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
APRIL 3, 2024

The regular April 3, 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 April 3, 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 7:01 p.m. by Mrs. Maher. Present were Mrs. Maher, Mr. Greller, and Mr. Pettit-Milonakis, joined by Irene Winkler, Assistant Director, and Brian Cleary, Treasurer. Mrs. Santer was absent with notice. Mrs. Reed, Director, and Mr. Dalton joined via Zoom.

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ENTER INTO THE EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:02 PM. ALL APPROVED.

The open session resumed at 8:19 p.m.

Minutes:
Minutes from March 6, 2024

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF MARCH 6, 2024, MINUTES. ALL APPROVED.

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

A. MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR MARCH 2024 FOR TD BANK IN THE AMOUNT OF $92,589.63, THE IMPREST ACCOUNT WARRANT FOR MARCH 2024 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR MARCH 2024 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR MARCH 2024 FOR TD BANK IN THE AMOUNT OF $131,956.04. ALL APPROVED.

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

C. Cash balance report as of February 29, 2024: General Fund is $6,531,194.92, and Capital Projects is $121,514.71.

D. MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR MARCH 2024 FOR TD BANK IN THE AMOUNT OF $10,256.02. ALL APPROVED

E. Central Library Services Aid spent to date for 2024 is $83,417.88

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

G. Request for tax funds from School District - $668,935.00 – May 2, 2024

MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $668.935.00 FOR MAY 2, 2024. ALL APPROVED.

H. Motion to accept the 2023 Bullet Aid – Assembly check in the amount of $20,000.00

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE 2023 BULLET AID – ASSEMBLY CHECK IN THE AMOUNT OF $20,000.00. ALL APPROVED.

I. Motion to accept the Utica National Insurance Group's Final Audit Credit (refund) check in the amount of $844.00 (Worker's Comp)

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE UTICA NATIONAL INSURANCE GROUP'S FINAL AUDIT CREDIT (REFUND) CHECK IN THE AMOUNT OF $844.00 (WORKER'S COMP) ALL APPROVED.

J. Motion to accept a donation check from the Nassau County Camera Club in the amount of $150.00

MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED TO ACCEPT A DONATION CHECK FOR THE NASSAU COUNTY CAMERA CLUB IN THE AMOUNT OF $150.00. ALL APPROVED.

K. Motion to transfer $50.00 from A6950 Professional Fees – Security to A6223 Continuations – Teen Ref

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $50.00 FROM A6950 PROFESSIONAL FEES – SECURITY TO A6223 CONTINUATIONS – TEEN REF. ALL APPROVED.

L. Motion to transfer $3,000.00 from A6950 Professional Fees – Security to A6246 Electronic Resources

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $3,000.00 FROM A6950 PROFESSIONAL FEES – SECURITY TO A6246 ELECTRONIC RESOURCES. ALL APPROVED.

M. Motion to transfer $4,500.00 from A6950 Professional Fees - Security to A6391 Prog & Exhibits – A Prog

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $4,500.00 FROM A6950 PROFESSIONAL FEES – SECURITY TO A6391 PROG & EXHIBITS – A PROG. ALL APPROVED.

N. Motion to transfer $700.00 from A6080 Disability to A6410 Prog & Exhibits – Special Events

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $700.00 FROM A6080 DISABILITY TO A6410 PROG & EXHIBITS – SPECIAL EVENTS. ALL APPROVED.

O. Motion to transfer $5,000.00 from A6710 Vehicle – Insurance to A6560 Building Service Contracts

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $5,000.00 FROM A6710 VEHICLE – INSURANCE TO A6560 BUILDING SERVICE CONTRACTS. ALL APPROVED.

P. Motion to transfer $10,000.00 from A6311 Contracts – Borrower Charges to A8060 Trips – Other

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $10,000.00 FROM A6311 CONTRACTS – BORROWER CHARGES TO A8060 TRIPS – OTHER. ALL APPROVED.

Q. Motion to transfer $5,000.00 from A6340 Office Equipment to A8060 Trips – Other

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $5,000.00 FROM A6340 OFFICE EQUIPMENT TO A8060 TRIPS – OTHER. ALL APPROVED.

R. Motion to transfer $10,000.00 from A6500 Utilities – Light to A8060 Trips – Other

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $10,000.00 FROM A6500 UTILITIES – LIGHT TO A8060 TRIPS – OTHER. ALL APPROVED.

S. Motion to transfer $2,000.00 from A6815 Computer Equipment to A8060 Trips - Other

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE TRANSFER OF $2,000.00 FROM A6815 COMPUTER EQUIPMENT TO A8060 TRIPS - OTHER. ALL APPROVED.

Mr. Cleary discussed opening CDs with TD Bank. As previously discussed, Mr. Cleary will proceed with the action to purchase 2 CDs for $1,000,000 each, one at 30 days and one at 60 days maturing. They will be examined every month.

Unfinished Business:

A. Library Renovations – Meeting Rooms 1 & 2

Mrs. Reed stated we received the money earmarked for the new Circulation Desk. However, since that project is not moving forward at this time, we will use the money for Meeting Rooms 1 & 2. She will add that to the $26,000 from Nassau County. She spoke with the architect regarding SED approvals and the need to spend the money before the end of the budget year. Mrs. Reed may have to contact elected officials to explain the delay from SED and seek permission to delay spending the grants.

B. Motion to approve the 2024/2025 Sunday Schedule

MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED TO APPROVE THE 2024/2025 SUNDAY SCHEDULE. ALL APPROVED.

C. 2024-2025 Proposed Library Budget

1. Motion to accept the 2024-2025 Proposed Budget

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED ACCEPT THE 2024-2025 PROPOSED BUDGET AS PRINTED. ALL APPROVED.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Communications:

A. Letter from patron

Period for Public Expression:

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

Matty asked if the 3.88% is the tax increase in real property or the increase from the previous percentage. Mrs. Reed stated this is an increase in the prior year's tax appropriation.

Director's Progress and Service Report:

A. Buildings and Grounds

1. Smoke affecting air quality – Wednesday, March 13, 2024

Mrs. Reed stated that on Wednesday, March 13, 2024, smoke affected the library's air quality due to a neighbor burning things in their backyard. Staff called the Levittown Fire Department, who had the neighbor extinguish the fire. The air quality in the building cleared, and staff did not have to evacuate the building.

2. Fire alarm - Thursday, March 22, 2024

Mrs. Reed stated the fire alarm went off on Thursday, March 22, 2024, due to a patron smoking in the public bathroom in the Reference Department.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting - Wednesday, March 20, 2024
2. NLS Board Meeting – Monday, March 25, 2024
3. MLD Executive Board Meeting - moved to Wednesday, April 10, 2024 due to PLA

C. Public Service and Programs

The total adult attendance for March 2024 was 2,320. The total Young Adult attendance for March 2024 was 825. The total Children's attendance for March 2024 was 1,180. The total Innovation Station attendance for March 2024 was 465. The Notary Services for March 2024 was 38. The Social Work Intern attendance for March 2024 was 5. The grand total for March 2024 was 4,834.

Town of Hempstead Egg Hunt for March 16, 2024, was 400.

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.

Mrs. Reed stated that there have been issues with the lighting outside of the building. The electrician has been notified and will come to fix the problem.

E. Miscellaneous

1. Town of Hempstead Easter Egg Hunt, Saturday, March 16, 2024

The Easter Egg Hunt was held in the Veteran's Memorial Park. The Library gave out hot chocolate like we do at the Holiday Tree Lighting.

2. PLA – April 3-5, 2024

Mrs. Reed stated she and Mr. Dalton were in attendance at the PLA Conference and thanked the Board for allowing them to attend.

Committee Reports:

A. Foundation Committee

The next meeting is scheduled for May 1, 2024.

New Business:

A. Collections Acquisition & Management (CAM) Letter of Intent

The Board of Trustees directed Mrs. Reed to sign the Letter of Intent stating the library will not participate in this program.

B. 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 1978/1979; 489 BUDGET 1987/1988; 489 BUDGET 1988/1989; 489 BUDGET 1989/1990; 489 BUDGET 1995/1996; 489 BUDGET 1996/1997; AUDIT (1990-1991); 603 AARP DRIVING CLASS REGISTRATIONS (JANUARY 2017-FEBRUARY 2018); 603 EMPIRES DRIVING CLASS REGISTRATIONS (JUNE 2015-FEBRUARY 2018). AND 597 OCLC REQUESTS (JANUARY 2018-FEBRUARY 2019).

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

C. Motion for the Disposition of Equipment

1 HP Color LaserJet M452dw Serial No. VNG3P03900

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

D. Motion to pay for the Levittown Education Foundation 24th Annual Community Recognition Dinner honorees, Director, Assistant Director, & 2 Board members

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE TO PAY FOR THE LEVITTOWN EDUCATION FOUNDATION 24TH ANNUAL COMMUNITY RECOGNITION DINNER HONOREES, FOR THE DIRECTOR, ASSISTANT DIRECTOR, AND 2 BOARD MEMBERS. ALL APPROVED.

E. Baldessari & Coster, LLP – Engagement Letter

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE ENGAGEMENT LETTER FROM BALDESSARI & COSTER, LLP. ALL APPROVED.

F. Innovation Station Policy & Innovation Station Usage Fees

MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED TO APPROVE THE INNOVATION STATION POLICY & INNOVATION STATION USAGE FEES. ALL APPROVED.

Meetings and Conferences:

A. Levittown Education Foundation 24th Annual Community Recognition Dinner – Monday, April 15, 2024; 6:30 p.m.; Levittown Memorial Education Center Panther Room
B. Wisdom Lane Middle School Art Reception – Thursday, April 18, 2024; 6:00 p.m.
C. **Regular Board Meeting – Wednesday, May 1, 2024**
D. Long Island Library Conference – Thursday, May 9, 2024; Melville Marriott, Melville, NY
E. **Library & School District Budget Vote – Tuesday, May 21, 2024; 7:00 a.m. – 8:00 p.m.**
F. **Regular Board Meeting – Wednesday, June 5, 2024**
G. LILRC Annual Membership Meeting – Tuesday, June 18, 2024; 9:00 a.m. – 1:00 p.m.; Farmingdale State College
H. **Regular Board Meeting – Wednesday, July 10, 2024**

ADJOURNMENT:

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE MEETING AT 8:43 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE
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APRIL 3, 2024

IN-PERSON

Mrs Maher called the Executive Session to order at 7:02 p.m. Present were Mrs. Maher, Mr. Pettit-Milonakis, and Mr. Greller, joined by Irene Winkler, Assistant Library Director, and Ben Truncale, Library Attorney. Mrs. Santer was absent with notice. They were joined by Mr. Dalton and Mrs. Reed, Director, via Zoom.

The Board discussed matters of contract and personnel.

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN MEETING AT 8:19 PM. ALL APPROVED.