



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 NOVEMBER 2, 2022

The regular November meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom on November 2, 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. Greller, and Mrs. Maher, joined by Mrs. Reed, Director; Mrs. Ferro, Assistant Library Director; Brian Cleary, Library Treasurer; and Ben Truncale, Library Attorney. Mr. Dalton and Mrs. Santer were absent with notice.

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

The open meeting resumed at 8:04 p.m.

Minutes:

Minutes from October 6, 2022.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED OCTOBER 6, 2022, MINUTES. ALL APPROVED.

Financial Report of the Library:

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

- A. MR. GRELLER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR OCTOBER 2022 FOR TD BANK IN THE AMOUNT OF \$242,317.32, THE IMPREST ACCOUNT WARRANT FOR OCTOBER 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 OCTOBER 2022 FOR TD BANK IN THE AMOUNT OF \$100,976.63. ALL APPROVED.

- B. MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR OCTOBER 2022 FOR WEBSTER (STERLING) BANK IN THE AMOUNT OF \$14,272.30.
- C. Cash balance report as of October 31, 2022: General Fund is \$5,683,134.68; Capital Projects is \$93,795.17.
- D. MR. GRELLER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR OCTOBER 2022 FOR TD BANK IN THE AMOUNT OF \$10,268.53. ALL APPROVED.
- E. Central Library Services Aid spent to date for 2022 is \$148,984.51
- 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 – December 1, 2022.

MRS. MAHER MOVED, AND MR. GELLER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 FOR DECEMBER 1, 2022. ALL APPROVED.

- H. Motion to accept the 2022 Central Library Aid Check in the amount of \$262,476.67

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE 2022 CENTRAL LIBRARY AID CHECK IN THE AMOUNT OF \$262,476.67. ALL APPROVED.

Mrs. Ferro stated the Central Library Aid Check increased by 8.33% from the previous year.

Unfinished Business:

A. Construction Update

- 1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated the theater light fixtures are not connected properly. The electricians will be back on Tuesday to install everything.

- 2. Circulation Renovation

Mrs. Reed stated that A.R. Kropp received the design from Palmieri, the company he is working with, to design and build the new circulation desk. Once she has reviewed the design, she will bring it to the Board for approval.

B. Credit Card for use with Amazon

Mrs. Reed has been researching different credit cards for use with Amazon purchases. There was a discussion, and the Board advised Mrs. Reed & Mr. Cleary

to discuss and make a final recommendation at the next Board Meeting.

C. Food Pantry – Update

Mrs. Reed stated that the Library received an update from the Girl Scout working on the outdoor food pantry. She is working on sanding, making it weather-resistant, and painting her design. Once everything is complete, she will be back in touch to discuss the installation location and date.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Communications:

- A. Suggestion card from patron
- B. Phone call from Rosalie Travers

Period for Public Expression:

Mrs. Reed introduced Allyson Costa, the new HR employee in Administration. The Board welcomed her to the Levittown Public Library staff.

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed discussed a problem with the shades in the Administration Department. In the original contract, blinds were supposed to be installed. However, there was an issue with availability, and shades were installed instead. There is sun glare on the computers at certain times of day, which makes it difficult for the employees to work. We will get quotes for blackout shades to combat the glare.

B. System developments:

Mrs. Reed reported on the following meetings:

1. MLD Executive Board Meeting on Wednesday, October 12, 2022 (moved from Wednesday, October 6, 2022).
2. Member Library Director Meeting on Wednesday, October 26, 2022.
3. NLS Board meeting on Thursday, October 24, 2022.
4. MLD Executive Board Meeting on Wednesday, November 2, 2022.

A. Public Service and Programs

The total adult attendance for October 2022 was 1,001. The total Young Adult attendance for October 2022 was 226. The total Children's attendance for October 2022 was 978. The total Innovation Station attendance for October 2022 was 176. The Notary Services for October 2022 was 30. The Social Work Intern

attendance for October 2022 was 6. The grand total for October 2022 was 2,417.

Mrs. Reed discussed the wonderful job the staff did at the Fall Family Fun Day. It was nice to see a large portion of the community participate and receive positive feedback on the event.

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

B. Department Heads Reports

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

C. Miscellaneous

1. YA Donation of School Supplies for the INN

Mrs. Reed stated the TAB (Teen Advisory Board) from the Teen Department hosted a School Supply Drive for the INN. They donated ten boxes of much-needed supplies. She thanked everyone involved in the Drive.

Committee Reports:

A. Foundation Committee

Mrs. Maher stated the Foundation Committee did not meet tonight.

New Business:

A. Motion for the Disposition of Equipment

1 HON Chair Serial No: DVAES6

1 HON Chair Serial No: 3LTHKW

1 HON Chair Serial No: DKZBQS

1 iMac (21.5 Inch, Late 2012) Serial Number C02LP09HDNCT (Innovation Station)

1 iMac (21.5 Inch, Late 2012) Serial Number C02LN0CGDNCT (Innovation Station)

1 iMac (21.5 Inch, Late 2012) Serial Number C02LN0CUDNCT (Innovation Station)

1 iMac (21.5 Inch, Late 2012) Serial Number C02LM0HADNCT (Innovation Station)

1 iMac (21.5 Inch, Late 2012) Serial Number C02LN0CFDNCT (Innovation Station)

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

B. Motion to accept the donation of 1,092 books in the amount of \$2,730.00 from Toys for Tots arranged through the Gardiners Avenue UPS Store.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ACCEPT THE DONATION OF 1,092 BOOKS IN THE AMOUNT OF \$2,730.00 FROM TOYS FOR TOTS ARRANGED THROUGH THE GARDINERS AVENUE UPS STORE. ALL APPROVED.

- C. Motion to vote in favor of or against said recommended ILS & Associated Services Budget for 2023 and schedule of fees and hereby appoints Trina Reed, Library Director, to submit this authorization to NLS prior to November 17, 2022.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO VOTE IN FAVOR OF ILS & ASSOCIATED SERVICES BUDGET FOR 2023 AND SCHEDULE OF FEES AND HEREBY APPOINTS TRINA REED, LIBRARY DIRECTOR, TO SUBMIT THIS AUTHORIZATION TO NLS PRIOR TO NOVEMBER 17TH, 2022. ALL APPROVED.

- D. Motion to approve a Memorandum Agreement between the Levittown Public Library and the CSEA, which was discussed in Executive Session, and to Authorize the Library Board President to sign.

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE A MEMORANDUM AGREEMENT BETWEEN THE LEVITTOWN PUBLIC LIBRARY AND CSEA, WHICH WAS DISCUSSED IN EXECUTIVE SESSION, AND TO AUTHORIZE THE LIBRARY BOARD PRESIDENT TO SIGN THE MEMORANDUM AGREEMENT. ALL APPROVED.

Meetings and Conferences:

- A. ILS 2023 Budget Hearing for Trustees & Directors – Monday, November 7, 2022; 7:00 p.m.
B. **Regular Board Meeting – Wednesday, December 7, 2022; 6:00 p.m.**
C. NLS Annual Meeting – Wednesday, December 7, 2022; 7:30 p.m.
D. **Regular Board Meeting – Wednesday, January 4, 2023**
E. **First Open Budget Meeting & Regular Board Meeting – Wednesday, February 1, 2023**

ADJOURNMENT:

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO ADJOURN THE MEETING AT 8:32 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES NOVEMBER 2, 2022

IN PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:09 p.m. Present were Mr. Pettit-Milonakis, Mr. Greller, and Mrs. Maher, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney. Mr. Dalton and Mrs. Santer were 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 8:03 PM. ALL APPROVED.