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 6, 2024

The regular March 6, 2024, 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 6, 2024.

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 p.m. by Mr. Dalton. Present were Mr. Dalton, Mrs. Maher, and Mr. Greller, joined by Mrs. Reed, Director, Irene Winkler, Assistant Director, and Brian Cleary, Treasurer. Trustees Mr. Pettit-Milonakis and Mrs. Santer were absent with notice. Ben Truncale, Library Attorney, joined the Executive Session via telephone.

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 session resumed at 7:39 p.m.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO REMOVE ITEMS A & B FROM MEETINGS AND CONFERENCES AND RE-LETTER THE LIST. ALL APPROVED.

Minutes:

Minutes from February 7, 2024

MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE FEBRUARY 7, 2024, MINUTES. ALL APPROVED.

Financial Report of the Library:

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

A. MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR FEBRUARY 2024 FOR TD BANK IN THE AMOUNT OF $108,522.90, THE IMPREST ACCOUNT WARRANT FOR FEBRUARY 2024 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR FEBRUARY 2024 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR FEBRUARY 2024 FOR TD BANK IN THE AMOUNT OF $138,101.49. ALL APPROVED.

B. THE CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2024 FOR WEBSTER (STERLING) BANK IN THE AMOUNT OF $0.00.

C. Cash balance report as of February 29, 2024: General Fund is $6,481,536.71, and Capital Projects is $121,453.54.

D. MR. GRELLER MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR FEBRUARY 2024 FOR TD BANK IN THE AMOUNT OF $28,491.42. ALL APPROVED

E. Central Library Services Aid spent to date for 2024 is $73,161.86

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

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

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

H. Motion to transfer $100,000.00 from the General Fund to the Central Library Fund

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE TRANSFER OF $100,000.00 FROM THE GENERAL FUND TO THE CENTRAL LIBRARY FUND. ALL APPROVED.

I. Motion to transfer $21,000.00 from A6050 State Retirement to A6560 Building Services Contracts

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE TRANSFER OF $21,000.00 FROM A6050 STATE RETIREMENT TO A6560 BUILDING SERVICES CONTRACTS. ALL APPROVED.

J. Motion to transfer $18,000.00 from A6050 State Retirement to A6850 Major Repairs

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE TRANSFER OF $18,000.00 FROM A6050 STATE RETIREMENT TO A6850 MAJOR REPAIRS. ALL APPROVED.

K. Motion to transfer $11,000.00 from A6070 State Retirement to A6230 Microfilm Material

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE TRANSFER OF $11,000.00 FROM A6050 STATE RETIREMENT TO A6230 MICROFILM MATERIAL. ALL APPROVED.

L. Motion to transfer $3,000.00 from A6900 Professional Fees – Attorney to A6940 Professional Fees - Other

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE TRANSFER OF $3,000.00 FROM A6900 PROFESSIONAL FEES – ATTORNEY TO 6940 PROFESSIONAL FEES - OTHER. ALL APPROVED.

M. Motion to accept the 2023 Local Library Services Aid (LLSA) check in the amount of $1,421.50

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE 2023 LOCAL LIBRARY SERVICES AID (LLSA) CHECK IN THE AMOUNT OF $1,421.50. ALL APPROVED.

N. Motion to accept two anonymous donor checks via Bright Funds in the amount of $60.00

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ACCEPT TWO ANONYMOUS DONOR CHECKS VIA BRIGHT FUNDS IN THE AMOUNT OF $60.00. ALL APPROVED.

O. MR. GRELLER MOVED, AND MRS. MAHER SECONDED A MOTION FOR THE AUTHORIZATION OF THE LIBRARY DIRECTOR AND THE BOARD PRESIDENT TO APPROVE BUDGET TRANSFERS IN THE AMOUNT OF $5,001 UP TO $25,000 WITH FINAL APPROVAL AT THE NEXT BOARD MEETING. ALL APPROVED.

Unfinished Business:

A. Library Renovations – Meeting Rooms 1 & 2

Mrs. Reed stated they are still awaiting SED approval. She will talk to the Architect to get another update.

B. Security Proposals

Mrs. Reed stated the Library went out to bid for security services, and only two companies submitted bid proposals. The current security service company did not submit a bid proposal, but they were included in consideration based on their current contract pricing. Mrs. Reed looked into piggybacking on the BOCES Licensed Guard Service. The Library Attorney reviewed the contract, and the Library is able to piggyback on the BOCES Licensed Uniformed Guard Service.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE 30-DAY NOTICE TO THE CURRENT SECURITY COMPANY AS STATED. ALL APPROVED.

C. Resolution to piggyback on the BOCES Licensed Uniformed Guard Services Bid# 21-11-008

LIBRARY PUBLIC LIBRARY

RESOLUTION RE: BOCES Licensed Uniformed Unarmed Guard Service Bid # 21-22-008

WHEREAS, the Levittown Public Library is in need of security services upon the Library premises; and

WHEREAS, Nassau BOCES Licensed Uniformed Unarmed Guard Service Bid # 21-22-008 specifically provides that the "component school districts in Nassau County and local political entities may participate in the result of this solicitation once they have filed the appropriate resolution with Nassau BOCES"; and

WHEREAS, Levittown Public Library wishes to avail itself of this Bid and participate in the result of same.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees hereby resolves to piggyback and participate in the Nassau BOCES Licensed Uniformed Guard Service Bid # 21-22-008.

Dated: Levittown, NY
March 6, 2024

MR. GRELLER MOVED AND, MRS. MAHER SECONDED TO APPROVE THE RESOLUTION AS PRINTED. ALL APPROVED.

D. 2024-2025 Proposed Library Budget

1. Motion to accept the 2024-2025 Proposed Budget

   MRS. MAHER MOVED, AND MR. GRELLER TO TABLE THE APPROVAL OF THE 2024-2025 BUDGET TO THE APRIL MEETING. ALL APPROVED.

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

   MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVED THE MAILER PRINTING AND MAILING COST NOT TO EXCEED $3,800.00 FOR PRINTING AND $2,000.00 FOR MAILING COST. ALL APPROVED.

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. Thank you letter from LI Laser Tag
B. Letter from patron
C. Pied Piper Award Letter

Period for Public Expression:

Patricia R. - Library staff
Matty B. - via Zoom
Carol. P. - via Zoom
Dale S. - via Zoom
Eileen B. - via Zoom
Maryanne L. - via Zoom

Matty B. suggested the library have a committee to discuss the options for library bus trips. Mrs. Reed stated that the library takes suggestions at any time.

Director's Progress and Service Report:

A. Buildings and Grounds

1. Snow closure: Tuesday, February 13, 2024

   Mrs. Reed stated that the library was closed due to heavy snow on Tuesday, February 13, 2023.

2. Delayed opening: Saturday, February 17, 2024; 10:00 a.m.

Mrs. Reed stated that the library had a delayed opening on Saturday, February 17, 2024, until 10:00 a.m. due to snow.
Mrs. Reed thanked the custodial staff for clearing the snow and their hard work throughout the year.

B. System developments:

Mrs. Reed reported on the following meetings:

1. NYLA Advocacy Day- Wednesday, February 7, 2024
2. MLD Executive Board Meeting - Wednesday, February 14, 2024
3. Member Library Director Meeting - Wednesday, February 28, 2024
4. NLS Board Meeting – Monday, February 26, 2024 (Mrs. Reed was unable to attend)
5. MLD Executive Board Meeting - Wednesday, March 6, 2024
6. There's an Internship for That – February 27, 2024

C. Public Service and Programs

The total adult attendance for February 2024 was 563. The total Young Adult attendance for February 2024 was 516. The total Children's attendance for February 2024 was 637. The total Innovation Station attendance for February 2024 was 436. The Notary Services for February 2024 was 53. The Social Work Intern attendance for February 2024 was 1. The grand total for February 2024 was 2,153.

The Passport Statistics for 2024 for the Board of Trustees are included in their Board of Trustees' packet.

D. Department Heads Reports

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

E. Miscellaneous

Mrs. Reed thanked all the library staff for their hard work involved with BrickCon. It was very well attended.

Committee Reports:

A. Foundation Committee

Mr. Greller stated the Foundation Committee met today. They are looking into different fundraising ideas. There was a discussion about the new hydroponic garden. The next meeting is scheduled for May 1, 2024.

New Business:

A. Motion to approve the 2024/2025 Sunday Schedule

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO TABLE THE APPROVAL OF THE 2024/2025 SUNDAY SCHEDULE UNTIL THE NEXT MEETING. ALL APPROVED.

B. Motion to approve the 2023 Annual Report

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE 2023 ANNUAL REPORT. ALL APPROVED.

C. 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:

489 BUDGET 1966/1967; 489 BUDGET 1967/1968; AUDIT (1991-1993); 649 COLLECTIVE BARGAINING 7/30/95; 489 BUDGET 1993/1994; 489 BUDGET 1994/1995; 489 BUDGET 1995/1996; 489 BUDGET 1991/1992; AND 489 BUDGET 1992/1993.

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.

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

D. Motion for the Disposition of Equipment

1 HP Color LaserJet 2605dn Serial No. CNHC78Q474 Hon office chairs DVGRZG

MR. GRELLER MOVED, AND MRS. MAHER SECONDED THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

E. Trustee Bylaws

Mr. Greller will prepare a proposed wording change in the Trustee Bylaws.

Meetings and Conferences:

A. Salk Middle School Art Show Reception – Thursday, March 14, 2024; 6:00 p.m.
B. Computers in Libraries – March 12-14, 2024; Hyatt Regency Crystal City; Arlington, VA
C. **Regular Board Meeting – Wednesday, April 3, 2024**
D. PLA 2024 Conference – April 3-5, 2024; Columbus, OH
E. Wisdom Lane Middle School Art Show Reception – Thursday, April 18, 2024; 6:00 p.m.
F. **Regular Board Meeting – Wednesday, May 1, 2024**
G. Long Island Library Conference – Thursday, May 9, 2024; Melville Marriott, Melville, NY

MR. GRELLER MOVED, AND MRS. MAHER SECONDED UP TO 14 STAFF MEMBERS TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE ON THURSDAY, MAY 9, 2024: MELVILLE MARRIOT, MELVILLE, NY. ALL APPROVED.

H. **Library & School District Budget Vote – Tuesday, May 21, 2024; 7:00 a.m. – 8:00 p.m.**
I. **Regular Board Meeting – Wednesday, June 5, 2024**

ADJOURNMENT:

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ADJOURN THE MEETING AT 8:15 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE
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BOARD OF TRUSTEES
MARCH 6, 2024

IN-PERSON

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

The Board discussed matters of contract and personnel.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 7:38 PM. ALL APPROVED.