



# 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

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3 Growing with Our Community  
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## MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES FEBRUARY 1, 2023

The regular January meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom on February 1, 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 7:14 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, and Mrs. Ferro, Assistant Library Director, Mr. Truncale, Library Attorney, and Brian Cleary, Treasurer.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:15 PM. ALL APPROVED.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED AT 7:16 PM TO TAKE A BREAK BEFORE RE-ENTERING THE PUBLIC SESSION. ALL APPROVED.

The open meeting resumed at 8:02 p.m.

### **Minutes:**

Minutes from January 4, 2023

MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE JANUARY 4, 2023, MINUTES. ALL APPROVED.

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

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

- A. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JANUARY 2023 FOR TD BANK IN THE AMOUNT OF \$228,184.86, THE IMPREST ACCOUNT WARRANT FOR JANUARY 2023 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR JANUARY 2023 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2023 FOR TD BANK IN THE AMOUNT OF \$114,735.38. ALL APPROVED.

52 B. MRS. SANTER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF  
53 THE CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2023 FOR  
54 WEBSTER (STERLING) BANK IN THE AMOUNT OF \$4,505.95. ALL APPROVED.  
55

56 C. Cash balance report as of January 31, 2023: General Fund is \$5,739,429.36 and  
57 Capital Projects is \$89,217.81  
58

59 D. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF  
60 THE CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2023 FOR TD BANK  
61 IN THE AMOUNT OF \$43,064.65. ALL APPROVED.  
62

63 E. Central Library Services Aid spent to date for 2023 is \$43,064.65  
64

65 F. The monthly bills are available for the Board's review.  
66

67 G. Request for tax funds from School District - \$655,641.00 – March 2, 2023  
68

69 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO REQUEST TAX  
70 FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 FOR  
71 MARCH 2, 2023. ALL APPROVED.  
72

73 H. Motion to transfer \$28,671.14 from the Central Library Fund to the General Fund  
74

75 MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO AUTHORIZE THE  
76 TRANSFER OF \$28,671.14 FROM THE CENTRAL LIBRARY FUND TO THE  
77 GENERAL FUND. ALL APPROVED.  
78

79

80 **Unfinished Business:**

81 A. Construction

82

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

84

85 a. Tri-State Folding Partitions, Inc - \$8,500.00  
86

87 MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF  
88 THE TRI-STATE FOLDING PARTITIONS, INC IN THE AMOUNT OF \$8,500.00.  
89 ALL APPROVED.  
90

91 2. Circulation Renovations

92

93 Mrs. Reed stated she is waiting for A.R. Kropp to provide the next draft of the  
94 circulation unit, so she can bring it to the Board to discuss.  
95

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100

101 **Personnel Changes:**

102 A. Motion to accept the Personnel Calendar

103

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

106

107

108 **Communications:** There were none.

109

110

111 **Period for Public Expression:**

112 Patricia Riddle – Library staff employee

113 Maryanne Linehan – via zoom

114 Carol Pettit – via zoom

115 Dale Schupler - via zoom

116 Allyson Costa – via Zoom

117

118 Mrs. Ferro thanked the Board for the opportunities she has been given working as the  
119 Assistant Director. It has been a tremendous experience.

120

121 The Board thanked Maryann Ferro, who resigned as Assistant Director of the Levittown  
122 Public Library; she will be missed.

123

124

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

126 1. Buildings and Grounds

127

128 1. Building evacuation – Friday, January 27, 2023

129

130 Mrs. Reed stated the library had to be evacuated due to smoke from the stove in  
131 the Innovation Station. Thankfully, there was no fire. She is looking into a  
132 stronger exhaust system to prevent this in the future.

133

134 Mrs. Reed discussed a Press Conference that was held on Saturday, January  
135 28, 2023, for The Little Free Food Pantry. She thanked Mr. Dalton, Vice  
136 President, and Mrs. Maher, Secretary, for attending.

137

138 2. System developments:

139

140 Mrs. Reed reported on the following meetings:

141

142 1. Member Library Director Meeting on Wednesday, January 18, 2023

143 2. NLS Board meeting on Monday, January 23, 2023

144 3. MLD Executive Board Meeting on Wednesday, February 1, 2023

145

146 3. Public Service and Programs

147

148 The total Adult attendance for January 2023 was 502. The total Young Adult  
149 attendance for January 2023 was 216. The total Children's attendance for

150 January 2023 was 682. The total Innovation Station attendance for January  
151 2023 was 220. The Notary Services for November 2022 was 78. The Social  
152 Work Intern attendance for January 2023 was 0. The grand total for January  
153 2023 was 1,698.

154  
155 The Passport Statistics for 2023 for the Board of Trustees are included in their  
156 Board of Trustees' packet.

157  
158 4. Department Heads Reports

159  
160 The Department Head's monthly report for the Board of Trustees information is  
161 included in their packet.

162  
163 5. Miscellaneous

164  
165 1. Levittown Chamber of Commerce 62<sup>nd</sup> Installation Dinner - Wednesday,  
166 January 18, 2023

167  
168 Mrs. Reed thanked Mr. Dalton and Jackie Nogan for joining her at the Levittown  
169 Chamber of Commerce 62<sup>nd</sup> Installation Dinner on Wednesday, January 18,  
170 2023. The Library was thanked for its involvement in the Levittown 75<sup>th</sup>  
171 Anniversary Committee.

172  
173 Mrs. Reed discussed the meet-and-greet breakfast with State Senator Steven  
174 Rhoads. Senator Rhoads is very interested in libraries and would like to know  
175 what he can do on the state level to help.

176  
177

178 **Committee Reports:**

179 A. Foundation Committee

180  
181 Mrs. Reed stated the Foundation Committee did not meet tonight. The next  
182 meeting is Wednesday, March 1, 2023.

183

184 **New Business:**

185 A. 2023-2024 Proposed Library Budget

186  
187 Mrs. Reed discussed the 2023-2024 Proposed Library Budget. She kept the budget  
188 within the tax cap.

189

190 B. Motion to approve the 2023/2024 Board Meeting Schedule

191  
192 MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE  
193 2023/2024 BOARD MEETING SCHEDULE WITH CHANGES. ALL APPROVED.

194

195 C. Director's spending limits

196  
197 MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE AN  
198 INCREASE IN THE DIRECTOR'S SPENDING LIMITS TO \$5,000.00. ALL

- 199 APPROVED.  
200  
201 D. Motion to purchase 5 Surface Pro 7+ tablets in the amount of \$3,199.95  
202  
203 MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE  
204 PURCHASE OF 5 SURFACE PRO 7+ TABLETS IN THE AMOUNT OF \$3,199.95.  
205 ALL APPROVED.  
206  
207 E. Motion to approve the Screenflex Portable Partitions quote #176683 in the amount of  
208 \$3,916.00  
209  
210 MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE  
211 SCREEN PORTABLE PARTITIONS QUOTE #176683 IN THE AMOUNT OF  
212 \$3,916.00. ALL APPROVED.  
213  
214 F. Motion for the Disposition of Equipment  
215  
216 2 Worden Chairs  
217 1 Pyramid Time Clock Model 4000 41259C  
218 1 Dell Latitude E6510 Service Tag 81FXQM1  
219 2 Office Chairs, no identifying information  
220 1 White Round Table, 3 ft., no identifying information  
221 1 Red Office Chair, DVAES6  
222  
223 MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE  
224 DISPOSITION OF EQUIPMENT. ALL APPROVED.  
225  
226 G. Noble Elevator Company, Inc. contracts (February 1, 2023 – January 31, 2025)  
227  
228 MR. GRELLER MOVED, AND MR. DALTON SECONDED TO APPROVE THE  
229 NOBLE ELEVATOR COMPANY, INC CONTRACTS (FEBRUARY 1, 2023 –  
230 JANUARY 31, 2025). ALL APPROVED.  
231  
232 H. Motion to approve the Levittown Public Library Trustees Training Policy  
233  
234 MR. GRELLER MOVED, AND MR. DALTON SECONDED TO APPROVE THE  
235 LEVITTOWN PUBLIC LIBRARY TRUSTEES TRAINING POLICY. ALL APPROVED.  
236  
237 I. Motion to retain Maryann Ferro as a Consultant at a rate previously discussed in  
238 Executive Session.  
239  
240 MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE OF  
241 RETAINING MARYANN FERRO AS A CONSULTANT AT A RATE PREVIOUSLY  
242 DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.  
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247 J. Motion to execute the leave payouts for an employee that was discussed previously  
248 in Executive Session.

249  
250 MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO EXECUTE THE  
251 LEAVE PAYOUTS FOR AN EMPLOYEE THAT WAS DISCUSSED PREVIOUSLY IN  
252 EXECUTIVE SESSION. ALL APPROVED.

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255 **Meetings and Conferences:**

- 256 A. Levittown Community Council Winterfest – Saturday, February 11, 2023  
257 B. Library Advocacy Day – Tuesday, February 28, 2023  
258 C. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March**  
259 **1, 2023**  
260 D. **NLS Board Meeting – Monday, March 27, 2023; 7:30 p.m.; Nassau Library**  
261 **Systems**  
262 E. **Regular Board Meeting – Tuesday, April 4, 2023**  
263 F. **Regular Board Meeting – Wednesday, May 3, 2023**  
264 G. **Library & School District Budget Vote – Tuesday, May 16, 2023; 7:00 a.m. –**  
265 **8:00 p.m.**  
266 H. ALA Annual Conference – June 22-27, 2023; Chicago, IL (Early Bird through March  
267 31st)

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270 **ADJOURNMENT:**

271 MR. DALTON MOVED, AND MR. GRELLER SECONDED TO ADJOURN THE  
272 MEETING AT 8:41 PM. ALL APPROVED.



Growing with Our Community

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MINUTES OF THE EXECUTIVE SESSION OF THE  
LEVITTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
FEBRUARY 1, 2023

IN-PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:15 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 7:45 PM. ALL APPROVED.