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

Growing with Our Community

MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
NOVEMBER 1, 2023

The regular November 1, 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 November 1, 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 7:07 pm by Mr. Dalton. Present were Mr. Dalton, Mr. Greller, Mr. Pettit-Milonakis, Mrs. Maher, and Mrs. Santer, joined by Mrs. Reed, Director, and Brian Cleary, Treasurer. Irene Winkler, Assistant Director, joined the meeting via Zoom.

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

The open meeting resumed at 7:24 p.m.

Minutes:

Minutes from October 4, 2023

MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED OCTOBER 4, 2023, MINUTES. ALL APPROVED.

Financial Report of the Library:

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

A. MR. GRELLER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR OCTOBER 2023 FOR TD BANK IN THE AMOUNT OF $227,621.16 THE IMPREST ACCOUNT WARRANT FOR OCTOBER 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR OCTOBER 2023 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR OCTOBER 2023 FOR TD BANK IN THE AMOUNT OF $115,586.93. ALL APPROVED.

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

C. Cash balance report as of October 31, 2023: General Fund is $6,427,267.34, and Capital Projects is $121,194.89.

D. MRS. MAHER MOVED, AND MRS. SANTER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR OCTOBER 2023 FOR TD BANK IN THE AMOUNT OF $8,333.00. ALL APPROVED.

E. Central Library Services Aid spent to date for 2023 is $130,296.34

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

G. Request for tax funds from School District - $668,936.00 – December 2, 2023

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $668.936.00 FOR DECEMBER 2, 2023. ALL APPROVED.

Unfinished Business:

A. Construction update
   1. Library Renovations

Mrs. Reed reported that the Library received the SED project number on Monday, October 30, 2023, and has passed it on to the architect. Mr. Smith will continue to do the remainder of the paperwork.

B. Building safety – Guest speaker Officer Glenn from Nassau County Police Department Homeland Security

Mrs. Reed reported that all available LPL staff members participated in Officer Glenn's Homeland Security presentation. She discussed the possibility of closing the library early on a specific day to have Officer Glenn, from Nassau County Police Department Homeland Security, come back to the library and speak to the employees who did not attend the first training.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Communications:

A. Patron compliment: Mrs. Reed shared a patron's compliment on how our CD collection is "one of the best in Nassau County" he can always find new and hard-to-find CDs, and they are clean and in good condition. Mrs. Reed added that she witnessed the staff's diligent work on this collection.

B. Notes from Fall Family Fun Day: Fall Family Fun Day was a fun event. Patrons left grateful notes. They mentioned how much they love the library.

Period for Public Expression:

Patricia Riddle – Library staff
Matt Buchys – via Zoom
Sarah Aiosa – Library staff
Eileen Beck - via Zoom
Dale Schupler - via Zoom
Carol Pettit - via Zoom
Vinny Giurleo - via Zoom
Maryann Linehan - via Zoom
Lisa Buckman - via Zoom

Sarah Aiosa thanked the Board of Trustees for the promotion and is looking forward to working with the library staff in her new role.

Matt Buchys thanked the staff for the trip to the Franklin Institute on August 1, 2023.

Mr. Greller stated the online Book Face Friday and videos posted on Instagram & Facebook were phenomenal.

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed reported the fire alarm went off on October 30, 2023. It has been determined that there is a faulty smoke detector head in the library's front lobby. Johnson Controls will fix the issue. The staff did evacuate the building properly, according to the procedures.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting - Wednesday, October 18, 2023.
   Mrs. Reed reported on the Collections Acquisition Management (CAM) proposal from NLS. The cost to Levittown Public Library to join in sharing the ordering costs of best sellers and other high-demand items would be $11,000. Based on her review of the proposal and in consultation with staff, Mrs. Reed finds that the initiative appears to subsidize and benefit smaller libraries. Our CLA budget would not be involved in this proposal.

2. NLS Board Meeting – Monday, October 23, 2023 (Did not attend).
   Mrs. Reed and Irene Winkler attended The Empire State Libraries Fundraiser Banquet dinner on October 23. It was well-attended.

C. Public Service and Programs

The total adult attendance for October 2023 was 749. The total Young Adult attendance for October 2023 was 449. The total Children's attendance for October 2023 was 1,183. The total Innovation Station attendance for October 2023 was 249. The Notary Services for October 2023 was 59. The Social Work Intern attendance for October 2023 was 0. The grand total for October 2023 was 2,689.

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. Levittown Fire Department Open House - Friday, October 13, 2023

   Mrs. Reed reported that the Library Staff attended the Levittown Fire Department Open House.

2. The Great Give Back – Saturday, October 21, 2023

   Mrs. Reed reported that the library collected approximately five boxes of food throughout the month for the Great Give Back.

3. Staff Recognition Day – Sunday, October 29, 2023

   Mrs. Reed reported that Staff Recognition Day was a very nice event and thanked the Foundation for sponsoring the gifts and the Library Attorney, Ben Truncale, for co-sponsoring the food.

4. Dispositioned iMacs

   Mrs. Reed reported that two of the iMacs were donated to Malverne Library, and three went to a new organization in Levittown called Momma's House.

5. Trustee Training
   Mrs. Reed reminded the Trustees that they must have two hours of training, according to the new state requirements. The deadline is December 31, 2023.

6. Request for Proposals

   Mrs. Reed stated she is working on an RFP for Security Services and for the Burglar and Fire Alarm System.

Committee Reports:

A. Foundation Committee

Mr. Greller reported that the Foundation meeting was postponed until January 3, 2024.

New Business:

A. Motion for 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:
53 ALIS DRA CONVERSION; ALIS COORDINATOR'S MEMOS (1999-2003); 492 CENTRAL LIBRARY AID MONTHLY REPORTS (1978); 366 BUDGET VOTE (1988-1995); 658 U.S. DEPARTMENT OF LABOR & STATISTICS SURVEY (1993-1997); 479 EAB THIRD PARTY CUSTODY AGREEMENT 1995-1997); 58 DUPLICATE COPY OF BUILDING MODIFICATIONS (1974); 114 CATHEY VS. TOWN OF HEMPSTEAD; 479 CITIBANK DEPOSITORY AGREEMENTS (1974-1997); 479 TREASURY BILLS (1970-1996); 78 LANDIS & GYR POWERS, INC. HVAC SERVICE AGREEMENT (1991); AND 78 HONEYWELL SERVICE CONTRACT (1990)
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.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE DISPOSITION OF RECORDS. ALL APPROVED.

B. 2023 Holiday Schedule

Mrs. Reed mentioned that Juneteenth on the Holiday Schedule was pending as part of the collective bargaining agreement.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE 2024 HOLIDAY SCHEDULE AS AMENDED. ALL APPROVED.

C. 2024 ILS & Associated Service Budget Vote

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE ILS & ASSOCIATED SERVICE BUDGET VOTE. ALL APPROVED.

D. 2024 & 2025 Member Library Support Vote

Mrs. Reed mentioned that NLS raised the service costs in the 2024-25 support proposal. However, it would cost the library much more to provide these services on our own.

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO APPROVE THE 2024 & 2025 MEMBER LIBRARY SUPPORT VOTE. ALL APPROVED.

Mr. Greller stated that the Trustee By-Laws should be reviewed and discussed next month. He recommended that the Board appoint one Trustee to act as Sergeant at Arms to regulate Board meetings.

Meetings and Conferences:

A. NYLA Conference – November 1-4, 2023; Saratoga Springs, NY
B. NCLA Annual Dinner & Installation of Officers – Thursday, November 16, 2023; 6:00 – 10:00 p.m.; Coral House; Baldwin, NY
C. **Regular Board meeting – Wednesday, December 6, 2023; 6:00 p.m.**
D. NLS Annual Meeting - Wednesday, December 6, 2023; 7:30 p.m.
E. **Regular Board meeting – Wednesday, January 3, 2024**
F. **First Open Budget Meeting & Regular Board meeting – Wednesday, February 7, 2024**
G. PLA 2024 Conference – April 3-5, 2024; Columbus, OH

ADJOURNMENT:

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO ADJOURN THE MEETING AT 7:57 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES NOVEMBER 1, 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, Brian Cleary, Treasurer, and Irene Winkler, Assistant Library Director joined the meeting via Zoom.

The Board discussed matters of contract and personnel.

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 7:22 PM. ALL APPROVED.