



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

REVISED AGENDA
REGULAR BOARD MEETING
6:00 PM, WEDNESDAY, DECEMBER 7, 2022

In-person – 1 Bluegrass Lane, Levittown, NY 11756; Meeting Room 1

And via Zoom - login information is listed at: <https://www.levittownpl.org>

- I. PLEDGE OF ALLEGIANCE
- II. CALL TO ORDER AND ROLL CALL OF MEMBERS PRESENT
 - A. Present:
- III. MOTION TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL
- IV. RE-ENTER PUBLIC SESSION APPROX. 6:15 PM
- V. APPROVAL AND SIGNING OF MINUTES (November 2, 2022)
- VI. FINANCIAL REPORT OF THE LIBRARY
 - A. Monthly expenditures to be approved (General Fund, Imprest Account, Coffee Café Account & Withholding Account)
 - B. Monthly expenditures to be approved for Capital Projects Fund
 - C. Cash balance report: General Fund –\$5,287,098.16 and; Capital Projects – \$93,690.71
 - D. Monthly expenditures to be approved for Central Library Fund
 - E. Central Library Services Aid spent to date for 2022: \$207,961.62
 - F. Chase credit card monthly report
 - G. Request for tax funds from School District - \$655,641.00 – January 5, 2023
 - H. Motion to transfer **\$200,000.00** from Central Library Fund to the General Fund
- VII. UNFINISHED BUSINESS
 - A. Construction update
 1. Interior/Exterior Renovation & Parking Lot Expansion Project
 2. Circulation Renovations
 - B. Door Access Control quotes
 1. Administration Door
 - a. Magna 5 - \$5,150.00
 - b. Sentry Communications & Security - \$4,400.00
 - c. Summit Automation & Security - \$5,640.00
 - C. Amazon Credit Card
- VIII. PERSONNEL CHANGES
 - A. Motion to accept the Personnel Calendar

(turn over)

IX. COMMUNICATIONS

- A. Google review
- B. Nassau County Department of Assessment thank you letter

X. PERIOD FOR PUBLIC EXPRESSION

XI. DIRECTOR'S PROGRESS AND SERVICE REPORT

- A. Buildings and Grounds
- B. System development
 - 1. Member Library Director Meeting – Wednesday, November 16, 2022
 - 2. NLS Board Meeting – Monday, November 28, 2022
 - 3. MLD Executive Board Meeting – Wednesday, December 7, 2022
 - 4. Trustee Training Policy
- C. Public Service and Programs
- D. Department Head Reports
- E. Miscellaneous

XII. COMMITTEE REPORTS

- A. Foundation Committee

XIII. NEW BUSINESS

- A. Library Signage
 - 1. Algrave Sign Systems - \$7,954.00
 - 2. Hi-Tech Signs- \$6,584.00
 - 3. Tru-Art Sign Co. Inc.- \$7,250.00
- B. Credit Card Use Policy

XIV. MEETINGS AND CONFERENCES

- A. **Regular Board Meeting – Wednesday, January 4, 2023**
- B. **First Open Budget Meeting & Regular Board Meeting – Wednesday, February 1, 2023**
- C. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 1, 2023**
- D. Computers in Libraries 2023 – March 28-30, 2023; Hyatt Regency, Crystal City, VA
- E. **Regular Board Meeting – Wednesday, April 5, 2023 (Passover begins at Sundown)**

XV. ADJOURNMENT – Time
