



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 APRIL 4, 2023

The regular April meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom on April 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 7:11 p.m. by Mr. Pettit-Milonakis. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, Director, and Irene Winkler, Assistant Library Director. Mr. Greller was absent with notice. The Library Attorney and Treasurer were absent with notice.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:12 PM. ALL APPROVED.

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

Minutes:

Minutes from March 1, 2023

MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE AMENDED MARCH 1, 2023, MINUTES. ALL APPROVED.

Financial Report of the Library:

Mrs. Santer, Library Financial Officer, presented the Financial Report of the Library.

A. MRS. MAHER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR MARCH 2023 FOR TD BANK IN THE AMOUNT OF \$116,200.90, THE IMPREST ACCOUNT WARRANT FOR MARCH 2023 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR MARCH 2023 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR MARCH 2023 FOR TD BANK IN THE AMOUNT OF \$127,832.81. ALL APPROVED.

B. THE CAPITAL PROJECTS FUND WARRANT FOR MARCH 2023 FOR WEBSTER (STERLING) BANK IN THE AMOUNT OF \$0.00.

- C. Cash balance report as of March 31, 2023: General Fund is \$5,800,845.44; and Capital Projects is \$120,767.36
- D. MRS. MAHER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR MARCH 2023 FOR TD BANK IN THE AMOUNT OF \$14,260.22. ALL APPROVED.
- E. Central Library Services Aid spent to date for 2023 is \$77,200.16
- F. The monthly bills are available for the Board's review
- G. Request for tax funds from School District - \$655,641.00 – May 4, 2023

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 FOR MAY 4, 2023. ALL APPROVED.
- H. Motion to accept the 2022 Local Library Services Aid (LLSA) check in the amount of \$14,184.00 (100% payment)

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE 2022 LOCAL LIBRARY SERVICES AID (LLSA) CHECK IN THE AMOUNT OF \$14,184.00 (100% PAYMENT). ALL APPROVED.

Unfinished Business:

- A. Construction Update
 - 1. Circulation Renovation
 - a. Circulation Desk Drawings

Mrs. Reed stated the Board and staff agree with the Circulation Desk design. The Board has authorized the Director to move forward with the Circulation Department renovation. Mrs. Reed will contact Dominic Calgi, Calgi Construction, to produce a cost estimate for this project. Once the library has the estimate, she will ask the Board to make this an official Capital Project. Then the Library can move forward to SED approval.
 - b. Quotes from A.R. Kropp Co. & Sons
 - c. Palmieri NY State Contract
- B. 2023-2024 Proposed Library Budget

Mrs. Reed stated the Library Board approved the 2023-2024 Library Budget, which will stay on the agenda until next month's meeting.

Personnel Changes:

- A. Motion to accept the Personnel Calendar

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

Communications:

- A. Patron email
- B. YES, Community Counseling Center's 45th Anniversary Gala – Thursday, May 11, 2023; The Piermont, Babylon, NY: 6:30 – 10:30 p.m., \$140 per person

Period for Public Expression:

- Patricia Riddle – Library staff
Dale – via Zoom
Eileen – via Zoom
Marie – via Zoom

Director's Progress and Service Report:

1. Buildings and Grounds
 1. Emergency Evacuation Procedure 2023

Mrs. Reed stated that she reviewed the Emergency Evacuation of the Building Procedure with the Department Heads. The Department Heads and the Union representative received a copy. The Union requested the Library to have regularly scheduled fire drills.

2. System developments:

Mrs. Reed reported on the following meetings:

1. NLS Board Meeting – Thursday, March 2, 2023
2. Member Library Director Meeting – Wednesday, March 15, 2023
3. NLS Board Meeting – Monday, March 27, 2023
4. MLD Executive Board Meeting – Wednesday, April 5, 2023

3. Public Service and Programs

The total adult attendance for March 2023 was 757. The total Young Adult attendance for March 2023 was 478. The total Children's attendance for March 2023 was 1,117. The total Innovation Station attendance for March 2023 was 375. The Notary Services for March 2023 was 101. The Social Work Intern attendance for March 2023 was 6. The grand total for March 2023 was 2,838.

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

4. Department Heads' Reports

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

5. Miscellaneous

1. Town of Hempstead Easter Egg Hunt – Saturday, April 1, 2023; 10:00 a.m. – 1:00 p.m.

Mrs. Reed stated that the Town of Hempstead Easter Egg Hunt was moved inside the library due to the weather. There were many volunteers that helped throughout the day, and there were 250 visitors.

2. Job Fair – Saturday, April 1, 2023; 10:00 a.m. – 3:00 p.m.; Broadway Mall

Mrs. Reed stated that she volunteered at the Job Fair at Broadway Mall. The Director of the Gold Coast Library coordinated libraries to help with the Job Fair. They spoke with 96 people during the event.

3. Sustainable Library Initiative - presentation will be made at the next Board Meeting on May 5, 2023, via Zoom

Committee Reports:

A. Foundation Committee

Foundation Committee did not meet tonight. The next meeting is May 3, 2023.

New Business:

A. Motion to approve the NY State Annual Report 2022

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE NY STATE ANNUAL REPORT 2022. ALL APPROVED.

B. Motion to approve the Disposition of Equipment

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE DISPOSITION OF THE FOLLOWING EQUIPMENT.

- 1 Dell Optiplex 790 Service Tag No. 7BBQRW1
- 1 Dell Optiplex 9010 Service Tag No. H2R2BZ1
- 1 Dell Monitor Serial No. CN-0UH837-48220-65N-02A1

ALL APPROVED.

- C. Motion to accept the donation of a Brother VX-1120 sewing machine from Plainedge Public Library

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE DONATION OF A BROTHER VX-1120 SEWING MACHINE FROM THE PLAINEDGE PUBLIC LIBRARY. ALL APPROVED

- D. Dell Quote No. 3000146915653.1: \$8,548.00

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ACCEPT DELL QUOTE NO. 300146915653.1 IN THE AMOUNT OF \$8,548.00. ALL APPROVED

- E. Dell Quote No. 3000147525254.1: \$3,123.72

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ACCEPT DELL QUOTE NO. 300147525254.1 IN THE AMOUNT OF \$3,123.72. ALL APPROVED.

- F. Tracsystems, Inc. Quote 5414: \$5,534.55

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ACCEPT TRACSYSTEMS, INC. QUOTE 5414 IN THE AMOUNT OF \$5,534.55. ALL APPROVED.

- G. Motion to approve the Disposal of Records

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE OF 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: 579 DIRECTORS & OFFICERS LIABILITY POLICY (10/1/13 – 10/1/14); BUSINESS OFFICE POLICY (10/1/13 – 10/1/14); BUSINESS AUTOMOBILE POLICY (10/1/13 – 10/1/14); WORKERS' COMPENSATION POLICY (10/1/13 – 10/1/14); VALUABLE PAPERS POLICY (10/1/14 – 10/1/15); DIRECTORS & OFFICERS LIABILITY POLICY (10/1/14 – 10/1/15); BUSINESS OWNERS POLICY (10/1/14 – 10/1/15); BUSINESS AUTOMOBILE POLICY (10/1/14 – 10/1/15); WORKERS' COMPENSATION POLICY (10/1/14 – 10/1/15); UMBRELLA POLICY (10/1/15 – 10/1/16); WORKERS' COMPENSATION POLICY (10/1/15 – 10/1/16); BUSINESS OWNERS POLICY (10/1/15 – 10/1/16); AND COMMERCIAL AUTOMOBILE POLICY (10/1/15 – 10/1/16) OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, LGS-1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL -COMPILATION OF CODES, RULES, AND REGULATIONS OF THE STATE OF NEW YORK

ALL APPROVED.

H. Baldessari & Coster, LLP – Engagement Letter

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO APPROVE THE BALDESSARI & COSTER, LLP ENGAGEMENT LETTER. ALL APPROVED.

Meetings and Conferences:

- A. **Regular Board Meeting – Wednesday, May 3, 2023**
- B. Long Island Library Conference – Thursday, May 11, 2023; 8:00 a.m. – 4:00 p.m.; Melville Marriott
- C. **Library & School District Budget Vote – Tuesday, May 16, 2023; 7:00 a.m. – 8:00 p.m.**
- D. **Regular Board Meeting – Wednesday, June 7, 2023**
- E. ALA Annual Conference – June 22-27, 2023; Chicago, IL
- F. **Regular Board Meeting – Wednesday, July 12, 2023**

ADJOURNMENT:

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ADJOURN THE MEETING AT 8:28 PM. ALL APPROVED.



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MINUTES OF THE EXECUTIVE SESSION OF THE
LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 4, 2023

IN-PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:12 p.m. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, Director, and Irene Winkler, Assistant Library Director. Mr. Greller was absent with notice. The Library Attorney and Treasurer were absent with notice.

The Board discussed a matter of contract and personnel.

MR. DALTON MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:01 PM. ALL APPROVED.