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
MAY 3, 2023

The regular May meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom on May 3, 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, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, Brian Cleary, Treasurer, and Benjamin Truncale, Library Attorney. Mrs. Maher was absent with notice.

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

The open meeting resumed at 8:10 p.m.

Minutes:
Minutes from April 4, 2023

MR. DALTON MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED APRIL 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 MR. GRELLER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR APRIL 2023 FOR TD BANK IN THE AMOUNT OF $119,187.75, THE IMPREST ACCOUNT WARRANT FOR APRIL 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR APRIL 2023 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR APRIL 2023 FOR TD BANK IN THE AMOUNT OF $120,116.73. ALL APPROVED.

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

C. Cash balance report as of April 30, 2023: General Fund is $5,999,802.93; and Capital Projects is $120,825.94

D. MR. DALTON MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR APRIL 2023 FOR TD BANK IN THE AMOUNT OF $7,539.21. ALL APPROVED.

E. Central Library Services Aid spent to date for 2023 is $84,739.37

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

G. Request for tax funds from School District - $655,640.00 – June 1, 2023

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $655.640.00 FOR JUNE 1, 2023. ALL APPROVED.

H. Motion to make the following transfers:

$12,000.00 from 6050 State Retirement to 6245 Overdrive eBooks & Audio
$45,000.00 from 6010 Salaries-other staff to 6825 Building Improvements
$2,500.00 from 6060 Social Security to 6210 Periodicals
$10,000.00 from 6221 Continuations-A Ref to 6246.1 Electronic Resources-Adult
$2,000.00 6359 Purchase of Coffee Supplies to 6290 Computer Software/License
$8,000.00 from 6000 Salaries-Cert. Librarians to 8290 Contingency-Other Expenses
$1,200.00 from 6050 State Retirement to 6351 Freight
$1,200.00 from 6361 Office Supplies to 8250 Contingency-Covid-19
$35,500.00 from 6000 Salaries-Cert. Librarians to 6570 Repairs to Building & Equipment
$25,000.00 from 6070 Health Insurance to 6560 Building Service Contracts
$4,000.00 from 6710 Vehicle Insurance to 6825 Building Improvement
$4,000.00 from 6600 Insurance to 6550 janitor Supplies

Brian Cleary stated the transfers are just moving one expenditure to another expenditure.

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

I. Board Resolution to remove Maryann Ferro from the BJ'S Wholesale card and add Irene Winkler

MR. DALTON MOVED, AND MR. GRELLER SECONDED TO APPROVE THE BOARD RESOLUTION TO REMOVE MARYANN FERRO FROM THE BJ'S WHOLESALE CARD AND ADD IRENE WINKLER. ALL APPROVED.

J. Motion to accept dividend checks from Utica National Insurance Group in the amounts of $4,551.30 & $757.20.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE DIVIDEND CHECKS FROM UTICA NATIONAL INSURANCE GROUP IN THE AMOUNTS OF $4,551.30 & $757.20. ALL APPROVED.

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

Unfinished Business:

A. Construction Update

1. Circulation Renovation

Ms. Reed stated she spoke with Mr. Smith of Smith & Pucillo Architects regarding the potential of the glass wall in the areas the Board discussed. Replacing the existing wall with a glass wall would be very involved and very expensive. David Chen, Calgi Constructions, will have a cost estimate for the Circulation renovation. The Board will discuss the possible glass wall addition once they know the cost estimate for the Circulation Renovation.

B. 2023-2024 Proposed Library Budget

Ms. Reed stated the Library Board approved the Proposed 2023-2024 Library Budget. The Library & School District Budget Vote will be held on Tuesday, May 16, 2023.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Communications:

A. Thank you email from the Levittown Fire Department

Director's Progress and Service Report:

A. Buildings and Grounds

B. System developments:

Ms. Reed reported on the following meetings:

1. MLD Executive Board Meeting – Wednesday, April 5, 2023
2. Member Library Director Meeting - Wednesday, April 19, 2023
3. NLS Board Meeting – Monday, April 24, 2023
4. MLD Executive Board Meeting – Wednesday, May 3, 2023

C. Public Service and Programs

The total adult attendance for April 2023 was 806. The total Young Adult attendance for April 2023 was 366. The total Children's attendance for April 2023 was 742. The total Innovation Station attendance for April 2023 was 443. The Notary Services for April 2023 was 64. The Social Work Intern attendance for April 2023 was 15. The grand total for April 2023 was 2,436.

The Passport Statistics for 2023 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

Committee Reports:

A. Foundation Committee

Mr. Dalton stated the Foundation Members met tonight and filled two vacancies on their Board. In addition, they discussed the Community Yard Sale on June 3, 2023, and other fundraising ideas.

New Business:

A. Sustainable Library Initiative – Speaker Roger Reyes

Mr. Reyes gave a presentation via Zoom regarding the Sustainable Library Initiative. There is a start-up fee and then an annual membership fee. Ms. Reed stated the Board will discuss and contemplate moving forward with this initiative. She thanked Mr. Reyes for his presentation.

B. Accounting System Software
   1. Finance Manager
   2. Quick Books
   3. Win Cap

Ms. Reed and Mr. Cleary discussed the different software for the library to purchase. Mr. Cleary said nVision by Finance Manager is best suited for the Library. Mrs. Reed said they would start with the base package.

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO PURCHASE NVISION BY FINANCE MANAGER AND START THE PROCESS OF TRANSITIONING FROM PEACHTREE. ALL APPROVED.

C. Motion to accept the Central Library Services Aid Assurances, Attestation & Expenditure Plan for 2023

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE CENTRAL LIBRARY SERVICES AID ASSURANCES, ATTESTATION & EXPENDITURE PLAN FOR 2023. ALL APPROVED.

D. Town of Hempstead Summer Youth Service Employment Program 2023

Ms. Reed stated the library was approached to participate in the program. The Town of Hempstead will pay the students to work in the library. The Board approved moving forward with the program if there are no concerns with the Union.

E. Quote for CollectionHQ and cHQlite Services

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ACCEPT THE QUOTE FOR COLLECTIONHQ - CHQLITE SERVICES. ALL APPROVED.

F. Motion for the Disposal of Equipment

1 APC Smart-UPS Model SMT1000RM2UC Serial Number 3S1830X16079
1 APC Smart-UPS Model SMT1000RM2UC Serial Number 3S1836X10787

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE MOTION FOR THE DISPOSAL OF THE EQUIPMENT. ALL APPROVED

G. Motion for a Newsletter Design

MR. GRELLER MOVED, AND MR. DALTON SECONDED THE DIRECTOR TO SIGN AND ENTER INTO CONTRACT AS DISCUSSED IN THE EXECUTIVE SESSION FOR A NEWSLETTER DESIGNER UPON REVIEW AND APPROVAL OF THE LIBRARY ATTORNEY. ALL APPROVED.

Meetings and Conferences:

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

F. **Regular Board Meeting – Wednesday, September 6, 2023**

ADJOURNMENT:

MR. DALTON MOVED, AND MR. GRELLER SECONDED TO ADJOURN THE MEETING AT 9:10 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE
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MAY 3, 2023

IN-PERSON

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

The Board discussed matters of contract and personnel.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 8:10 PM. ALL APPROVED.