



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 DECEMBER 7, 2022

The regular December 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 December 7, 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 6:06 pm by Mr. Pettit-Milonakis. Present were Mr. Pettit-Milonakis, Mr. Greller, and Mrs. Santer, joined by Mrs. Reed, Director; Mrs. Ferro, Assistant Library Director; Brian Cleary, Treasurer. Mr. Truncale, Library Attorney, attended via Zoom. Mr. Dalton and Mrs. Maher were absent with notice.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED, TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 6:06 PM. ALL APPROVED.

The open meeting resumed at 6:35 p.m.

Minutes:

Minutes from November 2, 2022.

MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE NOVEMBER 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 NOVEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$128,212.67, THE IMPREST ACCOUNT WARRANT FOR NOVEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR NOVEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR NOVEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$12,066.18. ALL APPROVED.

- B. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR NOVEMBER 2022 FOR WEBSTER (STERLING) BANK IN THE AMOUNT OF \$148.80.
- C. Cash balance report as of November 30, 2022: General Fund is \$5,287,098.16, and Capital Projects is \$93,690.71.
- D. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2022 FOR TD BANK IN THE AMOUNT OF \$49,058.47. 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.

There was a discussion regarding the Chase (credit cards) statement, and the Board has stated to remove this item from the agenda. The Library Treasurer will state that all the bills have been provided for the Board's review.

- G. Request for tax funds from School District - \$655,641.00 – January 3, 2023

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655.641.00 FOR JANUARY 3, 2023. ALL APPROVED.

- H. Motion to transfer \$200,000.00 from Central Library Fund to the General Fund

MR. GRELLER MOVED, AND MRS. SANTER SECONDED THE APPROVAL TO TRANSFER \$200,000.00 FROM THE CENTRAL LIBRARY FUND TO THE GENERAL FUND. ALL APPROVED.

Mrs. Reed thanked Brian Cleary, Library Treasurer, for all his time at the library during the change in the administrative staff. He has gone above and beyond with his help.

Unfinished Business:

- A. Construction

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

Mrs. Reed stated that the Library is waiting on one other company to submit its closeout documents. Once that is complete, she will remove this item from the agenda.

- 2. Circulation Renovations

Mrs. Reed stated they met with A.R. Kropp and looked over the rough draft of the

Circulation desk. There were adjustments, and once the design is finalized, she will bring it to the Board for approval.

B. Door Access Control

1. Administration Door

- a. Magna 5 - \$5,150.00
- b. Sentry Communication & Security - \$4,400.00
- c. Summit Automation & Security - \$5,640.00

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE PROPOSAL FROM SENTRY COMMUNICATION & SECURITY IN THE AMOUNT OF \$4,400.00. ALL APPROVED.

C. Amazon Credit Card

Mrs. Reed stated that she & Mr. Cleary recommend the Library open a credit card with TD Bank for Library Amazon purchases only with a credit limit of \$25,000.00.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE OPENING A CREDIT CARD WITH TD BANK FOR LIBRARY AMAZON PURCHASES ONLY WITH A CREDIT LIMIT OF \$25,000.00. ALL APPROVED.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Communications:

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

Period for Public Expression:

There were no public comments.

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed stated the Fall clean-up of the grounds was completed. The next clean-up will be more involved with the shrubs and flower boxes around the grounds.

Mrs. Reed stated the Storytime Tree had a crack in it, and the company fixed it at no charge to the library.

Mrs. Reed has been working with the Department Heads on updating the Emergency Evacuation of the Building Procedure.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, November 16, 2022
2. NLS Board meeting on Monday, November 28, 2022,
3. MLD Executive Board Meeting on Wednesday, December 7, 2022,
4. Trustee Training Policy

C. Public Service and Programs

The total adult attendance for November 2022 was 419. The total Young Adult attendance for November 2022 was 317. The total Children's attendance for November 2022 was 285. The total Innovation Station attendance for November 2022 was 169. The Notary Services for November 2022 was 44. The Social Work Intern attendance for November 2022 was 9. The grand total for November 2022 was 1,243.

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

D. Department Heads Reports

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

E. Miscellaneous

Mrs. Reed stated the Chamber of Commerce Tree Lighting was held on Monday, December 5, and she thanked the staff for all their help.

Committee Reports:

A. Foundation Committee

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

New Business:

A. Library Signage

1. Algrave Sign Systems - \$7,954.00
2. Hi-Tech Signs – \$6,584.00
3. True-Art Sign Co. Inc. - \$7,250.00

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE PROPOSAL FROM HI-TECH SIGNS IN THE AMOUNT OF \$6,584.00. ALL APPROVED.

B. Credit Card Use Policy

Mrs. Reed stated the Credit Card Use Policy needs to be adjusted to add the credit card for Amazon use with a limit of \$25,000, as well as the general credit card limit increase, not to exceed \$3,500.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED THE APPROVAL TO AMEND THE CREDIT CARD USE POLICY. ALL APPROVED.

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. Computer in Libraries 2023 – March 28-30, 2023; Hyatt Regency, Crystal City, VA

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE ONE STAFF MEMBER TO ATTEND THE COMPUTER IN LIBRARIES 2023- MARCH 28-30, 2023; HYATT REGENCY, CRYSTAL CITY, VA.

- E. **Regular Board Meeting – Wednesday, April 5, 2023 (Passover begins at Sundown)** Tabled - Discussion regarding changing the meeting date.

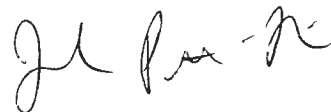
ADJOURNMENT:

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO RE-ENTER INTO EXECUTIVE SESSION AT 7:02 PM. ALL APPROVED.

The open session resumed at 7:33 p.m.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE ADMINISTRATIVE SALARY AS DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 7:33 PM. ALL APPROVED.





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PERSONNEL CALENDAR

FOR PERIOD NOVEMBER 2022

<u>APPOINTMENTS</u>	<u>DEPT</u>	<u>TITLE</u>		<u>SALARY</u>	<u>START DATE</u>
Gino, Joseph	Circulation	Typist-Clerk (Non-Comp.)	P.T.	\$15.75 HR	12/13/2022
Moran, Bernice	Circulation	Page	P.T.	\$15.00 HR	12/12/2022
Muller, Elizabeth	Children's	Librarian I (Non-Comp.)	P.T.	\$28.01 HR	Pending Civil Service Approval
Lorenzo, Matthew	Tech Services	Typist-Clerk (Non-Comp.)	P.T.	\$17.12 HR	Pending Civil Service Approval

DEPARTMENT CHANGE

RETIREMENT

LAST DAY WORKING

RESIGNATION

LAST DAY WORKING

MATERNITY LEAVE/FMLA

					<u>RETURN DATE</u>
Escobar, Lucia	Reference	Librarian II	F.T.	\$80,377.00 YR	12/5/2022



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

IN-PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 6:07 p.m. Present were Mr. Pettit-Milonakis, Mr. Greller, and Mrs. Santer, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, and Ben Truncale, Library Attorney. Mr. Dalton and Mrs. Maher were absent with notice.

The Board discussed a matter of contract and personnel.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 6:34 PM. ALL APPROVED.

Mr. Pettit-Milonakis called to re-enter Executive Session at 7:03 p.m. Present were Mr. Pettit-Milonakis, Mr. Greller, and Mrs. Santer, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director. Mr. Dalton and Mrs. Maher were absent with notice.

The Board discussed a matter of personnel.

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 7:32 PM. ALL APPROVED.