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
OCTOBER 4, 2023

IN-PERSON

The regular October 4, 2023, meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom on October 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 7:06 p.m. by Mr. Dalton. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Irene Winkler, Assistant Library Director, Brian Cleary, Treasurer, and, via telephone, Benjamin Truncale, Library Attorney.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:08 PM. ALL APPROVED.

The open meeting resumed at 7:31 p.m.

Minutes:
Minutes from September 6, 2023

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE SEPTEMBER 6, 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 SEPTEMBER 2023 FOR TD BANK IN THE AMOUNT OF $106,172.11, THE IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR SEPTEMBER 2023 FOR TD BANK IN THE AMOUNT OF $0.00, AND

WITHHOLDING ACCOUNT WARRANT FOR SEPTEMBER 2023 FOR TD BANK IN THE AMOUNT OF $120,498.05. ALL APPROVED.

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

C. Cash balance report as of September 30, 2023: General Fund is $6,404,059.43 and Capital Projects is $121,132.02.

D. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2023 FOR TD BANK IN THE AMOUNT OF $2,047.00. ALL APPROVED.

E. Central Library Services Aid spent to date for 2023 is $121,963.34

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

G. Request for tax funds from School District - $668,936.00 – November 1, 2023

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $668.936.00 FOR NOVEMBER 1, 2023. ALL APPROVED.

Unfinished Business:

A. Construction update

1. Library Renovations

Mrs. Reed reported that the architectural firm sent her their Letter of Intent Form for renovating Meeting Rooms 1 & 2 to submit to SED.

B. Hydroponic Growing Garden System (Lettuce Grow)

1. The Pollination Project Grant - $953.50

Mrs. Reed reported that the grant has been awarded, and the next step is for the Foundation to provide bank information, and the Children's Department will coordinate in working on this project.

Personnel Changes:

A. Motion to accept the Personnel Calendar

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE PERSONNEL CALENDAR AS AMENDED IN EXECUTIVE SESSION. ALL APPROVED.

Communications:

A. Thank you from Homebound patrons

B. Staff compliment for patron

C. Letter from patron

Period for Public Expression:

Patricia Riddle – Library staff
Matt Buchys – via Zoom
Dale Schupler – via Zoom
Lisa Bivona – via Zoom
Maryanne Linehan – via Zoom
Lisa Buckman – via Zoom
Eileen Beck – via Zoom
Carol Pettit – via Zoom

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed reported that the staff parking lot and driveway repaving has begun.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting - Wednesday, September 20, 2023
2. NLS Board Meeting – Monday, September 18, 2023
3. MLD Executive Board Meeting – Wednesday, October 4, 2023

C. Public Service and Programs

The total adult attendance for September 2023 was 625. The total Young Adult attendance for September 2023 was 399. The total Children's attendance for September 2023 was 394. The total Innovation Station attendance for September 2023 was 306. The Notary Services for September 2023 was 74. The Social Work Intern attendance for September 2023 was 8. The grand total for September 2023 was 1,470.
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

1. Fire Alarm Evacuation – Friday, September 8, 2023
2. Levittown Community Council General meeting – Monday, September 26, 2023
3. Nassau County Legislative Breakfast – Friday, September 29, 2023; 8:30 a.m.; Westbury Public Library
4. The Great Give Back – Saturday, October 21, 2023

Committee Reports:

A. Foundation Committee

Mr. Greller reported that the Foundation held its Raffle drawing this evening. 100% of the tickets had been sold prior to the drawing. The next Foundation meeting is November 1, 2023, at 6:00 p.m.

New Business:

A. Motion for the Disposal of Equipment

5 KI MI6 Piretti chairs Reg. No. PA-24176 (WI)
1 3D Pen S/N X00134CJ4D
1 3D Pen S/N X00134CJ4D
1 3D Pen S/N X00134CJ4D
1 3D Pen S/N X00134CJ4D
1 3D Pen S/N X00134CJ4D
1 3Doodler S/N 400000014791
1 3Doodler 2.0 S/N 00ZAV6382
1 MYNT3D Super 3D Pen S/N 850751007076
1 MYNT3D Super 3D Pen S/N 850751007076
1 Glyby 3D printing pen S/N X001DZBPOR
1 Glyby 3D printing pen S/N X001DZBPOR
1 Glyby 3D printing pen S/N X001DZBPOR

MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED TO APPROVE THE DISPOSAL OF EQUIPMENT. ALL APPROVED.

B. Innovation Station

1. Innovation Station Use Policy

2. Innovation Station Usage Fees

3. Innovation Station Statement

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE INNOVATION STATION USE POLICY, USAGE FEES, AND STATEMENT. ALL APPROVED.

C. Substitute Typist-Clerk

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO REQUEST TWO SUBSTITUTE TYPIST-CLERKS FROM CIVIL SERVICE. ALL APPROVED.

Meetings and Conferences:

A. LILRC 32nd Annual Conference on Libraries and the Future: AI in Libraries – October 6, 2023; 8:00 a.m. – 3:00
B. Levittown Fire Department Open House – Friday, October 13, 2023
C. Staff Recognition Day – Sunday, October 29, 2023; 11:00 a.m. – 12:45 p.m.
D. **Regular Board meeting – Wednesday, November 1, 2023**
E. NYLA Conference – November 1-4, 2023; Saratoga Springs, NY
F. NCLA Annual Dinner & Installation of Officers – Thursday, November 16, 2023; 6:00 – 10:00 p.m.; Coral House; Baldwin, NY
G. **Regular Board meeting – Wednesday, December 6, 2023; 6:00 p.m.**
H. NLS Annual Meeting - Wednesday, December 6, 2023
I. **Regular Board meeting – Wednesday, January 3, 2024**
J. PLA 2024 Conference – April 3-5, 2024; Columbus, OH

ADJOURNMENT:

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO ADJOURN THE MEETING AT 7:51 PM. ALL APPROVED.

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

IN-PERSON

Mr. Dalton called the Executive Session to order at 7:08 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mr. Pettit-Milonakis, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, and, via telephone, Benjamin Truncale, Library Attorney.

The Board discussed matters of contract and personnel.

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN MEETING AT 7:30 PM. ALL APPROVED.