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 DECEMBER 6, 2023

The regular December 6, 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 December 6, 2023.

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Pledge of Allegiance:
The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:
The meeting was called to order at 8:53 p.m. by Mr. Dalton. Present were Mr. Dalton, Mr. Pettit-Milonakis, and Mrs. Maher, joined by Mrs. Reed, Director, and Irene Winkler, Assistant Director. Trustees Mr. Greller, Mrs. Santer, and Mr. Cleary, Treasurer, were absent with notice.

Minutes:
Minutes from November 1, 2023

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE NOVEMBER 1, 2023, MINUTES. ALL APPROVED.

Financial Report of the Library:
Trina Reed, Director, presented the Financial Report of the Library.

A. MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR NOVEMBER 2023 FOR TD BANK IN THE AMOUNT OF $589,846.34, THE IMPREST ACCOUNT WARRANT FOR NOVEMBER 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR NOVEMBER 2023 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR NOVEMBER 2023 FOR TD BANK IN THE AMOUNT OF $120,973.80. ALL APPROVED.

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

C. Cash balance report as of November 30, 2023: General Fund is $6,127,842.16 and Capital Projects is $121,259.95.

D. MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2023 FOR TD BANK IN THE AMOUNT OF $2,709.70. ALL APPROVED.

E. Central Library Services Aid spent to date for 2023 is $133,006.04

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

G. Request for tax funds from School District - $668,935.00 – January 4, 2024

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $668.935.00 FOR JANUARY 4, 2024. ALL APPROVED.

H. Update – CLSA Check

Mrs. Reed reported the CLSA (Central Library Services Aid) funds have been deposited to NLS. They will release the funds once the Board approves the check at their Board Meeting on December 18, 2023.

I. Motion to accept the transfer of Nassau County Grant funds arranged by Legislator Ferretti in the amount of $10,000.00

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE TRANSFER OF NASSAU COUNTY GRANT FUNDS ARRANGED BY LEGISLATOR FERRETTI IN THE AMOUNT OF $10,000. ALL APPROVED.

Unfinished Business:

A. Construction Update
   1. Library Renovations

      Mrs. Reed reported that the library is still awaiting the final SED paperwork.

Personnel Changes:

A. Motion to accept the Personnel Calendar

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

Communications:

A. Operation Gratitude Thank You Letter
B. Wisdom Lane Middle School Thank You Letter
C. St. Bernard's Church Thank You Letter

Period for Public Expression:

Matt Buchys – via Zoom
Dale Schupler – via Zoom

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Lynn French - via Zoom
Eileen Beck - via Zoom
Carol Pettit - via Zoom

Matt Buchys thanked the staff and wished everyone happy holidays.

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed reported the fire alarm went off today because of the new powerful Heat Press in the Innovation Station. The exhaust must be on when using the machine, even when warming up the machine. The staff followed the proper procedures and evacuated the library at 3:06 pm. Mrs. Reed thanked the Fire Department for their quick response.

B. System developments:

Mrs. Reed reported on the following meetings:

1. MLD Executive Board Meeting – Wednesday, November 8, 2023
2. NLS Board Meeting – Monday, November 20, 2023
3. Member Library Director Meeting - Wednesday, November 22, 2023
4. MLD Executive Board Meeting – Wednesday, December 6, 2023

C. Public Service and Programs

The total adult attendance for November 2023 was 667. The total Young Adult attendance for November 2023 was 359. The total Children's attendance for November 2023 was 449. The total Innovation Station attendance for November 2023 was 312. The Notary Services for November 2023 was 45. The Social Work Intern attendance for November 2023 was 1. The grand total for November 2023 was 1,833.

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 Chamber of Commerce Tree Lighting – Monday, December 4, 2023

Mrs. Reed thanked everyone who attended and volunteered at the Levittown Chamber of Commerce Tree Lighting.

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2. FBI Training Session – Monday, December 18, 2023

Mrs. Reed stated the FBI is offering a training session to Library Directors in Nassau & Suffolk County. The session is scheduled for Monday, December 18, 2023.

Committee Reports:

A. Foundation Committee

The Foundation Committee did not meet tonight. The next meeting is January 3, 2024.

New Business:

A. Motion for the Disposition of Equipment

1 Piano bench (no identifying information)
1 iPad 2, Serial No. DN6FQ0D3DKPK (Admin)
1 Dell Optiplex 790 Service Tag 9GYCNM1
1 Dell Optiplex 9020 Service Tag DWS1X52
1 Dell Optiplex 9020 Service Tag DWS4X52
1 Dell Optiplex 9020 Service Tag DWS5X52
1 Dell Monitor Serial No. CN-0Y1G0M-74261-06O-1AAU
1 Dell Monitor Serial No. CN-06VY32-74445-176-324S
1 Dell Monitor Serial No. CN-06VY32-74445-15R-ABKS
1 Dell Monitor Serial No. CN-0C552H-72872-86L-0RUS-A00
1 APC Back-UPS Pro 1500 Serial No. 4B1721P19017

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

B. Credit Card Policy

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE CREDIT CARD POLICY. ALL APPROVED.

C. Code of Conduct Policy

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO AMEND THE CODE OF CONDUCT POLICY. ALL APPROVED.

D. Local History Appraisal Report

Mrs. Reed reported that the library has a full-time librarian trainee who is working on evaluating our local history collection. She has put together a report on the library's history collection condition. Some of the library's microfilm rolls are contaminated

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with Vinegar Syndrome. She has researched how to contain the problem and will work on digitizing the microfilm so the library does not lose the information in the collection. Mrs. Reed has asked her for a tentative budget for digitizing the microfilm, which will be included in the 2024-2025 budget.

E. Trustee Bylaws

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO TABLE THE DISCUSSION ON THE TRUSTEE BYLAWS UNTIL JANUARY. ALL APPROVED.

Meetings and Conferences:

A. **Regular Board Meeting – Wednesday, January 3, 2024**
B. **First Open Budget Meeting & Regular Board Meeting – Wednesday, February 7, 2024**
C. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 6, 2024**
D. Computers in Libraries – March 12-14, 2024; Hyatt Regency Crystal City; Arlington, VA

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE ONE STAFF MEMBER TO ATTEND THE COMPUTERS IN LIBRARIES CONFERENCE – MARCH 12-14, 2024, HYATT REGENCY CRYSTAL CITY, ARLINGTON, VA. ALL APPROVED.

E. PLA 2024 Conference – April 3-5, 2024; Columbus, OH

EXECUTIVE SESSION:

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO ENTER INTO EXECUTIVE SESSION AT 9:09 PM. ALL APPROVED.

The open meeting resumed at 9:17 p.m.

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE MEMORANDUM OF AGREEMENT BETWEEN THE UNION AND THE BOARD OF TRUSTEES, ADDING THE JUNETEENTH HOLIDAY EFFECTIVE WEDNESDAY, JUNE 19, 2024, TO THE HOLIDAY CALENDAR FOR 2024. ALL APPROVED.

ADJOURNMENT:

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE MEETING AT 9:18 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES DECEMBER 6, 2023

IN-PERSON

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Mr. Dalton called the Executive Session to order at 9:10 p.m. Present were Mr. Dalton, Mrs. Maher, and Mr. Pettit-Milonakis, joined by Ms. Reed, Director, and Irene Winkler, Assistant Library Director. Mr. Greller and Mrs. Santer were absent with notice.

The Board discussed matters of contract and personnel.

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 9:16 PM. ALL APPROVED.