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
JULY 12, 2023

The regular July 12, 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 July 12, 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 7:06 p.m. by Mr. Pettit-Milonakis. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mr. Greller, Mrs. Maher, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, Brian Cleary, Treasurer, and, via telephone, Benjamin Truncale, Library Attorney.

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:07 PM. ALL APPROVED.

Due to technical issues, the open meeting resumed at 7:55 p.m. in order to admit virtual attendees.

Oath of Office: Margaret Santer
Mrs. Santer stated the Constitutional Oath of Office on July 12, 2023.

The Board of Trustees offered congratulations to Mrs. Santer.

Nomination of Officers:
The Levittown Public Library Board of Trustees Election of Officers for 2023/2024:

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO NOMINATE THE FOLLOWING SLATE OF OFFICERS FOR THE BOARD OF TRUSTEES:

PRESIDENT - MR. DALTON
VICE PRESIDENT - MRS. MAHER
SECRETARY - MR. GRELLER
FINANCIAL OFFICER - MRS. SANTER
TRUSTEE - MR. PETTIT-MILONAKIS

ALL APPROVED.

Minutes:

Minutes from June 7, 2023

MR. DALTON MOVED, AND MR. MAHER SECONDED THE APPROVAL OF THE AMENDED JUNE 7, 2023, MINUTES. ALL APPROVED.

Financial Report of the Library:

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

A. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR JUNE 2023 FOR TD BANK IN THE AMOUNT OF $104,026.75, THE IMPREST ACCOUNT WARRANT FOR JUNE 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR JUNE 2023 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JUNE 2023 FOR TD BANK IN THE AMOUNT OF $113,088.15. ALL APPROVED.

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

C. Cash balance report as of June 30, 2023: General Fund is $6,214,537.71 and Capital Projects is $120,944.62.

D. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR JUNE 2023 FOR TD BANK IN THE AMOUNT OF $2,652.45. ALL APPROVED.

E. Central Library Services Aid spent to date for 2023 is $87,917.81

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

G. Request for tax funds from School District - $668,936.00 – August 3, 2023

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $ 668,936.00 FOR AUGUST 3, 2023. ALL APPROVED.

H. Request for tax funds from School District - $668,936.00 – September 7, 2023

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $ 668,936.00 FOR SEPTEMBER 7, 2023. ALL APPROVED.

I. Motion to authorize payment of ILS and NLS bills during July and August

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF ILS AND NASSAU LIBRARY SYSTEM BILLS DURING JULY AND AUGUST. ALL APPROVED.

J. Motion to designate TD Bank and Webster Bank, for Fiscal Year 2023/2024

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO DESIGNATE THE FOLLOWING BANKS FOR LIBRARY ACCOUNTS FOR THE FISCAL YEAR 2023-2024: TD BANK - CHECKING ACCOUNTS: LEVITTOWN PUBLIC LIBRARY; LEVITTOWN PUBLIC LIBRARY IMPREST ACCOUNT; LEVITTOWN PUBLIC LIBRARY PAYROLL ACCOUNT; LEVITTOWN PUBLIC LIBRARY WITHHOLDING ACCOUNT; LEVITTOWN PUBLIC LIBRARY CENTRAL LIBRARY ACCOUNT; LEVITTOWN PUBLIC LIBRARY COFFEE CAFÉ ACCOUNT; WEBSTER BANK FOR MONEY MARKET ACCOUNT; SAVINGS ACCOUNT; CAPITAL PROJECT FUND CHECKING ACCOUNT; AND WEBSTER BANK FOR MUNIRATE MONEY MARKET ACCOUNT. ALL APPROVED.

K. Motion to Authorize Director to Invest Library Funds

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE DIRECTOR TO INVEST AVAILABLE LIBRARY FUNDS AS AUTHORIZED BY STATE LAW IN SUCH A WAY AS TO YIELD THE MAXIMUM RETURN COMPATIBLE WITH REQUIRED ACCESSIBILITY, THE DETAILS TO BE REPORTED TO THE BOARD AT ITS NEXT MEETING. ALL APPROVED.

L. Motion to authorize payment of late June, July, and August bills

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE PAYMENT OF LATE JUNE BILLS AND JULY AND AUGUST BILLS WITH EXPENDITURES TO BE REPORTED ON THE APPROVAL OF BILLS SHEET IN THE SEPTEMBER MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.

M. Motion to authorize the payment of utility bills

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF UTILITY BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

N. Motion to authorize the payment of Dell Bill

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF DELL BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

O. Motion to authorize the payment of library program expenses

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF LIBRARY PROGRAM EXPENSES FOR JULY AND AUGUST. ALL APPROVED.

P. Motion to authorize the payment of bus trips

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF BUS TRIPS. ALL APPROVED.

Q. Motion to authorize the payment of museum passes
MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF MUSEUM PASSES. ALL APPROVED.

R. Motion to authorize the payment of the Library VISA bill

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENTS OF LIBRARY VISA BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

S. Motion to authorize the payment of leased copy machines

MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE PAYMENT OF LEASED COPY MACHINES BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

T. Motion to authorize the payment of DexYP bill

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF DEXYP BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

U. Motion to authorize the payment of TD Bank VISA Corporate Credit Card (Amazon) bills

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF TD BANK VISA CORPORATE CREDIT CARD (AMAZON) BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

V. Motion to authorize the payment of T-Mobile bills

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO AUTHORIZE THE PAYMENT OF T-MOBILE BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY, WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

W. Motion to designating Spellman Gibbons Polizzi Truncale & Trentacoste (Attorney); Brian K. Cleary (Treasurer); Baldessari & Coster (Auditor); TALX (unemployment); Eileen O'Rourke (Board Stenographer)

MR. GRELLER MOVED AND, MR. DALTON SECONDED TO DESIGNATE SPELLMAN GIBBONS POLIZZI TRUNCALE & TRENTACOSTE, LLP (AUDITOR: BALDESSARI & COSTER, LLP
TREASURER: BRIAN CLEARY
UNEMPLOYMENT COMPENSATION SERVICES: TALX CORPORATION AT $541.20 PER YEAR
BOARD'S STENOGRAPHER: EILEEN O'ROURKE AT $250 PER MEETING.
ALL APPROVED.

X. Motion to affirm the Purchasing Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO AFFIRM THE PURCHASING POLICY. ALL APPROVED.

Y. Motion to affirm the Investment Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO AFFIRM THE INVESTMENT POLICY. ALL APPROVED.

Z. Motion to affirm the Petty Cash Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO AFFIRM THE PETTY CASH POLICY. ALL APPROVED.

AA. Motion to affirm the Credit Card Policy

MR. DALTON MOVED, AND MRS. MAHER SECONDED TO AFFIRM THE CREDIT CARD POLICY. ALL APPROVED.

Period for Public Expression:
Patricia Riddle – Library staff
Maryanne – via Zoom
Eileen – via Zoom
Matthew – via Zoom
Carol Pettit – via Zoom

Unfinished Business:

A. Construction Update
   1. Circulation Renovation

Mrs. Reed stated the Board, following tabling this motion, has decided to take a step back and rethink the Circulation Renovation.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Communications:

A. Email from Dr. Kerin L. Slattery, Director of English Language Arts, Levittown Public Schools

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed stated the sign project has been completed throughout the building. They have increased the signage to try and help the people find their way around the library. Mrs. Reed thanked Assistant Director Irene Winkler, who completed the project already in progress. The library was evacuated on Thursday, July 11, 2023, due to the fire alarm going off. The smoke detector went off in the lower-level men's room. They are still investigating this issue.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting - Wednesday, June 21, 2023
2. NLS Board Meeting – Monday, June 26, 2023
3. MLD Executive Board Meeting – Wednesday, July 5, 2023

C. Public Service and Programs

The total adult attendance for June 2023 was 759. The total Young Adult attendance for June 2023 was 2,274. The total Children's attendance for June 2023 was 1,314. The total Innovation Station attendance for June 2023 was 425. The Notary Services for June 2023 was 66. The Social Work Intern attendance for June 2023 was 0. The grand total for June 2023 was 4,838.

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 Community Council Lazy Days of Summer – Saturday, July 15, 2023; 11:00 a.m. – 3:00 p.m.

   Mrs. Reed stated the Library will have staff attending the event.

2. Nassau County Grant Fund

   Mrs. Reed stated the Library received a grant through Legislator Ferretti for funds to cover our music programs and outdoor movie scheduled from July through September at the library, not to exceed $10,000.00. Mr. Dalton thanked Legislator Ferretti for the grant.

3. Outside Newsletter

   Mrs. Reed stated Assistant Director Irene Winkler completed the first newsletter created by the outside consultant. Going forward, she asked the consultant Maria to suggest improvements to the newsletter or a different layout.

Committee Reports:

A. Foundation Committee

Mrs. Reed stated the Foundation did not meet tonight. The next meeting is in September. There was a discussion on different fundraising events that took place.

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO RECOMMEND MR. GRELLER AND MRS. MAHER AS REPRESENTATIVES FOR THE FOUNDATION COMMITTEE. ALL APPROVED.

New Business:

A. Motion for the Disposal of Records

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO RESOLVE, 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:
475 (BANK STATEMENTS, FY 2015/2016);
495 (LIBRARY BILLS, FY 2015/2016);
506 (CASH TRANSACTION RECORDS, FY 2015/2016);
478 (COPY OF CHECK STUBS, FY 2015/2016);
492 (COPY OF RECEIPTS, FY 2015/2016);
592 (TIME SHEETS, FY 2015/2016);
638 (LEAVE SHEETS 2015/2016);
693 APPLICATIONS FOR EMPLOYMENT (2020)
1171 E-RATE INFORMATION (FY 2012-2013)
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 DISPOSAL OF RECORDS. ALL APPROVED.

B. Motion for the Disposal of Equipment

2 Stakmore folding card tables
1 Dell Optiplex 790 Service Tag 7KXZJS1
1 Dell Optiplex 790 Service Tag 9DF35V1
1 Dell Optiplex 790 Service Tag 9DFT4V1
1 Dell Optiplex 790 Service Tag 9DFS4V1
1 Dell Optiplex 790 Service Tag 9DFV4V1
1 Dell Monitor S/N CN-06VY32-74445-1CH-526U
1 Dell Monitor S/N CN-0C552H-72872-86L-0RVS-A00
1 Dell Monitor S/N CN-0CC280-71618-65A-ABKA
1 Dell Monitor S/N CN-0CC280-71618-65A-ABFS
1 Dell Monitor S/N CN-0GT780-71618-78L-B647
1 Dell Monitor S/N CN-0CC280-71618-67P-ALYV

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

C. Meeting Room Policy

MRS. MAHER MOVED, AND MR. GRELLER SECOND TO APPROVE THE MEETING ROOM POLICY. ALL APPROVED.

D. County Energy Controls Contract Renewal: $1,440.00

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE COUNTY ENERGY CONTROLS CONTRACT RENEWAL IN THE AMOUNT OF $1,440.00. ALL APPROVED.

E. Motion to authorize the Director to proceed with a matter that was discussed in the Executive Session

MR. GRELLER MOVED, AND MRS. MAHER SECOND TO AUTHORIZE THE DIRECTOR TO PROCEED WITH A MATTER THAT WAS DISCUSSED IN THE EXECUTIVE SESSION. ALL APPROVED.

F. Motion to form a Building Committee

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO APPROVE THE FORMATION OF A BUILDING COMMITTEE, WITH PRESIDENT STEVEN DALTON AND SECRETARY RUSEL GRELLER AS BOARD MEMBERS OF THE COMMITTEE. ALL APPROVED.

G. Motion to Un-Table, Unfinished Business, at the last month's meeting on June 7, 2023, Item 1, a, b & c

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO UNTABLE, UNFINISHED BUSINESS FROM JUNE 7, 2023, BOARD MEETING, ITEMS 1.) A, B, & C AND RECOMMENDED A NO VOTE. ALL APPROVED.

Meetings and Conferences:

A. **Regular Board Meeting – Wednesday, September 6, 2023**
B. **Regular Board Meeting – Wednesday, October 4, 2023**
C. **Regular Board Meeting – Wednesday, November 1, 2023**
D. NYLA Conference – November 1-4, 2023; Saratoga Springs, NY

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL TO SEND TWO STAFF MEMBERS TO THE NYLA CONFERENCE – NOVEMBER 1-4, 2023; SARATOGA SPRINGS, NY. ALL APPROVED.

ADJOURNMENT:

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ADJOURN AT 8:30 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE
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BOARD OF TRUSTEES
JULY 12, 2023

IN-PERSON

Mr. Pettit-Milonakis called the Executive Session to order at 7:07 p.m. Present were Mr. Pettit-Milonakis, Mr. Dalton, Mrs. Maher, Mr. Greller, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, and, via telephone, Benjamin Truncale, Library Attorney.

The Board discussed matters of contract and personnel.

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