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
OCTOBER 7, 2026

The regular October 7, 2026, 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:
Mr. Dalton called the meeting to order at 7:02 p.m. Present were Mr. Dalton, Mr. Greller, Ms. Andreski, and Dr. McDonald, joined by Ms. Reed, Director, Irene Winkler, Assistant Director, and Jack Blakley, Treasurer, from Nawrocki Smith, LLP. Ms. Kenney was late with notice, arriving at 7:44 p.m.

Minutes:
Minutes from September 2, 2026, September 22, 2026, & September 23, 2026

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED THE APPROVAL OF THE SEPTEMBER 2, 2026, SEPTEMBER 22, 2026, & SEPTEMBER 23, 2026, MINUTES. ALL APPROVED.

Financial Report of the Library:
Treasurer Jack Blakley presented the Financial Report of the Library.

A. MR. GRELLER MOVED, AND DR. MCDONALD SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR SEPTEMBER 2026 FOR TD BANK IN THE AMOUNT OF $120,615.91, THE IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2026 FOR TD BANK IN THE AMOUNT OF $0.00, THE COFFEE CAFE WARRANT FOR SEPTEMBER 2026 FOR TD BANK IN THE AMOUNT OF $0.00, AND THE WITHHOLDING ACCOUNT WARRANT FOR SEPTEMBER 2026 FOR TD BANK IN THE AMOUNT OF $144,673.75. ALL APPROVED.

B. MR. GRELLER MOVED, AND DR. MCDONALD SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR SEPTEMBER 2026 FOR WEBSTER BANK IN THE AMOUNT OF $73,757.00. ALL APPROVED.

C. Cash balance report as of September 30, 2026: General Fund is $6,558,734.87, and Capital Projects is $61,326.39.

D. MR. GRELLER MOVED, AND DR. MCDONALD SECONDED THE APPROVAL OF THE CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2026 FOR TD BANK IN THE AMOUNT OF $24,989.00. ALL APPROVED.

E. Central Library Services Aid spent to date for 2026 is $168,719.67

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

G. Request for tax funds from School District - $729,785.00 – November 5, 2026

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED TO REQUEST TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $729,785.00 FOR NOVEMBER 5, 2026. ALL APPROVED

H. Motion to approve the transfer of $100,000.00 from the General Fund to Capital Projects

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED TO APPROVE THE TRANSFER OF $100,000.00 FROM THE GENERAL FUND TO CAPITAL PROJECTS. ALL APPROVED.

I. Motion to make the following transfers totaling $10,000.00
$10,000.00 from A6960 Professional - IT Consultant to A6290 Computer Software/License Fees

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED THE TRANSFER TOTALING $10,000.00. ALL APPROVED

Unfinished Business:

A. Library Renovations

1. Roofing Reconstruction Project

Dominic Calgi of Calgi Construction Company, Inc., stated the project is nearing completion. An all-in-one public computer was damaged when a piece of the drain work fell through the ceiling during the work on Sunday, October 4. BBR Contracting Corp. is responsible for the computer's replacement cost.

2. Carpet Project

Dominic Calgi of Calgi Construction Company, Inc., stated that the bid from professional moving company, Collins Brothers Moving and Storage, had an issue. They are adding an additional $30,000 to their original proposal because of an error. Because there were no competing bids for comparison, Mr. Calgi suggested rejecting Collins Brothers' proposal at this time and re-advertising the project for a re-bid.

DR. MCDONALD MOVED, AND MR. GRELLER SECONDED TO REJECT THE COLLINS BROTHERS BID. ALL APPROVED.

a. Award of the Carpet Replacement Contract

The Board discussed awarding the Carpet Replacement Contract.

DR. MCDONALD MOVED, AND MS. ANDRESKI SECONDED TO AWARD THE CARPET REPLACEMENT CONTRACT IN THE AMOUNT OF $187,700.00 TO MILBURN FLOORING. ALL APPROVED.

b. Professional Moving Services Bid follow-up.

Mr. Calgi stated that Milburn Flooring recommended a professional moving service company, so they will include them in the re-bid along with others.

The Board discussed relocating the electrical outlets throughout the adult reading room while the carpet project is in the early phases. They need to be reconfigured to eliminate tripping hazards and prevent damage to the outlets. The project manager and engineer will explore the Board's request regarding the outlets.

B. AED (Automated External Defibrillator) acquisition

Ms. Reed discussed the library acquiring an AED (Automated External Defibrillator), which is located in the Technology Center. Maintenance will cost $75.00 per year.

Personnel Changes:

A. Motion to accept the Personnel Calendar

Appointments:

Fichtner, Kyle	Librarian I	$68,031.00,	9/28/26

Retirements:

Reed, Trina	Library Director	10/30/26

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED THE APPROVAL OF THE PERSONNEL CALENDAR. ALL APPROVED.

Communications:

A. Email from patron
B. Thank you letter from the Long Island Italian American Lions Club

Period for Public Expression:

None.

Director's Progress and Service Report:

A. Buildings and Grounds

1. Delayed Opening – Saturday, September 12, 2026; 1:00 p.m.

   Ms. Reed stated that the Library scheduled a delayed opening because asbestos abatement was required during the Roofing Project drain replacements. A metal piece fell during the replacement after the abatement was complete. Everything was cleaned up and prepared in time for staff and public to safely enter the building.

2. Weather Closure – Saturday, September 25, 2026

   Ms. Reed stated the Library was closed due to a State of Emergency declared by the Nassau County Executive.

3. Ms. Reed stated that the Aunt Flow Dispensers were installed in four bathrooms and are in use.

B. System developments:

Ms. Reed reported on the following meetings:

1. Member Library Director Meeting – Wednesday, September 16, 2026
2. NLS Board Meeting – Monday, September 28, 2026 (Did not attend)
3. MLD Executive Board Meeting – Wednesday, October 7, 2026

C. Public Service and Programs

The total Adult Program attendance for September 2026 was 664. The total Young Adult attendance for September 2026 was 554. The total Children's attendance for September 2026 was 566. The Hydroponic Garden activity for September 2026 was 0. The total Innovation Station attendance for September 2026 was 369. The Notary Services for September 2026 was 0. The Social Work Intern attendance for September 2026 was 2. The grand total for September 2026 was 2,155.

The Passport Statistics for 2026 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. LILRC Nassau County Legislative Breakfast – Friday, September 18, 2026

   Ms. Reed stated that she and Irene Winkler attended the LILRC Nassau County Legislative Breakfast. They were seated at Senator Rhoads' table and thanked him for his support.

2. 75th Anniversary Scavenger Hunt

   Ms. Reed discussed the 75th Anniversary Scavenger Hunt, which is happening now at the library. It has three categories: Children's, Teens, and Adults. One winner will be selected from each category. The Foundation supplied the gift cards, so each winner will receive a $75.00 Barnes & Noble gift card.

3. 75th Anniversary Display in Circulation

   Ms. Reed discussed the 75th Anniversary Display at the Circulation Desk, which is Technology through the Decades. The display shows different types of technology through the years and is located near the Circulation Desk.

4. Libby/Overdrive PIN

   Ms. Reed stated Libby/Overdrive has implemented adding a PIN and an email address when needed. Library staff have been helping patrons complete this when they call.

5. 75th Anniversary Party Through the Decades – Friday, November 20, 2026; Levittown Hall, 6:30–8:30 p.m.

Committee Reports:

A. Foundation Committee

Ms. Andreski stated the Foundation Committee met tonight and reported that the Trivia Night fundraiser was very successful. They are planning another fundraiser, Music BINGO, sometime in March.

New Business:

A. Motion to approve the 2027/2028 Sunday Schedule

MR. GRELLER MOVED, AND DR. MCDONALD SECONDED THE APPROVAL OF THE 2027/2028 SUNDAY SCHEDULE. ALL APPROVED.

B. 2027 ILS & Associated Service Budget Vote

DR. MCDONALD MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF 2027 ILS & ASSOCIATED SERVICE BUDGET VOTE. ALL APPROVED.

C. AWE Learning Quote: $8,090.00

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED T0 ACCEPT AWE LEARNING QUOTE IN THE AMOUNT OF $8,090.00. ALL APPROVED.

D. ADA-Compliant Workstation via Assemblyman Mikulin

Irene Winkler discussed the ADA-compliant workstation in the Adult Reference area.

E. Innovation Station Equipment & Usage Fees

MS. ANDRESKI MOVED, AND MR. GRELLER SECONDED THE APPROVAL OF THE INNOVATION STATION EQUIPMENT & USAGE FEES. ALL APPROVED.

F. EAP Care Plus Solutions Contract

MR. GRELLER MOVED, AND DR. MCDONALD SECONDED THE APPROVAL OF THE EAP CARE PLUS SOLUTIONS CONTRACT. ALL APPROVED.

G. Motion for the Disposal of Equipment

1 Dell Monitor Serial No. CN-0GT780-71618-786-BA70
1 Dell Monitor Serial No. CN-0C2JMK-74445-07Q-CPXU
1 Dell Optiplex 9020 Service Tag DWS2X52
1 Dell Monitor Serial No. CN-0M9V7W-74261-49U-17LU
1 Dell Optiplex 9020 Service Tag DWR8X52
1 Dell Monitor Serial No. CN-0M9V7W-74261-49U-17MU
1 HP Color Laserjet Pro M452dw Serial No. VNB3D27469

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

H. Technology Plan 2027-2032

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED THE APPROVAL OF THE TECHNOLOGY PLAN 2027-2032. ALL APPROVED.

I. Little Blessings Family Daycare request

MR. GRELLER MOVED, AND MS. ANDRESKI SECONDED TO TABLE UNTIL AFTER EXECUTIVE SESSION. ALL APPROVED.

J. Long Range Plan of Service 2027-2032

MS. ANDRESKI MOVED, AND DR. MCDONALD SECONDED THE APPROVAL OF THE LONG RANGE PLAN OF SERVICE 2027-2032. ALL APPROVED.

Meetings and Conferences:

A. LILRC 35th Annual Conference on Libraries and the Future: How I Learned to Stop Worrying and Manage AI – Friday, October 16, 2026; Heritage Club at Bethpage
B. Levittown Fire Department Open House - Friday, October 16, 2026; 6:00-9:00 p.m.; Gardiners Avenue Firehouse
C. 2027 ILS Budget Hearing – Friday, October 30, 2026; Virtual Meeting; 9:30 a.m. https://v.ringcentral.com/join/974441043
D. **Regular Board Meeting – Wednesday, November 4, 2026**
E. **Regular Board Meeting – Wednesday, December 2, 2026; 6:00 p.m.**
F. **NLS Annual Meeting – Wednesday, December 2, 2026; 7:00 p.m.**
G. NCLA Annual Dinner & Installation of Officers – Thursday, November 19, 2026; 6:00-10:00 p.m.
H. Levittown Chamber of Commerce Holiday Tree Lighting – Monday, December 7, 2026; 6:00-8:00 p.m.
I. **Regular Board Meeting – Wednesday, January 6, 2027**

EXECUTIVE SESSION:

MR. GRELLER MOVED, AND DR. MCDONALD SECONDED TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL MATTERS REGARDING ADMINISTRATIVE STAFF, PATRON INCIDENTS, AND LEGAL MATTERS AT 7:44 PM. ALL APPROVED.

The meeting resumed at 8:50 p.m.

Adjournment:

MR. GRELLER MOVED, AND MS. KENNEY SECONDED TO RESPECTFULLY DECLINE THE REQUEST TO BE AN EMERGENCY SECONDARY LOCATION FOR LITTLE BLESSINGS DAYCARE. ALL APPROVED.

MR. GRELLER MOVED, AND MS. KENNEY SECONDED TO ACCEPT THE PROPOSAL OF TRINA REED AS A CONSULTANT AS WRITTEN. ALL APPROVED.

MS. KENNEY MOVED, AND DR. MCDONALD SECONDED TO EXTEND AN OFFER TO A CANDIDATE FOR LIBRARY DIRECTOR. ALL APPROVED.

MS. KENNEY MOVED, AND DR. MCDONALD SECONDED TO ADJOURN THE MEETING AT 8:52 PM. ALL APPROVED.

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MINUTES OF THE EXECUTIVE SESSION OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES OCTOBER 7, 2026

IN-PERSON

Mr. Dalton called the Executive Session to order at 7:44 p.m. Present were Mr. Dalton, Mr. Greller, Ms. Kenney, Ms. Andreski, and Dr. McDonald, joined by Trina Reed, Library Director, Irene Winkler, Assistant Library Director, and, via telephone, Benjamin Truncale, Library Attorney.

The Board discussed personnel matters regarding administrative staff and patron incidents.

MR. GRELLER MOVED, AND MS. KENNEY SECONDED, TO RESUME THE OPEN MEETING AT 8:50 PM. ALL APPROVED.