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 MAY 7, 2025

The regular May 7, 2025, meeting of the Levittown Public Library Board of Trustees was held at the Levittown Public Library and was available for participation via Zoom.

Pledge of Allegiance
The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:
The meeting was called to order at 7:00 p.m. by Mrs. Maher, President. Present were Mrs. Maher, Mr. Dalton, Mr. Greller, Ms. Andreski, and Ms. Kenney, joined by Ms. Reed, Director, Irene Winkler, Assistant Library Director, and Brian Cleary, Treasurer.

Minutes:

Minutes from April 2, 2024

MR. DALTON MOVED, AND MS. KENNEY SECONDED THE APPROVAL OF THE APRIL 2, 2025, MINUTES. ALL APPROVED.

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

A. MR. GRELLER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR APRIL 2025 FOR TD BANK IN THE AMOUNT OF $142,458.22, THE IMPREST ACCOUNT WARRANT FOR APRIL 2025 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFÉ WARRANT FOR APRIL 2025 FOR TD BANK IN THE AMOUNT OF $0.00, AND WITHHOLDING ACCOUNT WARRANT FOR APRIL 2025 FOR TD BANK IN THE AMOUNT OF $131,415.56. ALL APPROVED.

B. MR. GRELLER MOVED, AND MS. KENNEY SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR APRIL 2025 FOR WEBSTER BANK IN THE AMOUNT OF $8,794.94. ALL APPROVED.

C. Cash balance report as of April 30, 2025: $6,654,750.19 and Capital Projects: $101,130.04.

D. MR. GRELLER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR APRIL 2025 FOR TD BANK IN THE AMOUNT OF $4,196.37. ALL APPROVED.

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E. Central Library Services Aid spent to date for 2025 is $86,041.75

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

G. Request for tax funds from School District - $694,893.00 – June 5, 2025

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $694.893.00 FOR JUNE 5, 2025. ALL APPROVED.

H. Motion to make the following transfers:

$500.00 from A6397 Prog & Exhibits-Innovation – TC to A6816 Innovation Equipment
$9,000.00 from A6070 Health Insurance to A6570 Repairs to Building & Equipment
$5,000.00 from A6120 A Non-Fiction Books to A6110 A Fiction Books
$15,000.00 from A6221 Continuous A- Ref to A6246.4 Electronic Resources - Adult
$5,000.00 from A6221 Continuous A- Ref to A6246 Electronic Resources
$3,000.00 from A6070 Health Insurance to A6312 Contracts Lib-Item Charge
$1,500.00 from A6070 Health Insurance to A6290 Computer Software/License Fees
$300.00 from A6070 Health Insurance to A6305 Contracts Lib-Item Circulation

MR. GRELLER MOVED, AND MS. KENNEY SECONDED TO APPROVE THE ABOVE TRANSFERS IN THE AMOUNT OF $39,300.00. ALL APPROVED.

I. Motion to accept a dividend payment for 2023 Term check from Utica National Insurance Group in the amount of $828.30.

MR. GRELLER MOVED, AND MS. KENNEY SECONDED TO ACCEPT A DIVIDEND PAYMENT FOR 2023 TERM CHECK FROM UTICA NATION INSURANCE GROUP IN THE AMOUNT OF $828.30. ALL APPROVED.

J. Motion to accept a dividend payment for 2023 Term check from Utica National Insurance Group in the amount of $4,998.00.

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ACCEPT A DIVIDEND PAYMENT FOR 2023 TERM CHECK FROM UTICA NATION INSURANCE GROUP IN THE AMOUNT OF $4,998.00. ALL APPROVED.

Unfinished Business:

A. Library Renovations

1. Meeting Rooms 1 & 2

Ms. Reed stated that a kick-off construction meeting for the work in Meeting Rooms 1 & 2 was held on May 5, 2025. They met with the contractor and set a potential start date of Monday, May 12, 2025. The staff has been working to get the rooms ready for construction by that date. The Library donated the

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pebble tables to St. Bernard's Church, making room to store items from Rooms 1 & 2 in preparation. The wood-framed chairs will be reupholstered. Weekly construction meetings are scheduled on Thursdays at 2:00 p.m.

2. Roofing Reconstruction Project

Ms. Reed stated that the Library is still waiting for SED approval.

B. 2025-2026 Proposed Library Budget

Ms. Reed stated that the 2025-2026 Library Budget newsletter has been sent to the Post Office.

Personnel Changes:

A. Motion to accept the Personnel Calendar

Appointments:
Gerard Cusack, Custodian, FT, $63,438.00, starting 5/9/25
Christopher Hall, Custodian, FT, $57,601.00, starting 5/12/25

Resignations:
Elizabeth Muller, Librarian I, PT, last day 4/24/25
Gerard Cusack, Cleaner, FT, last day 5/8/25

Retirements:
Brian Cantwell, Assistant Head Custodian, FT, last day 4/28/25

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

Communications:

A. Compliments from patrons
B. Kiwanis thank you

Period for Public Expression:

None.

Director's Progress and Service Report:

A. Buildings and Grounds

1. Town work – sidewalks, lawn edge

Ms. Reed stated the Town of Hempstead has been working on the curbs & sidewalks to make them more accessible. In the process, they ripped up some of the Library's lawn.

2. HVAC unit - lower level

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Ms. Reed stated that the HVAC unit on the lower level broke down. However, J&J Pirro was able to fix that unit quickly. The upper-level HVAC unit requires repair, as previously reported, and the necessary replacement parts will take some time to manufacture. Portable units are available upon request.

B. System developments:

Ms. Reed reported on the following meetings:

1. Member Library Director Meeting – Wednesday, April 16, 2025
2. NLS Board Meeting – Monday, April 28, 2025
3. MLD Executive Board Meeting – Wednesday, May 7, 2025

C. Public Service and Programs

The total Adult Program attendance for April 2025 was 2,073. The total Young Adult attendance for April 2025 was 761. The total Children's attendance for April 2025 was 815. The total Innovation Station attendance for April 2025 was 431. The Notary Services for April 2025 was 0. The Social Work Intern attendance for April 2025 was 2. Town of Hempstead Easter Egg Hunt attendance for April 2025 was 390. The grand total for April 2025 was 4,472.

The Passport Statistics for 2025 for the Board of Trustees are included in their packet.

D. Department Heads Reports

The Department Heads' monthly report for the Board of Trustees' information is included in their packet.

E. Miscellaneous

1. Salk Middle School Art Show Reception – Thursday, April 10, 2025

   Ms. Reed stated the Library staff did an excellent job at the Salk Middle School Art Show Reception.

2. Take Your Children to Work Day – Thursday, April 24, 2025

   Irene Winkler stated there were three parents with their children attending at various times. It is always a nice event, and the children helped at the public desks.

3. Open Meeting Law

   Ms. Reed and Irene Winkler reviewed the Open Meeting Law, New York State's requirements for public meetings for governmental bodies, which include public libraries. They discussed some issues

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that need to be adjusted to meet specific requirements, which will go into effect immediately.

Committee Reports:

A. Foundation Committee

Ms. Andreski stated that the Foundation met tonight. The Calda fundraiser was a success. Ms. Kenney discussed the foundation selling t-shirts that will say "Meet me at the Levittown Library" online for $15.00. There will be a popcorn fundraiser running online only from June 5–9, 2025, through the Foundation's website and social media. The next Foundation meeting will be on July 2, 2025.

New Business:

A. Motion to approve the Central Library Services Aid Assurances, Attestation & Expenditure Plan for 2025

MR. DALTON MOVED, AND MS. ANDRESKI SECONDED TO APPROVE THE CENTRAL LIBRARY SERVICES AID ASSURANCE, ATTESTATION & EXPENDITURE PLAN FOR 2025. 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:
603 AARP DRIVING CLASS REGISTRATIONS (MARCH 2018-MARCH 2019); 603 EMPIRE DRIVING CLASS REGISTRATIONS (MARCH 2018-MARCH 2019); AND 597 OCLC REQUESTS (MARCH 2019-MARCH 2020).
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. GRELLER MOVED, AND MS. ANDRESKI SECONDED THE APPROVAL OF THE DISPOSITION OF RECORDS. ALL APPROVED.

C. Motion for the Disposition of Equipment

1 Sanitaire Vacuum Model SC886F, Serial No. 1923202611BMA (Custodial)
1 White table (Custodial)
1 Melissa & Doug Multi-Activity Table, no identifying information
1 Wood desk, no identifying information (Tech Center Department Head office)

MS. ANDRESKI MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

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D. Letter to Civil Service

E. Motion to approve the J & J Pirro Proposal #1566 in the amount of $10,950.00 – upper level

MR. GRELLER MOVED, AND MR. DALTON SECONDED THE APPROVAL OF THE J & J PIRRO PROPOSAL #1566 IN THE AMOUNT OF $10,950.00 – UPPER LEVEL ALL APPROVED.

F. Motion to approve the Tracsystems, Inc. Maintenance & Support Invoice 4881 in the amount of $5,744.45

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED THE APPROVAL OF TRACSYSTEMS, INC. MAINTENANCE & SUPPORT INVOICE 4881 IN THE AMOUNT OF $5,744.45. ALL APPROVED.

G. Motion to approve the collectionHQ Subscription Renewal quote in the amount of $5,130.00 per year for 3 years

MS. ANDRESKI MOVED, AND MR. DALTON SECONDED THE APPROVAL OF COLLECTIONHQ SUBSCRIPTION RENEWAL QUOTE IN THE AMOUNT OF $5,130.00 PER YEAR FOR 3 YEARS. ALL APPROVED.

Meetings and Conferences:

A. Long Island Library Conference - Thursday, May 8, 2025; Melville Marriott, Melville, NY
B. **NLS Board Meeting – Monday, May 19, 2025; 7:30 – 9:30 p.m.; Nassau Library System (Levittown to attend)**
C. **Library Budget Vote – Tuesday, May 20, 2025; 7:00 a.m. – 8:00 p.m.**
D. Memorial Day Parade – Monday, May 26, 2025; 10:00 a.m. – 12:00 p.m.
E. **Regular Board Meeting – Wednesday, June 4, 2025**

Mr. Dalton presented Mrs. Maher with a plaque thanking her for her 20 years of service on the Levittown Public Library Board of Trustees.

F. LILRC Annual Membership Meeting – Tuesday, June 17, 2025; 8:00 a.m. – 12:30 p.m.; Farmingdale State College
G. 2025 ALA Conference - June 26 - 30, 2025; Philadelphia, PA
H. **Regular Board Meeting – Wednesday, July 2, 2025**

MR. GRELLER MOVED, AND MR. DALTON SECONDED TO ENTER INTO EXECUTIVE SESSION TO DISCUSS MATTERS OF CSEA CONTRACTS, PATRON BANS DUE TO INCIDENTS, AND REQUEST FOR PROPOSALS AT 7:70 PM. ALL APPROVED.

The open meeting resumed at 8:20 PM.

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The Board of Trustees directed Director Ms. Reed to proceed with issuing Requests for Proposals for the position of Treasurer to the Board.

Adjournment:
MR. GRELLER MOVED, AND MS. KENNEY SECONDED TO ADJOURN THE MEETING AT 8:21 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES MAY 7, 2025

IN-PERSON

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Mrs. Maher called the Executive Session to order at 7:40 p.m. Present were Mrs. Maher, Mr. Dalton, Mr. Greller, Ms. Andreski, and Ms. Kenney, joined by Trina Reed, Library Director, and Irene Winkler, Assistant Library Director. They were joined by Ben Truncale, Library Attorney, via Zoom.

The Board discussed matters of CSEA contracts, patron bans due to incidents of inappropriate behavior involving physical contact and vandalism, and Requests for Proposals for contractors in the coming fiscal year.

MR. GRELLER MOVED, AND MS. KENNEY SECONDED TO RESUME THE OPEN MEETING AT 8:19 PM. ALL APPROVED.