



# 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  
OCTOBER 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 October 6, 2022.

**Pledge of Allegiance:**

The Pledge of Allegiance was said.

**Call to Order and Roll Call of Members:**

The meeting was called to order at 7:07 p.m. by Mr. Pettit-Milonakis. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, Director; Mrs. Ferro, Assistant Library Director; Brian Cleary, Library Treasurer; and Ben Truncale, Library Attorney. Mr. Greller was absent with notice.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:08 PM. ALL APPROVED.

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

**Minutes:**

Minutes from September 7, 2022

MRS. MAHER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE AMENDED SEPTEMBER 7, 2022, MINUTES. ALL APPROVED.

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO AMEND THE AGENDA TO ADD "CALGI CONSTRUCTION MANAGEMENT CONTRACT" UNDER UNFINISHED BUSINESS: A. 2. B. 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. SANTER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR SEPTEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$76,329.84, THE IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR SEPTEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR SEPTEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$114,081.08. ALL APPROVED.
- B. MR. DALTON MOVED, AND MRS. MAHER SECONDED THE CAPITAL PROJECTS FUND WARRANT FOR SEPTEMBER 2022 FOR WEBSTER (STERLING) BANK IN THE AMOUNT OF \$0.00.
- C. Cash balance report as of June 30, 2022: General Fund is \$5,641,137.15; Capital Projects is \$108,052.88.
- D. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$3,156.95. ALL APPROVED.
- E. Central Library Services Aid spent to date for 2022 is \$132,831.10.
- 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 – November 2022  
MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR **NOVEMBER 3, 2022**. ALL APPROVED.

**Unfinished Business:**

- A. Construction Update
  - 1. Interior/Exterior Renovation & Parking Lot Expansion Project  
Mrs. Reed stated we are waiting on the final closeout papers from the plumbing contractors.

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2. Circulation Renovation

a. Smith & Pucillo Architects contract

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE SMITH & PUCILLO ARCHITECTS CONTRACT AND AUTHORIZE THE DIRECTOR TO SIGN THE CONTRACT ON THE LIBRARY'S BEHALF, WITH THE CONDITION THAT SMITH & PUCILLO ARCHITECTS SIGN THE INDEMNIFICATION CLAUSE. ALL APPROVED.

b. Calgi Construction management contract

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE CALGI CONSTRUCTION MANAGEMENT CONTRACT AND AUTHORIZE THE DIRECTOR TO SIGN THE CONTRACT ON THE LIBRARY'S BEHALF, WITH THE CONDITION THAT CALGI CONSTRUCTION MANAGEMENT SIGN THE INDEMNIFICATION CLAUSE. ALL APPROVED.

**Personnel Changes:**

A. Motion to accept the Personnel Calendar

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

**Communications:**

A. None

**Period for Public Expression:**

Mrs. Reed introduced Patricia Riddle, (via Zoom) new employee in the Administration Office. Ms. Riddle stated that she is looking forward to all the opportunities and sharing her experience working in the Levittown Public Library. The Board welcomed her in her new position.

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

A. Buildings and Grounds

Mrs. Reed stated the fence was installed outside on Bluegrass Lane by the Administration office leading to the garage. The bike rack, shaped as a bike, has been installed on Bluegrass Lane. There was an issue with a teen in the YA Area damaging one of the table tops. The teen has been identified, and the parents have been notified. The parents will pay for the replacement.

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B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, September 21, 2022
2. MLD Executive Board Meeting – Wednesday, October 12, 2022 (moved from Wednesday, October 6, 2022) 2022
3. NLS Board meeting on Thursday, September 22, 2022 (moved from Monday, September 19, 2022, Mrs. Reed was not able to attend)
4. Legislative Breakfast – Friday, September 30, 2022: 8:00 am.: Island Trees Public Library

Mrs. Ferro reported on the 2022 Legislative Breakfast. There was a lot of support from the Legislators and Assemblymen that attended, who are all very supportive of all Libraries.

C. Public Service and Programs

The total Adult attendance for September 2022 was 482. The total Young Adult attendance for September 2022 was 383. The total Children’s attendance for September 2022 was 358. The total Innovation Station attendance for September 2022 was 189. The Notary Services for September 2022 was 45. The Social Work Intern attendance for September 2022 was 0. The grand total for September 2022 was 1,457.

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

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 Levittown 75<sup>th</sup> Anniversary parade was postponed due to the storm. It is rescheduled for Saturday, October 8, 2022. Mrs. Ferro, Dr. Nogan & Ms. Galante will be representing the library in the parade.

The Levittown 75<sup>th</sup> Anniversary Dinner was held on September 16, 2022. Mr. Dalton, Ms. Reed, Ms. Ferro, and Mrs. Santer represented the Library, along with Ms. Galante.

Mrs. Reed stated that on Monday, the Directors of Suffolk County PLDA held a fundraiser. Dominic Calgi, Project Manager, purchased a table and invited all the Directors & Assistant Directors of the Libraries with whom he works. The event was held at Rock Hall Country Club in Suffolk County.

197 Mrs. Reed attended a Passport Managers Seminar today, held by the New York  
198 State Passport Agency. They gave a review of what all agents & managers  
199 should be doing.  
200

201 **Committee Reports:**

202 A. Foundation Committee

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204 Mrs. Maher stated the Foundation Committee did not meet tonight.  
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206 **New Business:**

207 A. Automatic Irrigation Design quote - \$3,750.00

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209 MR. DALTON MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE  
210 AUTOMATIC IRRIGATION DESIGN QUOTE IN THE AMOUNT OF \$3,750.00.  
211 ALL APPROVED.  
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213 B. Johnson Controls quotes

- 214 1. Outdoor Cameras - \$11,145.91  
215 2. Four additional cameras – \$11,953.99  
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217 MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE  
218 JOHNSON CONTROLS QUOTES FOR OUTDOOR CAMERAS IN THE  
219 AMOUNT OF \$11,145.91 AND THE QUOTE FOR FOUR ADDITIONAL  
220 CAMERAS IN THE AMOUNT OF \$11,953.99. ALL APPROVED.  
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222 C. Motion to approve Disposition of Equipment

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224 1 Worden wood chair Reg. No. CA-21367 (MI)

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226 30 Sphero SPRK+ (2 cases)

227  
228 1 Telesensory Aladdin AL1A Monitor Low Vision Video Magnifier Serial No.  
229 A1A114089  
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231 MR. DALTON MOVED AND, MRS. MAHER SECONDED TO APPROVE THE  
232 DISPOSITION OF THE ABOVE EQUIPMENT. ALL APPROVED.  
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235 D. Amazon Credit Card  
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237 Mrs. Reed stated that after January 10, 2023, Amazon will no longer offer a  
238 business line of credit as a method of payment. There was a discussion on the  
239 Library having a credit card for Amazon purchases only. The Board would have  
240 to adjust the credit card use policy to add a blurb for just Amazon, to have a  
241 higher spending level. Mrs. Reed will start researching the best options and will  
242 draft a revised credit card policy to have for the next Board meeting.  
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246 E. Door Access Control quotes

247 Mrs. Reed stated that as we continue to review and improve the safety conditions  
248 of the library, we are looking to expand the FOB system to staff doors with public  
249 access. One quote is for the Administration door and the other is for the access  
250 doors.

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- 252 1. Administration Door
  - 253 a. Magna 5 - \$5,150.00
  - 254 b. Sentry Communication & Security - \$4,400.00
  - 255 c. Summit Automation & Security - \$5,640.00
- 256

257 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO TABLE ITEM 1,  
258 ADMINISTRATION DOOR. ALL APPROVED.

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- 260 2. 18 Access Doors
  - 261 a. Magna 5 – \$39,950.00
  - 262 b. Sentry Communications & Security – \$34,925.00
  - 263 c. Summit Automation & Security - \$41,200.00
- 264

265 MRS. MAHER MOVED AND, MRS. SANTER SECONDED TO ACCEPT THE  
266 SENTRY COMMUNICATIONS & SECURITY IN THE AMOUNT OF \$34,925.00  
267 FOR THE 18 ACCESS DOORS. ALL APPROVED.

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269 **Meetings and Conferences:**

- 270 A. 31<sup>st</sup> Annual Conference on Libraries and the Future: Reaching for Leadership -  
271 Friday, October 7, 2022; 8:00 a.m. – 3:00 p.m.; The Heritage Club, Bethpage  
272 B. **Regular Board Meeting – Wednesday, November 2, 2022**  
273 C. 2022 NYLA Annual Conference – November 2-5, 2022; Saratoga Springs, NY  
274 D. **Regular Board Meeting – Wednesday, December 7, 2022**

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276 MR. DALTON MOVED, AND MRS. MAHER SECONDED TO CHANGE THE  
277 START TIME OF THE REGULAR BOARD MEETING ON WEDNESDAY,  
278 DECEMBER 7, 2022, TO 6:00 PM.

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- 280 E. NLS Annual Meeting – Wednesday, December 7, 2022
  - 281 F. **Regular Board Meeting – Wednesday, January 4, 2023**
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284 **ADJOURNMENT:**

285 MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ADJOURN THE  
286 MEETING AT 8:33 PM. ALL APPROVED.



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## MINUTES OF THE EXECUTIVE SESSION OF THE OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES OCTOBER 6, 2022

HYBRID MEETING- VIA ZOOM and IN PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:08 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.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 7:54 PM. ALL APPROVED.