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
SEPTEMBER 6, 2023

The regular September 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 September 6, 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 7:03 p.m. by Mr. Dalton. Present were Mr. Dalton, Mrs. Maher, Mr. Pettit-Milonakis, Mr. Greller, and Mrs. Santer, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, Brian Cleary, Treasurer, and Benjamin Truncale, Library Attorney (8:08 p.m.).

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 7:04 PM. ALL APPROVED.

The open meeting resumed at 8:09 p.m.

Minutes:
Minutes from July 12, 2023

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE JULY 12, 2023, MINUTES. ALL APPROVED.

Financial Report of the Library:
Brian Cleary, Library 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 JULY 2023 FOR TD BANK IN THE AMOUNT OF $221,706.47, THE IMPREST ACCOUNT WARRANT FOR JULY 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR JULY 2023 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR JULY 2023 FOR TD BANK IN THE AMOUNT OF $121,080.83. ALL APPROVED. MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR AUGUST 2023 FOR TD BANK IN THE AMOUNT OF $144,227.46, THE IMPREST ACCOUNT WARRANT FOR AUGUST 2023 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR AUGUST 2023 FOR TD

BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR AUGUST 2023 FOR TD BANK IN THE AMOUNT OF $122,863.32. ALL APPROVED.

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

C. Cash balance report as of July 31, 2023: General Fund is $5,597,748.32 and Capital Projects is $121,005.12. Cash balance report as of August 32, 2023: General Fund is $6,236,170.36, and Capital Projects is $121,068.13.

D. MRS. SANTER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR JULY 2023 FOR TD BANK IN THE AMOUNT OF $24,897.53. ALL APPROVED. MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR AUGUST 2023 FOR TD BANK IN THE AMOUNT OF $7,101.00. ALL APPROVED.

E. Central Library Services Aid spent to date for 2023 is $119,916.34.

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

G. Request for tax funds from School District - $668,936.00 – October 5, 2023

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $668,936.00 FOR OCTOBER 5, 2023. ALL APPROVED.

H. Motion to accept the 2023-2024 Local Library Services Aid (LLSA) 90% check in the amount of $12,793.50

MRS. SANTER MOVED, AND MR. GRELLER SECONDED TO ACCEPT THE 2023-2024 LOCAL LIBRARY SERVICES AID (LLSA) 90% CHECK IN THE AMOUNT OF $12,793.50. ALL APPROVED.

I. Motion to accept the E-Rate FY 2022-2023 check in the amount of $3,517.08

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE E-RATE FY 2022-2023 CHECK IN THE AMOUNT OF $3,517.08. ALL APPROVED.

Period for Public Expression:

Patricia Riddle – Library staff
Maryanne Linehan – via Zoom
Eileen Beck – via Zoom
Dale Schulper - via Zoom
Carol Pettit – via Zoom

Unfinished Business:

A. Construction Update
   1. Library Renovations

Mrs. Reed stated as directed by the Library Board; she is instructing Calgi Construction Management and Smith & Pucillo Architects to move forward with the renovation as planned in Rooms 1 & 2. The Nassau County grant for $26,000.00 towards this project has been authorized. Michael Smith reviewed the selected products and finishes with the Board and will now move forward with the SED to get approval for electrical work. There will be future discussions of construction and expansion in the building; details are forthcoming.

Personnel Changes:

A. Motion to accept the Personnel Calendar

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

Mrs. Reed said she was pleased to announce that Irene Winkler had passed her probationary period.

Communications:

A. Wantagh Herald article

The article included a picture of the Nassau Library Tour participants at LPL. Mrs. Reed stated that the 2023 Nassau Library Tour was successful and fun for patrons and staff. The overall results topped participation dating back to the 2019 pre-COVID first Nassau Library Tour.

B. Levittown Fire Department thank you letter

Director's Progress and Service Report:

A. Buildings and Grounds

Mrs. Reed stated the flower beds had been weeded and that the library was trying out different companies before making a contract selection.

B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting - Wednesday, July 19, 2023
2. NLS Board Meeting – Monday, July 24, 2023
3. MLD Executive Board Meeting – Wednesday, August 2, 2023 - cancelled
4. Member Library Director Meeting - Wednesday, August 16, 2023 - cancelled
5. NLS Board Meeting - Monday, August 28, 2023
6. MLD Executive Board Meeting - Wednesday, September 6, 2023

C. Public Service and Programs

The total adult attendance for July 2023 was 444. The total Young Adult attendance for July 2023 was 1,226. The total Children's attendance for July 2023 was 1,948. The total Innovation Station attendance for July 2023 was 358. The Notary Services for July 2023 was 90. The Social Work Intern attendance for July 2023 was 0. The grand total for July 2023 was 4,066.

The total adult attendance for August 2023 was 496. The total Young Adult attendance for August 2023 was 996. The total Children's attendance for August 2023 was 3,368. The total Innovation Station attendance for August 2023 was 267. The Notary Services for August 2023 was 64. The Social Work Intern attendance for August 2023 was 0. The grand total for August 2023 was 5,191.

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. Fire Drill - Friday, August 18, 2023

Mrs. Reed confirmed that the Library held a fire drill on August 18, 2023, which surprised staff and patrons. The drill went very well, and details will be reviewed in an upcoming staff meeting.

2. Library Merchandise

The staff has attempted to use the embroidery machine in the Innovation Station to create a cost-effective production of the library logo to use on clothing. However, the embroidery machine lacks the industrial strength needed to match the quality and consistency of merchandise previously purchased. The Board agrees that the staff should not attempt to embroider t-shirts and sweaters and will assume the costs of the set-up fees when staff purchase library logo clothing.

3. Sneeze Guards

Mrs. Reed conducted a survey to determine staff opinion on keeping or removing the sneeze guards in offices and at public desks. The majority of staff felt comfortable removing the guards inside offices but keeping them up at public desks, except for the Children's Department. The sneeze guards in Children's will be lowered or removed.

Committee Reports:

A. Foundation Committee

Mr. Greller reported that the Foundation met earlier tonight. Raffle tickets are selling well. The drawing for the winners, scheduled for October 4, will be held immediately preceding the Board of Trustees meeting that same evening. After the summer concert and programming opportunities for ticket sales have ended, the remaining tickets will be sold by members who have not been able to attend the public opportunities for ticket sales. Mrs. Reed stated that the birthday fundraiser on Facebook was successful. Mrs. Reed thanked the Foundation for agreeing to sponsor up to $2,000.00 for gifts for Staff Recognition Day on October 29.

New Business:

A. Motion for the Disposal of Records

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

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: 692 CIVIL SERVICE CANVASS LISTS (INFORMATION TECHNOLOGY AIDE I CANVASS LIST (2019); INFORMATION TECHNOLOGY SPECIALIST I (2018-2019); LIBRARIAN I (2018-2019); LIBRARIAN I PT (2017-2018); LIBRARIAN II (2018-2019); LIBRARIAN III (2017-2019); TYPIST-CLERK (2017-2019); SENIOR LIBRARY CLERK (2018-2019) 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.

ALL APPROVED.

B. Motion for the Disposal of Equipment

1 Podium
1 Worden Chair Reg. No. CA-21367(MI)
1 Shredder (Circulation)
1 Maker and Form 3D Scanner, S/N 60dfb8e1467d
1 Makerbot Desktop 3D Scanner, UPC 452221
1 Sphero 2, UPC 851897003052, Model S003US
1 Sphero 2, UPC 851897003052, Model S003US
1 Sphero 2, UPC 851897003052, Model S003US
1 Sphero 2, UPC 851897003052, Model S003US
1 Sphero 2, UPC 851897003052, Model S003US
1 Sphero 2, UPC 851897003052, Model S003US
1 Sphero 2, S/N B00F35P69C, Model S003US
1 Sphero 2, S/N B00F35P69C, Model S003US
1 Sphero 2, UPC 51897003090, Model S003US
1 Sphero 2, UPC 851897003052, Model S003US

10 Asus Nexus 7 1st generation tablets (no S/Ns)
1 Wood card table, no identifying information
1 iPad Air 2, S/N DMPT6CYHG5F
1 iPad Air 2, S/N DMPT5JHZHG5F
1 iPad Air 2, S/N DMPT63B2HG5F
1 iPad Air 2, S/N DMPT55RJHG5F

MRS. SANTER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE DISPOSAL OF THE EQUIPMENT. ALL APPROVED.

C. Carpet Cleaning Quotes
   a. Stanley Steemer: $4,000.00
   b. Everfine Carpet Cleaning: $6,500.00
   c. Anago Cleaning Systems: $3,701.00

MRS. MAHER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE ANAGO CLEANING SYSTEMS CARPET CLEANING QUOTE IN THE AMOUNT OF $3,701.00. ALL APPROVED.

D. Staff Parking Lot Resurface Quotes
   a. All Shore Paving: $19,625.00
   b. Stasi Brothers Asphalt Corp.: Option 1: $22,300.00
   c. Stasi Brothers Asphalt Corp.: Option 2: $17,500.00
   d. Meadowbrook Parking Area Contractors: $22,583.00

MR. PETTIT-MILONAKIS MOVED, AND MRS. SANTER SECONDED TO ACCEPT THE STASI BROTHER ASPHALT CORP. OPTION 1 IN THE AMOUNT OF $22,300.00. ALL APPROVED.

E. Staff Room Furniture Quotes
   a. Ashley Furniture: $8,342.07
   b. Classic Dinette Inc: $6,005.00
   c. Sofa Bed etc.: $1,228.00

MR. PETTIT-MILONAKIS MOVED, AND MRS. MAHER SECONDED TO APPROVE THE PURCHASE FROM CLASSIC DINETTE IN THE AMOUNT OF $6,005.00 AND SOFA BED ETC. IN THE AMOUNT OF $1,228.00. ALL APPROVED.

F. Automatic Irrigation Design Winterize/Summerize Policy

MR. GRELLER MOVED, AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE AUTOMATIC IRRIGATION DESIGN WINTERIZE/SUMMERIZE POLICY. ALL APPROVED.

Meetings and Conferences:

A. Nassau Legislative Breakfast - Friday, September 29, 2023: 8:00 a.m.-11:30 a.m.; Westbury Memorial Public Library
B. **Regular Board Meeting – Wednesday, October 4, 2023**
C. LILRC 32nd Annual Conference on Libraries and The Future: AI in Libraries -

October 06, 2023: 8:00 a.m.-3:00 p.m.; The Heritage Club - Bethpage

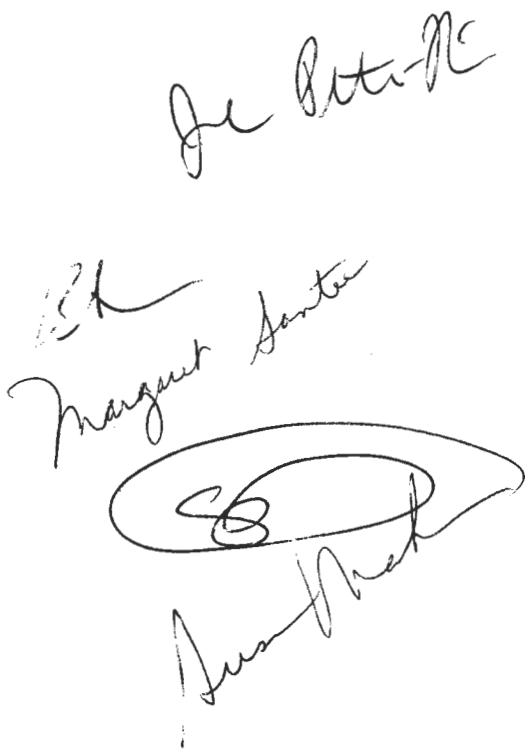
D. **Regular Board Meeting – Wednesday, November 1, 2023**
E. NYLA Conference – November 1-4, 2023; Saratoga Springs, NY
F. **Regular Board Meeting - Wednesday, December 6, 2023; 6:00 p.m. (NLS Annual Meeting 7:30 p.m.)**

MRS. MAHER MOVED, AND MRS. SANTER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR MATTERS OF CONTRACT AND PERSONNEL AT 8:36 PM. ALL APPROVED.

The open session resumed at 8:41 p.m.

ADJOURNMENT:

MR. GRELLER MOVED, AND MRS. SANTER SECONDED TO ADJOURN AT 8:42 PM. ALL APPROVED.



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PERSONNEL CALENDAR

FOR PERIOD JULY/AUGUST 2023

APPOINTMENTS	DEPT	TITLE		SALARY		START DATE	
Elleen Beck	Circulation	Sr. Library Clerk	FT	$48,677.00		09/15/2023	NLA
Karen Doherty	Reference	Librarian I	PT	$37.92	HR	10/01/2023	NME
Emily Rennie	Reference	Librarian Trainee	FT	$49,335.00 12 credits		09/15/2023	NMA
Cecilia Reitmann	Circulation	Typist-Clerk	FT	$37,228.00		09/06/2023	AGA
Daniel Schumacher	Tech Center	Typist-Clerk	FT	$36,678.00		09/01/2023	AGA

SALARY CHANGES							
Nicole Manasseri	Tech Center	Librarian Trainee PT		$22.43 24 Credits	HR	07/21/2023	NMB

RETIREMENT						LAST DAY WORKING	
Jewel Roldan	Circulation	Sr. Library Clerk	FT	$59,948.00		08/30/2023	NLA

RESIGNATION						LAST DAY WORKING	
Elleen Beck	Circulation	Typist-Clerk	FT	$40,438.00		09/14//2023	AGA
Karen Doherty	Reference	Librarian Trainee	PT	$37.92	HR	09/30/2023	NMH
Emily Rennie	Reference	Librarian Trainee	PT	$21.70	HR	09/14//2023	NMB
Daniel Schumacher	Homebounds	Typist-Clerk Seasonal	PT	$17.49	HR	08/31/2023	AFS

TERMINATION							
Sean Dunn	Tech Center	IT Aide I	FT	$44,940.00		07/19/2023	BVN

DEPARTMENT CHANGE

MATERNITY LEAVE/FMLA **RETURN DATE**