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
JUNE 7, 2023

The regular June meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom on June 7, 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 7:13 p.m. by Mr. Pettit-Milonakis. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mr. Greller, Mrs. Maher, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, Brian Cleary, Treasurer, and Benjamin Truncale, Library Attorney.

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:14 PM. ALL APPROVED.

The open meeting resumed at 8:18 p.m.

Minutes:
Minutes from May 3, 2023

MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE AMENDED MAY 3, 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 MAY 2023 FOR TD BANK IN THE AMOUNT OF $160,136.32, THE IMPREST ACCOUNT WARRANT FOR MAY 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR MAY 2023 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR MAY 2023 FOR TD BANK IN THE AMOUNT OF $115,410.38. ALL APPROVED.

B. THE CAPITAL PROJECTS FUND WARRANT FOR MAY 2023 FOR WEBSTER BANK IN THE AMOUNT OF $0.00.

C. Cash balance report as of May 31, 2023: General Fund is $6,714,341.51 and Capital Projects is $120,883.27

D. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR MAY 2023 FOR TD BANK IN THE AMOUNT OF $525.99. ALL APPROVED.

E. Central Library Services Aid spent to date for 2023 is $85,265.36

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

G. Request for tax funds from School District - $668,936.00 – July 6, 2023

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $668.936.00 FOR JULY 6, 2023. ALL APPROVED.

H. Motion to accept a check from Zoom Communications Settlement in the Amount of $295.83

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ACCEPT A CHECK FROM ZOOM COMMUNICATIONS SETTLEMENT IN THE AMOUNT OF $295.83. ALL APPROVED.

I. Motion to make the following transfers from 6050 State Retirement:

$12,000.00 from 8060 Trip – Other
$26,000.00 to 6290 Computer Software
$6,000.00 to 6815 Computer Equipment
$15,000.00 to 6570 Repairs to Building & Equipment

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE ABOVE TRANSFERS AS STATED. ALL APPROVED.

Period for Public Expression:
Patricia Riddle – Library staff
Maryanne – via Zoom
Eileen – via Zoom
Matthew – via Zoom
Carol Pettit – via Zoom

Unfinished Business:

A. Construction Update
   1. Circulation Renovation
      a. Circulation Desk Project Budget Estimate
      b. Resolution to approve $600,000.00 in funds to be appropriated for the Circulation Department renovations

c. State Environmental Quality Review Act (SEQRA) Resolution

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO TABLE ITEMS 1.) A, B, & C. ALL APPROVED.

B. Budget Vote results: Library Budget: Yes: 1,250; No: 501 Total 1,751; Margaret Santer: 706 votes, Marie Andreski: 571 votes (acknowledgment)

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

B. Motion to accept the Annual & Hourly Salary Changes Effective July 1, 2023

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE ANNUAL & HOURLY SALARY CHANGES EFFECTIVE JULY 1, 2023. ALL APPROVED.

C. Motion to accept the Administrative Staff and Substitute Librarian Salary Changes Effective July 1, 2023

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE ADMINISTRATIVE STAFF, AS DISCUSSED IN EXECUTIVE SESSION, AND SUBSTITUTE LIBRARIAN SALARY CHANGES EFFECTIVE JULY 1, 2023. ALL APPROVED.

Communications:

A. None

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed stated with the outside air quality today, the building was starting to get a smoke smell. Ken reached out to the HVAC company to confirm what can be done to draw in less outside air and still have a functioning system.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting - Wednesday, May 17, 2023
2. NLS Board Meeting – Monday, May 22, 2023
3. MLD Executive Board Meeting – Wednesday, June 7, 2023

C. Public Service and Programs

The total adult attendance for May 2023 was 755. The total Young Adult

attendance for May 2023 was 410. The total Children's attendance for May 2023 was 866. The total Innovation Station attendance for May 2023 was 301. The Notary Services for May 2023 was 74. The Social Work Intern attendance for May 2023 was 5. The grand total for May 2023 was 2,414.

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

D. Department Head Reports

The Department Head monthly reports for the Board of Trustees' information are included in their packet.

E. Miscellaneous

Committee Reports:

A. Foundation Committee

Mr. Dalton stated the Foundation Committee met and had a recap of the Community Yard Sale. It was not very successful, but they learned some lessons, so it was not a total loss. There was a discussion on different fundraisers. Mrs. Hoffman has resigned as a Board Member but will remain an active member. The Foundation needs to find a recording secretary.

New Business:

A. Motion for the Disposal of Equipment

2 Stakmore folding card tables
1 Dell Optiplex 790 Service Tag 7KXZJS1
1 Dell Optiplex 790 Service Tag 9DF35V1
1 Dell Optiplex 790 Service Tag 9DFT4V1
1 Dell Optiplex 790 Service Tag 9DFS4V1
1 Dell Optiplex 790 Service Tag 9DFV4V1
1 Dell Monitor S/N CN-06VY32-74445-1CH-526U
1 Dell Monitor S/N CN-0C552H-72872-86L-0RVS-A00
1 Dell Monitor S/N CN-0CC280-71618-65A-ABKA
1 Dell Monitor S/N CN-0CC280-71618-65A-ABFS
1 Dell Monitor S/N CN-0GT780-71618-78L-B647
1 Dell Monitor S/N CN-0CC280-71618-67P-ALYV

MR. DALTON MOVED, AND MR. GRELLER SECONDED TO APPROVE THE DISPOSAL OF EQUIPMENT. ALL APPROVED.

B. J & J Pirro Maintenance Contract Renewal - $7,000.00

MR. GRELLER MOVED, AND MRS. MAHER SECOND TO APPROVE THE J & J PIRRO MAINTENANCE CONTRACT RENEWAL IN THE AMOUNT OF $7,000.00. ALL APPROVED.

C. ATI Technical Services Preventative Maintenance Contract - $3,900.00

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ACCEPT ATI TECHNICAL SERVICES PREVENTATIVE MAINTENANCE CONTRACT IN THE AMOUNT OF $3,900.00. ALL APPROVED.

D. MR. GRELLER MOVED, AND MS SECONDED TO AUTHORIZE THE LIBRARY ATTORNEY TO SETTLE A MATTER THAT WAS DISCUSSED IN THE EXECUTIVE SESSION NOT TO EXCEED $1,000. ALL APPROVED.

Meetings and Conferences:

A. ALA Annual Conference – June 22-27, 2023; Chicago, IL
B. **Regular Board Meeting – Wednesday, July 12, 2023**
C. **Regular Board Meeting – Wednesday, September 6, 2023**
D. **Regular Board Meeting – Wednesday, October 4, 2023**

ADJOURNMENT:

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AT 8:41 PM. ALL APPROVED.

The open meeting resumed at 9:29 p.m.

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ADJOURN THE MEETING AT 9:30 PM. ALL APPROVED.

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IN-PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:14 p.m. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mrs. Maher, Mr. Greller, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, and Benjamin Truncale, Library Attorney.

The Board discussed matters of contract and personnel.

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 8:18 PM. ALL APPROVED.

Mr. Pettit-Milonakis called the Executive Session to order at 8:42 p.m. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mrs. Maher, Mr. Greller, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, and Benjamin Truncale, Library Attorney.

The Board discussed matters of contract and personnel.

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO RESUME THE OPEN MEETING AT 9:29 PM. ALL APPROVED.