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
FEBRUARY 7, 2024

The regular February 7, 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 February 7, 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 7:05 p.m. by Mr. Dalton. Present were Mr. Dalton, Mr. Pettit-Milonakis, Mr. Greller, and Mrs. Maher, joined by Ms. Reed, Director, Irene Winkler, Assistant Director, and Brian Cleary, Treasurer. Trustee Mrs. Santer was absent with notice.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:06 PM. ALL APPROVED.

The open session resumed at 7:33 p.m.

Minutes:

Minutes from January 3, 2024

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED THE APPROVAL OF THE JANUARY 3, 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. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JANUARY 2024 FOR TD BANK IN THE AMOUNT OF $167,480.56, THE IMPREST ACCOUNT WARRANT FOR JANUARY 2024 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR JANUARY 2024 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2024 FOR TD BANK IN THE AMOUNT OF $133,918.45. ALL APPROVED.

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

C. Cash balance report as of January 31, 2024: General Fund is $6,397,746.04, and Capital Projects is $121,388.25.

D. MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2024 FOR TD BANK IN THE AMOUNT OF $44,670.44. ALL APPROVED.

E. Central Library Services Aid spent to date for 2024-year end is $44,670.44

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

G. Request for tax funds from School District - $668,935.00 – March 7, 2024

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $668.935.00 FOR MARCH 7, 2024. ALL APPROVED.

H. Motion to transfer $26,000.00 from A6070 Health Insurance to A6246.4 Electronic Resources – Adult

MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED TO APPROVE THE TRANSFER OF $26,000.00 FROM A6070 HEALTH INSURANCE TO A6246.4 ELECTRONIC RESOURCES - ADULT. ALL APPROVED.

I. Authorization for the Director to approve budget transfers up to $5,000.00 to be approved at the next Board meeting

MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE DIRECTOR TO APPROVE BUDGET TRANSFERS UP TO $5,000.00 TO BE APPROVED AT THE NEXT BOARD MEETING. ALL APPROVED.

J. Motion to accept the "Love Your Library" Grant check in the amount of $100.00

MR. PETTIT-MILONAKIS MOVED AND MR. GRELLER SECONDED TO ACCEPT THE "LOVE YOUR LIBRARY" GRANT CHECK IN THE AMOUNT OF $100.00. ALL APPROVED.

Unfinished Business:

A. Library Renovations – Meeting Rooms 1 & 2

1. Resolution to approve $120,000.00 in funds to be appropriated for the Renovations of Meeting Rooms 1 & 2

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO MOVE FORWARD WITH THE RENOVATIONS OF MEETING ROOMS 1 & 2 AS AN OFFICIAL PROJECT AND PUT CAPITAL FUNDING TOWARDS THE PROJECT UP TO $120,000.00. ALL APPROVED.

WHEREAS, the Board of Trustees of the Levittown Public Library is proposing the following projects listed below:

SED No: 28-02-05-03-6-019-013 Renovations & Rehabilitations - Meeting Rooms 1 & 2 Levittown Public Library

and;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, after review of the action proposed, 6 NYCRR §617.5, and the opinion provided by Smith & Pucillo, Architects, hereby determines that the proposed improvements at the library are a Type II Action pursuant to the 6 NYCRR §617.5(c)(1), (2), (8), and (11) of the implementing regulations of the State Environmental Quality Review Act, and will, therefore, by definition, have no significant adverse impact on the environment.

VOTE ON RESOLUTION AS FOLLOWS:
AYES: 4
NAYS: 0
ABSTENTIONS: 0
ABSENT: 1
RESOLUTION: WAS PASSED UNANIMOUSLY

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ADOPT THE RESOLUTION. ALL APPROVED.

2. State Environmental Quality Review Act (SEQRA) Resolution

RESOLUTION DECLARING RENOVATION AND REHABILITATIONS AT LEVITTOWN PUBLIC LIBRARY CLASSIFIED AS TYPE II ACTIONS FOR THE SEQRA REVIEW PROCESS

WHEREAS the renovations and rehabilitations at Levittown Public Library are subject to classification under the State Environmental Quality Review ACT (SEQRA): and

WHEREAS the Board of Trustees of the Levittown Public Library heretofore

has determined the Board of Trustees of the Levittown Public Library to be the lead agency for the SEQRA review process for the renovation rehabilitation work that are classified as a Type II Action under the current Department of Environmental Conservation SEQRA Regulations Section 6 N.Y.C.R.R. 617.5 (c) (2); and

WHEREAS the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; now, therefore, be it

RESOLVED that the Board of Trustees of the Levittown Public Library hereby declares itself as the lead agency in connection with the requirements of the State Environmental Quality Review Act; and, be it further

RESOLVED that the Board of Trustees of the Levittown Public Library hereby declares that these projects are Type II Actions which require no further review under SEQRA; and, be it further

RESOLVED that the Board of Trustees of the Levittown Public Library shall hereby forward an official copy of this Resolution to the New York State Education Department and be it further

RESOLVED, that this Resolution shall take effect immediately.

VOTE ON RESOLUTION AS FOLLOWS:
AYES: 4
NAYS: 0
ABSTENTIONS: 0
ABSENT: 1
RESOLUTION: WAS APPROVED UNANIMOUSLY

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE STATE ENVIRONMENTAL QUALITY REVIEW ACT (SEQRA) CLASSIFYING THE PROJECT AS A TYPE 2 RESOLUTION.

B. Trustee Bylaws

Mr. Greller stated that there are no proposed changes at this time; it can be removed from the agenda.

C. Security Proposals

Mrs. Reed stated she and Mr. Truncale, the Library Attorney, reviewed the security proposals and the BOCES contract. She will provide a recommendation for security services at the March Board meeting.

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. Card from retired staff member

Period for Public Expression:

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

Shabeena Masarrath- Representative from the Levittown Muslim Community

Ms. Masarrath stated that their community enjoys the Levittown Public Library and presented the Board with gifts and cards made by the children.

MR. PETTIT-MILONAKIS MOVED, AND MR. GRELLER SECONDED TO ADJOURN THE MEETING FOR A QUICK RECESS AT 7:53 PM. ALL APPROVED.

The meeting resumed at 7:59 p.m.

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed stated they installed a new, stronger exhaust fan over the stove and changed the smoke detector closest to the stove to a heat detector. These changes should stop the frequent false alarms on our fire alarm system.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting - Wednesday, January 17, 2024
2. NLS Board Meeting – Monday, January 22, 2024

C. Public Service and Programs

The total adult attendance for January 2024 was 369. The total Young Adult attendance for January 2024 was 542. The total Children's attendance for January 2024 was 497. The total Innovation Station attendance for January 2024 was 217. The Notary Services for January 2024 was 50. The Social Work Intern attendance for January 2024 was 0. The grand total for January 2024 was 1,675.

The Passport Statistics for 2024 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. Library Closure – Tuesday, January 9, 2024; 6:30 p.m.

   Mrs. Reed stated the library closed on Tuesday, January 9, 2024, 6:30 p.m. due to inclement weather.

2. Levittown Chamber of Commerce Installation of Officers and Directors – Wednesday, January 17, 2024; 6:00 p.m.

3. Ronald McDonald House Clothing/Toy Drive

   Mrs. Reed discussed a request from a student. She is asking to do a clothing and toy drive for the Ronald McDonald House at the library. There was a discussion, and the Board agreed to the collection of limited clothing: new hats, scarves, and gloves/mittens.

4. Museum Pass & Library of Things Registration

   Mrs. Reed stated that Irene has investigated new software to replace TixKeeper for the library. Irene discussed the new systems, LendingKey and MuseumKey, for the Library of Things and the Museum Passes, which launched on Monday. They are easy to use, and there have been no issues. A different software will replace the program calendar portion of EventKeeper this spring.

Committee Reports:

A. Foundation Committee
Mrs. Maher stated the Foundation did not meet tonight. The next meeting is March 6, 2024.

New Business:

A. 2024-2025 Proposed Library Budget

B. Motion to approve the 2024/2025 Board Meeting Schedule
Mr. Greller requested a change in the date of the July meeting to July 10, 2024.

MRS. MAHER MOVED, AND MR. PETTIT SECONDED TO APPROVE THE AMENDED 2024-2025 BOARD MEETING SCHEDULE. ALL APPROVED.

C. Leave of Absence for Blood Donation

The Board discussed the NY State law, which requires employers to provide staff members with up to 3 hours of paid time for donating blood within a 12-month time period.

D. 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 MEDIA ROOM PROJECT; 53 BUILDING – SMOKING; 53 BUILDING – LIGHTING – KARPIN; 53 BUILDING MODIFICATION -HAPGOOD; 53 BUILDING EXPANSION; 53 BUILDING – MEDIA ROOM PROJECT ELECTRICAL; 53 BUILDING – MEETING ROOM – STAGE; AND 53 BUILDING – MEETING ROOM – STEP LIGHTS.

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.

E. Motion for the Disposition of Equipment

2 Hon office chairs DVGRZG
1 Global office chair 2662-4 PB09
1 Global office chair 2662-4 WA54
1 Global office chair 2662-4 PB09
4 Office chairs – no identifying information

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

F. Corkrey Proposal for Meeting Presentation Rood LED "L" Series Linear Lighting 4 – Room Entrances front of Room Entrances Ramp, Steps and Stage Platform Steps: $5,879.01.

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE CORKREY PROPOSAL FOR MEETING PRESENTATION ROOM LED "L" SERIES LINEAR LIGHTING 4 – ROOM ENTRANCES FRONT OF ROOM ENTRANCES RAMP, STEPS AND STAGE PLATFORM STEPS IN THE AMOUNT OF $5,879.01. ALL APPROVED.

Meetings and Conferences:

A. Library Advocacy Day – Wednesday, February 7, 2024
B. Levittown Community Council Winterfest – Saturday, February 10, 2024; 11:00
C. DAHS & MacArthur High Schools Art Show Reception – Thursday, February 15, 2024; 6:00 p.m.
D. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 6, 2024**
E. Salk Middle School Art Show Reception – Thursday, March 14, 2024; 6:00 p.m.
F. Computers in Libraries – March 12-14, 2024; Hyatt Regency Crystal City; Arlington, VA
G. **Regular Board Meeting – Wednesday, April 3, 2024**
H. PLA 2024 Conference – April 3-5, 2024; Columbus, OH
I. Wisdom Lane Middle School Art Show Reception – Thursday, April 18, 2024; 6:00 p.m.
J. **Regular Board Meeting – Wednesday, May 1, 2024**
K. Long Island Library Conference – Thursday, May 9, 2024; Melville Marriott, Melville, NY
L. Library & School District Budget Vote – Tuesday, May 21, 2024; 7:00 a.m. – 8:00 p.m.

ADJOURNMENT:

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS 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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FEBRUARY 7, 2024

IN-PERSON

Mr. Dalton called the Executive Session to order at 7:06 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, and Mr. Pettit-Milonakis, joined by Ms. Reed, Director, and Irene Winkler, Assistant Library Director. Mrs. Santer was absent with notice.

The Board discussed matters of contract and personnel.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 7:33 PM. ALL APPROVED.