



# 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 JANUARY 4, 2023

The regular January meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for public participation via Zoom on January 4, 2023.

### **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, Mr. Greller, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Brian Cleary, Treasurer. Mr. Truncale, Library Attorney, attended via Zoom.

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

MR. GRELLER MOVED, AND MRS. MAHER SECONDED AT 7:32 PM TO TAKE A BREAK BEFORE RE-ENTERING THE PUBLIC SESSION. ALL APPROVED.

The open meeting resumed at 8:05 p.m.

### **Minutes:**

Minutes from December 7, 2022.

MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED DECEMBER 7, 2022, MINUTES. ALL APPROVED.

### **Financial Report of the Library:**

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

A. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR DECEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$517,358.80, THE IMPREST ACCOUNT WARRANT FOR DECEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR DECEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR DECEMBER 2022 FOR TD

- 52 BANK IN THE AMOUNT OF \$195,991.99. ALL APPROVED.  
53  
54 B. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF  
55 THE CAPITAL PROJECTS FUND WARRANT FOR DECEMBER 2022 FOR  
56 WEBSTER (STERLING) BANK IN THE AMOUNT OF \$60.00. ALL APPROVED.  
57  
58 C. Cash balance report as of December 31, 2022: General Fund is \$5,972,781.53 and  
59 Capital Projects is \$93,674.93.  
60  
61 D. MRS. SANTER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF  
62 THE CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2022 FOR TD  
63 BANK IN THE AMOUNT OF \$54,524.48. ALL APPROVED.  
64  
65 E. Central Library Services Aid spent to date for 2022 is \$262,476.67.  
66  
67 F. The monthly bills are available for the Board's review.  
68  
69 G. Request for tax funds from School District - \$655,641.00 – February 2, 2023  
70  
71 MRS. SANTER MOVED, AND MR. DALTON SECONDED TO REQUEST TAX  
72 FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 FOR  
73 FEBRUARY 2, 2023. ALL APPROVED.  
74  
75 H. Motion to transfer \$100,000.00 from the General Fund to the Central Library Fund  
76  
77 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE  
78 TRANSFER OF \$100,000.00 FROM THE GENERAL FUND TO THE CENTRAL  
79 LIBRARY FUND. ALL APPROVED.  
80  
81 I. Motion to authorize the payment of the Exxon/Mobil (WEX Bank) bill between Board  
82 meetings to avoid penalty with the amounts to be reported on the approval of bills  
83 sheet at the next meeting  
84  
85 MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE  
86 PAYMENT OF EXXON/MOBIL (WEX BANK) BILL BETWEEN BOARD MEETINGS  
87 TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE  
88 APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.  
89  
90 J. Motion to authorize the payment of the Daily News bill between Board meetings to  
91 avoid penalty with the amounts to be reported on the approval of bills sheet at the  
92 next meeting.  
93  
94 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE  
95 PAYMENT OF THE DAILY NEWS BILL BETWEEN BOARD MEETINGS TO AVOID  
96 PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF  
97 BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.  
98  
99  
100

101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149

K. Baldessari & Coster – 2022 Financial Report

Mr. Al Coster, of Baldessari & Coster LLP, reviewed and discussed the 2022 Financial Report of the Levittown Library with the Board of Trustees.

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE 2022 FINANCIAL REPORT FROM BALDESSARI & COSTER, LLP. ALL APPROVED.

**Unfinished Business:**

A. Construction

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed stated that she will finalize any loose ends with Calgi Construction and is hoping the Interior/Exterior Renovation & Parking Lot Expansion Project punch-list items will be completed.

2. Circulation Renovations

Mrs. Reed stated they are waiting for A.R. Kropp to get the next draft of the circulation unit, so she can bring it to the Board for any changes they may have, to the draft.

B. Door Access Control

Mrs. Reed stated the door access control has been installed and will be activated Monday.

C. Amazon Credit Card

Mrs. Reed stated she is in the process of opening a credit card with TD Bank for the Amazon purchases for the library.

D. Sears Carpet Cleaner

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO AUTHORIZE THE DIRECTOR TO PAY THE SEARS CARPET CLEANER INVOICE AS DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.

**Personnel Changes:**

A. Motion to accept the Personnel Calendar

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

**Communications:**

A. Google review

150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198

**Period for Public Expression:**

- Albert Coster - Baldessari & Coster, LLP
- Patricia Riddle – Library staff
- Maryanne Linehan – via zoom
- Carol Pettit – via zoom
- Lisa Buckman – via zoom
- Eileen Beck – via zoom
- Mary Mollineaux – via Zoom

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

**A. Buildings and Grounds**

Mrs. Reed stated there have been discussions on the safety of the Library Building. Mrs. Ferro met with Homeland Security, Office Kevin Glenn, and did a building walk-through to see if there were any safety concerns. There were no safety concerns, but he gave some recommendations, which she will review with Mrs. Reed.

**B. System developments:**

Mrs. Reed reported on the following meetings:

1. NLS Annual Meeting on Wednesday, December 7, 2022
2. Member Library Director Meeting on Wednesday, December 21, 2022
3. NLS Board meeting on Tuesday, December 20, 2022
4. MLD Executive Board Meeting on Wednesday, January 4, 2023

**C. Public Service and Programs**

The total Adult attendance for December 2022 was 401. The total Young Adult attendance for December 2022 was 372. The total Children’s attendance for December 2022 was 789. The total Innovation Station attendance for December 2022 was 136. The Notary Services for November 2022 was 26. The Social Work Intern attendance for December 2022 was 0. The grand total for December 2022 was 1,724.

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

**D. Department Heads Reports**

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

199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247

**E. Miscellaneous**

Mrs. Reed stated that they have finished the 2023 recertification for passports and every agent has been retrained.

Mrs. Reed stated that the Levittown Chamber of Commerce Installation Dinner is Wednesday, January 18, 2023; 6:30 – 10:30 p.m. at Verdi's in Westbury. The Library is paying for three people to attend.

Mrs. Reed stated that she received approval to submit the final paperwork, FS-10 Long Form, to receive their last payment of 10% of the Construction Grant for the construction project the Library just completed.

Mrs. Reed received a thank you letter from the Nice Bus Company for the Library's participation in their program that has signs for libraries along their bus route. The sign has a barcode that can be scanned and brings you directly to the Levittown Public Library's website.

**Committee Reports:**

**A. Foundation Committee**

Mrs. Reed stated the Foundation Committee met tonight and discussed different fundraising ideas. There will be a community yard sale on Saturday, June 3, 2023 (rain date June 10, 2023). The next meeting is Wednesday, March 1, 2023.

**New Business:**

**A. Motion for the Disposition of Equipment**

- 1 Dell Latitude E6500 Service Tag 1PR2MJ1
- 1 Dell Optiplex 790 Service Tag B8X88V1
- 1 Dell Monitor S/N CN-0CC280-71618-622-ATP
- 2 Wood Chairs, no identifying information
- 1 Toshiba e-Studio 350 copier (Circ)

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

**B. Motion for 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:  
1171 E-RATE INFORMATION (FY 2010-2011; FY 2011-2012)  
OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE,

248 LGS-1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE  
249 OFFICIAL COMPILATION OF CODES, RULES AND  
250 REGULATIONS OF THE STATE OF NEW YORK.

251  
252 MR. GRELLER MOVED, AND MR. DALTON SECONDED TO APPROVE THE  
253 DISPOSITION OF RECORDS. ALL APPROVED.

254  
255

256 **Meetings and Conferences:**

- 257 **A. NLS Board Meeting – Monday, January 23, 2023; 7:30 p.m.; Nassau Library**  
258 **Systems**
- 259 **B. First Open Budget Meeting & Regular Board Meeting – Wednesday, February 1,**  
260 **2023**
- 261 **C. Library Advocacy Day – Tuesday, February 28, 2023**
- 262 **D. Second Open Budget Meeting & Regular Board Meeting – Wednesday, March**  
263 **1, 2023**
- 264 **E. Regular Board Meeting – Wednesday, April 5, 2023 (Passover begins at**  
265 **Sundown)**

266  
267 MR. DALTON MOVED, AND MRS. MAHER SECONDED TO APPROVE OF  
268 CHANGING THE APRIL MEETING DATE FROM APRIL 5, 2023, TO APRIL 4, 2023.  
269 ALL APPROVED.

270  
271

272 **ADJOURNMENT:**

273 MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ADJOURN THE  
274 MEETING AT 9:00 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 LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES JANUARY 4, 2023

IN-PERSON

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

The Board discussed a matter of contract and personnel.

MR. DALTON MOVED, AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 7:31 PM. ALL APPROVED.