIBRARY SERVICES AID (LLSA) 10% CHECK IN THE AMOUNT OF \$1,367.00. ALL APPROVED.

K. Motion to unassign funds

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO UNASSIGN THE FOLLOWING FUNDS: COMMUNITY ROOM - \$592,532.00; COMMUNITY ROOM ASBESTOS ABATEMENT - \$71,600.00; WINDOW PROJECT - \$76,000.75; BRICK POINTING AND FACING - \$73,832.48; AND BATHROOM RENOVATIONS - \$392,532.00. ALL APPROVED.

Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that we are waiting on the final closeout papers.

B. Motion to make Landscape Design Project a Capital Project

MR. DALTON MOVED, AND MRS. SANTER SECONDED TO MAKE LANDSCAPE DESIGN PROJECT A CAPITAL PROJECT AND NOT EXCEED \$35,000.00. ALL APPROVED.

C. Motion to make Circulation Renovations a Capital Project

MR. DALTON MOVED, AND MRS. SANTER SECONDED TO MAKE CIRCULATION RENOVATIONS A CAPITAL PROJECT. ALL APPROVED.

1. Smith & Pucillo Architects contract

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO TABLE THE APPROVAL OF SMITH & PUCILLO ARCHITECTS' CONTRACT FOR FURTHER CLARIFICATION. ALL APPROVED.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

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Communications:

- A. Emails from Levittown Public Schools
- B. Thank you email from Jeffrey Feinsilver
- C. Thank you card from the Pettit Family
- D. Levittown Fire Department Thank you letter

Period for Public Expression:

- I. Director's Progress and Service Report
 - A. Buildings and Grounds

Mrs. Reed stated that the landscape on Bluegrass Lane and around the LED sign has been completed. She also stated that the bike rack on Library Lane has been installed, and we are waiting for the delivery of the bike rack for Bluegrass Lane.

- B. System development:

Mrs. Reed reported on the following meetings and informed the Board that she will further discuss the Resource Sharing Code with MLD as it pertains to payment for lost books.

- 1. Member Library Director Meeting – Wednesday, July 20, 2022
- 2. NLS Board Meeting – Monday, July 25, 2022,
- 3. MLD Executive Board Meeting – Wednesday, August 3, 2022
 - a. NLS Board Resolution in Support of Intellectual Freedom
- 4. NLS Board Meeting – August 22, 2022,
- 5. MLD Executive Board Meeting – September 7, 2022

- C. Public Service and Programs:

The total Adult attendance for July 2022 was 457. The total Young Adult attendance for July 2022 was 616. The total Children's attendance for July 2022 was 1,348. The total Innovation Station attendance for July 2022 was 275. The Notary Services for July 2022 was 31. The grand total for July 2021 was 2,733.

The total Adult attendance for August 2022 was 878. The total Young Adult attendance for August 2022 was 555. The total Children's attendance for August 2022 was 2,211. The total Innovation Station attendance for August 2022 was 168. Notary Services for August 2022 was 56. The grand total for August 2022 was 3,868.

- D. Department Head Reports

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

- E. Miscellaneous

Mrs. Reed stated that the Social Work Intern Program has once again begun. She also stated that the Nice Bus Stop located on Hempstead Turnpike now has

199 a sign with our logo and a customized QR code that directs people to our
200 website.

201

202 **Committee Reports:**

203 A. Foundation Committee

204 Mrs. Maher stated the following:

- 205 ● The Committee has elected its officers.
- 206 ● They are paying for half the cost of the parade float.
- 207 ● Calda Fundraiser will be held on November 16, 2022.

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209 **New Business:**

210 A. County Energy Controls Maintenance Service Contract renewal

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212 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ACCEPT COUNTY
213 ENERGY CONTROLS MAINTENANCE SERVICE CONTRACT RENEWAL. ALL
214 APPROVED.

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216 B. ATI Technical Services, Inc. Preventive Maintenance proposal - \$3,546.00

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218 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO ACCEPT
219 ACCEPT ATI TECHNICAL SERVICES, INC. PREVENTIVE MAINTENANCE
220 PROPOSAL IN THE AMOUNT OF \$3,546.00. ALL APPROVED.

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222 C. ATI Technical Services, Inc. service quote - \$3,874.00

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224 MRS. SANTER MOVED, AND MR. DALTON SECONDED TO ACCEPT ATI
225 TECHNICAL SERVICES, INC. SERVICE QUOTE IN THE AMOUNT OF
226 \$3,874.00. ALL APPROVED.

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228 D. J & J Pirro Maintenance contract renewal - \$6,250.00

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230 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT J & J
231 PIRRO MAINTENANCE CONTRACT RENEWAL IN THE AMOUNT OF
232 \$6,250.00. ALL APPROVED.

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234 E. Motion for the Disposition of Equipment

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236 1 HON OFFICE CHAIR, NO S/N

237 7 WORDEN YELLOW METAL CHILDREN'S CHAIRS

238 1 WORDEN WOOD CHAIR REG. NO. CA-21367 (MI)

239 1 HERMAN MILLER CHAIR WITH WHEELS

240 1 PIED PIPER SCULPTURE

241 1 SANITAIRE VACUUM MODEL SC886, SERIAL NO. 191300978

242 ELECTRONIC EQUIPMENT FROM OLD COMMUNITY ROOM:

243 1 RELOCATABLE POWER TAP

244 1 RANE MLM82A MIC/LINE MIXER SERIAL NUMBER (21)00308056

245 1 RANE STEREO EQUALIZER MQ302S SERIAL NUMBER (21)00307956

246 1 SHURE SLX4 RECEIVER SERIAL NUMBER 1KF2393716-02

247 1 SHURE SLX4 RECEIVER SERIAL NUMBER 1KF2393717-02

- 248 1 SHURE LX4 RECEIVER SERIAL NUMBER 0417011187
- 249 1 SHURE MICROPHONE MIXER SERIAL NUMBER 00112555131
- 250 1 CROWN COM-TECH 210 SERIAL NUMBER 054513
- 251 1 SONY DVD PLAYER DVP-NS77H SERIAL NUMBER 1129745
- 252 1 PANASONIC VCR PV-V4660 SERIAL NUMBER HOSA20474
- 253 OTHER ELECTRONIC PARTS AND ACCESSORIES:
- 254 1 DELL LATITUDE E6520 SERVICE TAG GKNYCS1
- 255 1 DELL OPTIPLEX 790 SERVICE TAG B8X78V1
- 256 1 SET OF SPEAKERS

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258 MR. DALTON MOVED, AND MRS. MAHER SECONDED TO APPROVE THE
259 DISPOSITION OF THE ABOVE EQUIPMENT. ALL APPROVED.

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261 F. Carpet Cleaning quotes:

- 262 1. Green Choice Carpet - \$7,000.00
- 263 2. JC's Carpet Cleaning - \$4,900.00
- 264 3. Sears Carpet & Upholstery Care – 3,479.00
- 265 4. Stanley Steemer – \$4,000.00

266
267 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT SEARS
268 CARPET & UPHOLSTERY CARE PROPOSAL IN THE AMOUNT OF \$3,479.00.
269 ALL APPROVED.

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271 G. Dell quote 3000128251050.1 - \$3,420.46

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273 MRS. SANTER MOVED, AND MR. DALTON SECONDED TO ACCEPT DELL
274 QUOTE 3000128251050.1 IN THE AMOUNT OF \$3,420.45. ALL APPROVED.

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276 H. Dell quote 3000128189104.1 - \$1,172.52

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278 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ACCEPT DELL
279 QUOTE 3000128189104.1 IN THE AMOUNT OF \$1,172.52. ALL APPROVED.

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281 I. Insight Public Sector Sled quote - \$7,040.40

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283 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ACCEPT INSIGHT
284 PUBLIC SECTOR SLED QUOTE IN THE AMOUNT OF \$7,040.40. ALL
285 APPROVED.

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287 J. Food Pantry

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289 The Board discussed the request for having a food pantry donation bin located
290 on the Library property. Mrs. Reed will follow up with the concerns and
291 questions.

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293 K. Farmingdale Student Intern

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295 The Board discussed the request for a student intern to work alongside the
296 Children's staff and agreed it would be beneficial to all.

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L. Library float for Levittown's 75th-Anniversary Parade

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO APPROVE HALF THE COST OF THE FLOAT IN THE AMOUNT OF \$2,650.00. ALL APPROVED.

M. Updated Innovation Station Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO APPROVE THE UPDATED INNOVATION STATION POLICY. ALL APPROVED.

Meetings and Conferences:

- A. Levittown's 75th Anniversary Diamond Jubilee Dinner/Dance Celebration – Friday, September 16, 2022; 6:30 p.m. – 10:30 p.m.; Domenico's Restaurant, Levittown, NY
- B. Levittown's 75th Anniversary Parade - October 1, 2022
- C. **Regular Board Meeting – Thursday, October 6, 2022**
- D. 31st Annual Conference on Libraries and The Future: Reaching for Leadership – Friday, October 7, 2022; 8:00 a.m. - 3:00 p.m.; The Heritage Club, Bethpage
- E. **Regular Board Meeting – Wednesday, November 2, 2022**
- F. 2022 NYLA Annual Conference – November 2-5, 2022; Saratoga Springs, NY
- G. **Regular Board Meeting – Wednesday, December 7, 2022**

Adjournment:

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ADJOURN THE MEETING AT 8:52 PM. ALL APPROVED.



Growing with Our Community

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MINUTES OF THE EXECUTIVE SESSION OF THE
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
SEPTEMBER 7, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:13 p.m. Present were Mr. Pettit-Milonakis, Mrs. Santer, Mr. Dalton, and Mrs. Maher, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney. Mr. Greller was absent with notice.

The Board discussed a matter of contract and personnel.

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 8:04 PM. ALL APPROVED.