



LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168

<http://www.levittownpl.org>

LEVITTOWN PUBLIC LIBRARY

Growing with Our Community

TRINA REED, DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES April 1, 2015

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said.

Call to Order and
Roll Call of
Members:

The meeting was called to order by Mrs. Maher at 8:04 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Dalton, joined by Mrs. Reed, Director, and Ms. Hoffman, Assistant Library Director. Mr. Santer was absent with prior notice.

Approval and
Signing of
Minutes:

Minutes from March 4, 2015

MRS. SANTER MOVED AND MR. GRELLER
SECONDED THE APPROVAL OF THE MARCH 4, 2015
MINUTES. ALL APPROVED.

Financial Report
of the Library:

MRS. SANTER MOVED AND MR. GRELLER
SECONDED THE APPROVAL OF GENERAL FUND
WARRANT FOR MARCH 2015 IN THE AMOUNT OF
\$412,465.44, AND CENTRAL LIBRARY FUND
WARRANT FOR MARCH 2015 IN THE AMOUNT OF
\$36,223.04. ALL APPROVED.

The cash balance report as of March 31, 2015 is
\$4,696,166.56.

MRS. SANTER MOVED AND MR. GRELLER
SECONDED THE REQUEST FOR TAX FUNDS FROM
THE SCHOOL DISTRICT IN THE AMOUNT OF
\$604,462.00 AS OF MAY 7, 2015. ALL APPROVED.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR MARCH 2015 IN THE AMOUNT OF \$25,050.00. ALL APPROVED.

A Chase Monthly report for the Board of Trustees information is included in their packet.

Motion to accept MTA Payroll Offset Payment Check in the amount of \$11,258.00.

MRS. SANTER MOVED AND MR. DALTON SECONDED TO ACCEPT MTA PAYROLL OFFSET PAYMENT CHECK IN THE AMOUNT OF \$11,258.00. ALL APPROVED.

Motion to accept The Hartford Final Audit eff. October 1, 2013 check in the amount of \$2,977.00.

MRS. SANTER MOVED AND MR. DALTON SECONDED TO ACCEPT THE HARTFORD FINAL AUDIT EFF. OCTOBER 1, 2013 CHECK IN THE AMOUNT OF \$2,977.00. ALL APPROVED.

Unfinished
Business:

A. H2M –

Mrs. Reed stated that Joe Manzella, from H2M architects + engineers, put in a request to the NY State Education Department that the Library file the drawings for permits under the previous HVAC project 28-02-05-03-6-019-009. A new Letter of Intent is needed. Mrs. Reed will sign it and send it to SED in Albany.

B. Meeting Room Chairs

Tabled until next month.

C. Second MakerBot 3-D printer

Mrs. Reed stated that the MakerBot 3-D printer has been getting more use and she would like to purchase a second larger MakerBot 3-D printer, which will allow larger projects to be created.

MR. DALTON MOVED AND MRS. SANTER SECONDED TO APPROVE THE PURCHASE OF A MAKERBOT 3-D PRINTER IN THE AMOUNT OF \$8,741.35. ALL APPROVED.

Personnel Changes: MR. DALTON MOVED AND MRS. SANTER SECONDED TO APPROVE THE PERSONNEL CALENDAR FOR THE PERIOD MARCH 2015. ALL APPROVED.

Communications:

- A. Thank you letter from Debbie Rifkin at Levittown Public Schools.
- B. Letter from Joshua Furnell
- C. Correspondence about quiet study area
- D. Thank you card from Diana Peragallo

Mrs. Reed stated that there has been numerous complaints regarding the quiet study area. She is looking into finding another section for a quiet room in the Library.

There are copies of all communications in the Board packets.

Period for Public Expression:

Joan Galante, 25 Tinder Lane, Levittown
Ken Morici, Library Staff
Marcia L Olsen, 3772 Marilyn Dr. Seaford
Carol Pettit, 43 Club Lane, Levittown
Barbara Epstein, Wantagh

Barbara Epstein is from the League of Women Voters and is asking the Board of Trustees to reconsider their request which was denied. Mr. Dalton asked that Mrs. Reed put this on the agenda for next month when the entire Board of Trustees will be present.

Director's Progress and Services Report:

- 1. Building and Grounds:
 - 1. Fire alarm in Innovation Station – Thursday, March 12, 2015.

Mrs. Reed stated that the fire alarm went off during a cooking class in the Innovation Station. The cook did not turn on the exhaust fan when he started cooking. The

Fire Department came and everything was fine.

2. System Developments:

1. Member Library Director meeting on March 18, 2015

Mrs. Reed stated that Library Aid has increased by 5 million dollars. The Tax Freeze is still an issue.

3. Public Service and Programs:

The total Adult and Young Adult attendance for March 2015 was 891. The total Children's attendance for March 2015 was 850. The grand total for March 2015 was 1,741.

4. Miscellaneous:

1. Book sales

Mrs. Reed stated that if the Library sells books every day, sales tax must be collected. After discussion with the auditor, it was decided that to sell the books and collect sales tax would not be cost effective. The Board decided that Better World Books will sell some of the discarded library books, and the Library will receive a check from them. Better World Books is responsible for tax on the books they sell. The Board stated that the sign for selling books can be removed. We will leave some discards to be given away to the community.

2. Levittown Kiwanis Luncheon – April 23, 2015, Domenico's

Mrs. Reed and Ms. Hoffman will be attending the luncheon.

3. Marketing Team meeting

- a. National Library Week will be April 12 – 18, 2015. They are looking for different ideas to have during the week. There is going to be a scavenger hunt for the public and they are also having a separate scavenger hunt for

the staff.

- b. Foundation Committee – Library staff will provide Roving Reference service to the public at the Foundation Craft Fair on Saturday, May 16.
- c. TAB Volunteering at the LPL Craft Fair table.
- d. Magnets “I Love (heart symbol) LPL” for staff and public.

4. Summer Reading Kick-off Fair

The Library is going to have a Summer Reading Event on Saturday, June 13 and call it a Summer Reading Kick-off Outdoor Festival. It is going to be held in the park across the street.

5. Innovation Station Team

- a. Request for additional equipment
- b. Maker Day planned for October. We are planning a Maker Day celebration for the one year anniversary of the Innovation Station.

6. Staff Training

- a. All 3 safety trainings with Don Longo are completed.
- b. Baker & Taylor Title Source 3 training – March 25, 2015.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated the Committee met this evening and has accepted Stacey Liotta's resignation. They donated 5 bags to the scavenger hunt.

New Business: A. Motion to accept the 2014 NYS Annual Report

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT THE 2014 NYS ANNUAL REPORT. ALL APPROVED.

 B. Motion to approve July Board meeting – July 1, 2015

MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE JULY BOARD MEETING – JULY 1, 2015. ALL APPROVED.

 C. Motion to authorize the Disposition of Equipment

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING:

1 SWIVEL CHAIR; NO SERIAL NUMBER
1 WARDEN-HOLLAND MICHIGAN 49423 CHAIR
ALL APPROVED.

 D. Motion for 10 staff members to attend the Long Island Library Conference.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO AUTHORIZE 10 STAFF MEMBERS TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE. ALL APPROVED.

 E. Motion to approve 1 Trustee to attend LTA Trustee Institute

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE 1 TRUSTEE TO ATTEND THE LTA TRUSTEE INSTITUTE IN SYRACUSE. 3 APPROVED, 1 ABSTAINED. MOTION PASSED.

 F. Motion to approve \$6,000 for the Summer Kick-off Festival.

MR. DALTON MOVED AND MR. GRELLER SECONDED TO APPROVE \$6,000 FOR THE SUMMER READING KICK-OFF FESTIVAL. ALL APPROVED.

Meeting and
Conferences

- A. LTA Trustee Institute – May 1 and May 2, 2015;
Syracuse, NY
- B. **Regular Board Meeting – Wednesday, May 6,
2015**
- C. **Long Island Library Conference – Thursday,
May 7, 2015; Melville Marriott**
- D. **Library & School District Budget Vote –
Tuesday, May 19, 2015**
- E. **Regular Board Meeting – Wednesday, June 3,
2015**

Executive
Session:

MR. GRELLER MOVED AND MR. DALTON SECONDED
TO ADJOURN THE REGULAR MEETING AT 9:02 PM.
ALL APPROVED.

The open meeting resumed at 9:46 p.m.

MR. GRELLER MOVED AND MRS. SANTER
SECONDED TO APPROVE 2 CURRENT 10 HOUR PER
WEEK EMPLOYEES TO HAVE THEIR WEEKLY HOURS
INCREASED TO 17 ¼. ALL APPROVED.

MR. GRELLER MOVED AND MR. DALTON SECONDED
THE APPROVAL TO HIRE A CONSULTANT IN THE
TECHNICAL SERVICES DEPARTMENT FOR UP TO 20
HOURS PER WEEK AT A RATE OF \$35 PER HOUR,
FOR 2 MONTHS. ALL APPROVED.

MR. GRELLER MOVED AND MRS. SANTER
SECONDED TO PROMOTE ONE FULL TIME CLERK TO
SENIOR LIBRARY CLERK AT THE NEXT PAYROLL
PERIOD. ALL APPROVED.

Adjournment:

MR. GRELLER MOVED AND MR. DALTON SECONDED
TO ADJOURN THE REGULAR MEETING AT 9:48 PM.
ALL APPROVED.

Respectfully submitted, Eileen O'Rourke



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MINUTES OF THE EXECUTIVE SESSION
OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
APRIL 1, 2015

Mrs. Maher called the Executive Session to order at 9:01 p.m. Present were Mrs. Maher, Mrs. Santer, Mr. Greller, and Mr. Dalton, joined by Mrs. Reed, Ms. Hoffman, and Mr. Truncale, the Library Attorney.

The Director and the Board discussed personnel and legal issues.

MR. GRELLER MOVED AND MR. DALTON SECONDED TO RESUME THE OPEN MEETING AT 9:45 PM. ALL APPROVED.