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
JUNE 10, 2024

The regular June 10, 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 June 10, 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 7:02 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. Mrs. Santer was absent with notice.

Minutes:
Minutes from May 1, 2024

MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF MAY 1, 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 MAY 2024 FOR TD BANK IN THE AMOUNT OF $118,004.34, THE IMPREST ACCOUNT WARRANT FOR MAY 2024 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR MAY 2024 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR MAY 2024 FOR TD BANK IN THE AMOUNT OF $131,027.88. ALL APPROVED.

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

C. Cash balance report as of May 31, 2024: General Fund is $6,774,879.61 and Capital Projects is $121,643.66.

D. MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR MAY 2024 FOR TD BANK IN THE AMOUNT OF $4,265.30. ALL APPROVED

E. Central Library Services Aid spent to date for 2024-year end is $92,318.16

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

G. Request for tax funds from School District - $694,894.00 – July 11, 2024

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $694.894.00 FOR JUNE 6, 2024. ALL APPROVED.

H. Motion to make the following transfers:

$3,000.00 FROM A6222 CONTINUATIONS ADULT CIRC TO A6110 A FICTION BOOKS
$9,000.00 FROM A6221 CONTINUATIONS ADULT REFERENCE TO A6110 A FICTION BOOKS
$800.00 FROM A6224 CONTINUATIONS TEEN CIRC TO A6170 TEEN BOOKS
$1,400.00 FROM A6500 TO UTILITIES-LIGHT TO A6290 COMPUTER SOFTWARE/LICENSE
$90.00 FROM A6500 UTILITIES-LIGHT TO A6392 PROG & EXHIBITS – TEEN PROG
$300.00 FROM A6394 PROG & EXHIBITS-ADULT SERVICE TO A6397.4 PROG & EXHIBITS-INNOVATION-PR
$6,500.00 FROM A6500 UTILITIES-LIGHT TO A6570 REPAIRS TO BUILDING & EQUIP
$350.00 FROM A6000 SALARIES-LIBRARIANS TO A7010 DUES & SUBSCRIPTIONS
$10,000.00 FROM A6000 SALARIES-LIBRARIANS TO A7100 PRINTING & PUBL-PR, NEWSLETTER
$410.00 FROM A6500 UTILITIES-LIGHT TO A6400 PROG & EXHIBITS-MUSEUM PASSES
$42,000.00 FROM A6010 SALARIES-OTHER STAFF TO A6070 HEALTH INSURANCE

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE ABOVE TRANSFERS. ALL APPROVED.

Unfinished Business:

A. Library Renovations
   1. Meeting Rooms 1 & 2

      Mrs. Reed stated the Library is still waiting for SED approval.

2. Roofing

The roof has been leaking. Nationwide Restorations came and recommended re-seaming all of the seams. Their estimate is $28,000.00. Mrs. Reed stated that at that level of the repair cost, she would like to get the engineers involved to ensure they agree with the recommendation. It has been around eight years since the Library had a roof audit.

3. Chimney Repair

Mrs. Reed stated the chimney has bricks missing, and they are finding bricks on the ground some mornings. There was a discussion on if the chimney should be taken down to a certain point.

The Board directed Mrs. Reed to contact the Architect and Project Manager for their recommendations.

B. Budget Vote results: Yes 1,461; No 493; Total 1,954; Steven V. Dalton: 872 votes; Carol Pettit-Milonakis: 615 (acknowledgment)

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. Letter from Kiwanis
B. Letter from Levittown Educational Foundation

Period for Public Expression:

Matty B. – via Zoom

Director's Progress and Service Report:

A. Buildings and Grounds
B. System developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director Meeting – Wednesday, May 15, 2024
2. NLS Board Meeting – Monday, May 20, 2024
3. MLD Executive Board Meeting - Wednesday, June 5, 2024
4. Interviewing 101: Do's & Don'ts' – Thursday, June 6, 2024; 7:00 p.m.

C. Public Service and Programs

The total adult attendance for May 2024 was 1,166. The total Young Adult attendance for May 2024 was 580. The total Children's attendance for May 2024

was 582. The total Innovation Station attendance for May 2024 was 281. The Notary Services for May 2024 was 47. The Social Work Intern attendance for May 2024 was 2. The grand total for May 2024 was 2,663.

The Passport Statistics for 2024 for the Board of Trustees are included in their 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 Alarm Evacuation – Tuesday, June 4, 2024

   Mrs. Reed stated that the Library was evacuated on June 4, 2024, due to the Fire Alarm. Two minors were smoking or vaping in the library, and they are actively investigating who is responsible. There was a discussion about whether the Library can implement consequences for the person(s) responsible.

2. The Nassau Observer article

   The Nassau Observer article on the Levittown Public Library's hydroponic garden is included in the Board of Trustees packet.

3. HempsteadWorks

   Mrs. Reed stated the Board approved the Library's participation with HempsteadWorks. The Library has one student who started in June.

4. Library of Things – loan period

   Mrs. Reed discussed the requests to change the loan periods for the Library of Things items. Due to various requests to make them longer or shorter, she recommends keeping the loan period unchanged for now. However, we should continue evaluating future adjustments as needed.

Committee Reports:

A. Foundation Committee

Mr. Greller stated that the Foundation met tonight. They are having a Trivia Night fundraiser on Friday, September 27, 2024, at the Levittown Public Library. A flyer will be available soon. Mr. Greller thanked Calda Pizza for the fundraiser they held for the Foundation.

New Business:

A. Motion for the Disposition of Equipment

1 WORLDLAWN POWER EQUIPMENT / 32/INCH MOWER -8BSXS 3442AV 278082
1 FRONTGATE CAFÉ CURVED BACK STACKING CHAIR, NO SERIAL NUMBER
1 NOOK EREADER MODEL: BNRV300 S/N 3012920057203004
1 HP COLOR LASERJET ENTERPRISE M553 S/N JPBCJ6F12K
1 CISCO CATALYST 3560G SWITCH S/N F0C1244W0GF
1 APC SMART-UPS X SMX1000C-UPS S/N AS1112222503
3 WOOD TRUCKS, NO IDENTIFYING INFORMATION (TECHNICAL SERVICES)
1 RTI OPTICAL DISC REPAIR MACHINE S/N: EDR-ET-01682 B
1 RTI OPTICAL DISC REPAIR MACHINE S/N: EDR-ESL-03922 B

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

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 1971/1972; 489 BUDGET 1975/1976; 489 BUDGET 1976/1977; 489 BUDGET 1977/1978; 489 BUDGET 1979/1980; 489 BUDGET 1980/1981; 489 BUDGET 1981/1982; 489 BUDGET 1982/1983; 489 BUDGET 1983/1984; 489 BUDGET 1984/1985; 489 BUDGET 1985/1986; 649 COLLECTIVE BARGAINING RECOGNITION CORRESPONDENCE; 649 COLLECTIVE BARGAINING PROPOSED SALARY SCALES (1986-1991).
OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, LGS-1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIALS -COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK.

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

C. Innovation Station Use Policy & Innovation Station Usage Fees

MRS. MAHER MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE INNOVATION STATION USE POLICY & INNOVATION STATION USAGE FEES. ALL APPROVED.

D. Quote from ELM USA Disc Repair Equipment $7,000.00

MR. GRELLER, AND MRS. MAHER SECONDED TO ACCEPT THE QUOTE FROM ELM USA DISC REPAIR EQUIPMENT. ALL APPROVED.

E. J & J Pirro Contract – Effective August 1, 2024 - July 31, 2025

MR. GRELLER MOVED, AND MRS. MAHER SECONDED TO ACCEPT THE J & J PIRRO CONTRACT – EFFECTIVE AUGUST 1, 2024 – JULY 31, 2024. ALL APPROVED.

F. County Energy Controls, Inc. Contract – Effective August 1, 2024 – July 31, 2025

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ACCEPT THE COUNTY ENERGY CONTROLS, INC. CONTRACT – EFFECTIVE AUGUST 1, 2024 – JULY 31, 2025. ALL APPROVED.

Meetings and Conferences:

A. LILRC Annual Membership Meeting – Tuesday, June 18, 2024; 9:00 a.m. – 1:00 p.m.; Farmingdale State College
B. **Regular Board Meeting – Wednesday, July 10, 2024**
C. **Regular Board Meeting – Wednesday, September 4, 2024**
D. **Regular Board Meeting - Wednesday, October 2, 2024**

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS AT 7:31 PM. ALL APPROVED.

The open session resumed at 8:56 PM.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED THAT THE LIBRARY OPERATE ON A DELAYED OPENING ON THURSDAY, JULY 18, 2024, FROM 9:00 AM TO 11:00 AM IF NEEDED FOR STAFF TRAINING. ALL APPROVED.

MR. GRELLER MOVED, AND MRS. MAHER SECONDED THAT THE LIBRARY ADVERTISE FOR AN OPEN TRUSTEE POSITION. ALL APPROVED.

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO APPROVE THE ADMINISTRATION SALARIES AS AMENDED FOR JULY 1, 2024-JUNE 30, 2025.

ADJOURNMENT:

MRS. MAHER MOVED, AND MR. GRELLER SECONDED TO ADJOURN THE MEETING AT 8:57 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE
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BOARD OF TRUSTEES
JUNE 10, 2024

IN-PERSON

Mr. Dalton called the Executive Session to order at 7:32 p.m. Present were Mr. Dalton, Mrs. Maher, and Mr. Greller, joined by Mrs. Reed, Director, and Irene Winkler, Assistant Library Director. Mrs. Santer was 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 8:56 PM. ALL APPROVED.