



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 MARCH 1, 2023

The regular March meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom on March 1, 2023.

Pledge of Allegiance:

The Pledge of Allegiance was said, and a moment of silence was held for retired staff member Phyllis McCarthy.

Call to Order and Roll Call of Members:

The meeting was called to order at 7:09 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, Mr. Truncale, Library Attorney, and Brian Cleary, Treasurer.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:10 PM. ALL APPROVED.

MR. DALTON MOVED, AND MR. GRELLER SECONDED AT 7:46 PM TO TAKE A BREAK BEFORE RE-ENTERING THE PUBLIC SESSION. ALL APPROVED.

The open meeting resumed at 8:01 p.m.

Minutes:

Minutes from February 1, 2023, & February 21, 2023

MRS. MAHER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE FEBRUARY 1, 2023, AND FEBRUARY 21, 2023, MINUTES. ALL APPROVED.

Financial Report of the Library:

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

- A. MRS. MAHER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR FEBRUARY 2023 FOR TD BANK IN THE AMOUNT OF \$119,832.47, THE IMPREST ACCOUNT WARRANT FOR FEBRUARY 2023 FOR TD BANK IN THE AMOUNT OF \$0.00, THE COFFEE CAFÉ WARRANT FOR FEBRUARY 2023 FOR TD BANK IN THE AMOUNT OF \$0.00, AND WITHHOLDING ACCOUNT WARRANT FOR FEBRUARY 2023 FOR TD BANK IN THE AMOUNT OF \$115,097.28. ALL APPROVED.

- B. THE CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2023 FOR WEBSTER (STERLING) BANK IN THE AMOUNT OF \$0.00.
- C. Cash balance report as of February 28, 2023: General Fund is \$5,908,638.62 and Capital Projects is \$120,715.94
- D. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR FEBRUARY 2023 FOR TD BANK IN THE AMOUNT OF \$19,875.29. ALL APPROVED.
- E. Central Library Services Aid spent to date for 2023 is \$62,939.94
- F. The monthly bills are available for the Board's review.
- G. Request for tax funds from School District - \$655,641.00 – April 6, 2023

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$655,641.00 FOR APRIL 6, 2023. ALL APPROVED.
- H. Motion to accept the Final Construction Grant check in the amount of \$31,447.00

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE FINAL CONSTRUCTION GRANT CHECK IN THE AMOUNT OF \$31,447.00. ALL APPROVED.
- I. Motion to transfer \$100,000.00 from the General Fund to CLA

MR. DALTON MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE TRANSFER OF \$100,000.00 FROM THE GENERAL FUND TO CLA. ALL APPROVED.
- J. Motion to accept refund check from Securitas Security Services USA, Inc. in the amount of \$198.85

MRS. SANTER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE REFUND CHECK FROM SECURITAS SECURITY SERVICES USA, INC. IN THE AMOUNT OF \$198.85. ALL APPROVED.

Period for Public Expression:

Patricia Riddle – Library staff
Maryanne Linehan – via Zoom
Carol Pettit – via Zoom
Dale Schupler – via Zoom
Eileen – via Zoom

Unfinished Business:

A. Construction Update

1. Circulation Renovation

Mrs. Reed stated she met with Mr. Calgi, Calgi Construction Company, Inc., Mr. Smith, Smith & Pucillo Architects, and Mr. Kropp, A.R. Kropp Co. & Sons, and reiterated that the Board wants to be involved earlier in the process. As soon as she has the manufacturer's drawing, she will share it with the Board.

B. 2023-2024 Proposed Library Budget

1. Motion to accept the 2023-2024 Proposed Budget

MRS. MAHER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE 2023-2024 PROPOSED BUDGET. ALL APPROVED.

2. Motion to approve the Budget Mailer printing and mailing cost

Mrs. Reed stated there is no motion needed since the cost is under the \$5,000 budget amount for the Director. The total price was \$4,498.00.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Communications:

A. Thank you letter from the Levittown Fire Department

B. Message from patron

Director's Progress and Service Report:

1. Buildings and Grounds

1. Little Free Food Pantry update

Mrs. Reed discussed The Little Free Food Pantry has been active with people dropping off as well as picking up food.

2. Reference stairway repairs

Mrs. Reed stated some of the Reference stairway treads came loose, and the

company came and repaired it without any charge to the Library, even though the 1-year warranty had expired.

2. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting on Wednesday, February 15, 2023
2. NYLA Advocacy Day – Tuesday, February 28, 2023
3. MLD Executive Board Meeting – Wednesday, March 1, 2023

3. Public Service and Programs

The total adult attendance for February 2023 was 900. The total Young Adult attendance for February 2023 was 384. The total Children's attendance for February 2023 was 1,223. The total Innovation Station attendance for February 2023 was 116. The Notary Services for February 2023 were 57. The Social Work Intern attendance for February 2023 was 1. The grand total for February 2023 was 2,681.

The passport statistics for 2023 for the Board of Trustees are included in their Board of Trustees' packet.

4. Department Heads Reports

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

5. Miscellaneous

1. Winterfest follow-up

Mrs. Reed stated that the Library had a table at the Winterfest. They had giveaways and books available for the public.

2. Meeting with Assemblyman Mikulin – Friday, March 3, 2023

Mrs. Reed stated she will attend a meeting with Assemblyman Mikulin on Friday, March 3, 2023, at 12:00 p.m.

Committee Reports:

A. Foundation Committee

Mr. Dalton stated the Foundation Committee met tonight and discussed a number of different fundraising opportunities. The Community Yard Sale fundraiser is scheduled for June 3, 2023, with a rain date of June 10, 2023. The time is tentatively 9:00 a.m. to 3:00 p.m.

New Business:

- A. Motion to approve the 2023/2024 Sunday schedule

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE 2023/2024 SUNDAY SCHEDULE. ALL APPROVED.

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO APPROVE THE 2023/2024 SUNDAY SCHEDULE WITH AMENDMENTS SUPERSEDING THE ORIGINAL MOTION. ALL APPROVED.

- B. Motion to approve the Disposition of Records

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE 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:

24 INCIDENT & ACCIDENT REPORTS (AUGUST 2009-DECEMBER 2016) 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.

Meetings and Conferences:

- A. **NLS Board Meeting – Monday, March 27, 2023; 7:30 p.m.; Nassau Library Systems**
B. **Regular Board Meeting – Tuesday, April 4, 2023**
C. **Regular Board Meeting – Wednesday, May 3, 2023**
D. Long Island Library Conference – Thursday, May 11, 2023; 8:00 a.m. – 4:00 p.m.; Melville Marriott

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE UP TO 15 STAFF MEMBERS TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE – THURSDAY, MAY 11, 2023, 8:00 AM – 4:00 PM AT THE MELVILLE MARRIOTT. ALL APPROVED.

- E. **Regular Board Meeting – Wednesday, May 3, 2023**
F. **Library & School District Budget Vote – Tuesday, May 16, 2023; 7:00 a.m. – 8:00 p.m.**
G. **Regular Board Meeting – Wednesday, June 7, 2023**

- H. ALA Annual Conference – June 22-27, 2023; Chicago, IL (Early Bird through March 31)

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE 2 STAFF MEMBERS, TENTATIVE, TO ATTEND THE ALA ANNUAL CONFERENCE AT THE EARLY BIRD COST THROUGH MARCH 31, 2023. ALL APPROVED.

ADJOURNMENT:

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ADJOURN THE MEETING AT 8:41 PM. ALL APPROVED.



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
MARCH 1, 2023

IN-PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:11 p.m. Present were Mr. Pettit-Milonakis, Mr. Greller, Mr. Dalton, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, 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.