MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
January 7, 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. Grelle, Mrs. Santer, and Mr. Santer, joined by Mrs. Reed, Director, Ms. Hoffman, Assistant Library Director, and Mr. Truncale, Library Attorney. Mr. Dalton arrived late with prior notice.

Approval and Signing of Minutes:
Minutes from December 3, 2014

Correction to December 3, 2014 minutes:
Page 4, Building and Grounds #2, Change “at” to “a”.
Page 4, Building and Grounds #3, The sentence should read: “the electric outlets will be relocated in the Innovation Station to accommodate the new project.”

MRS. SANTER MOVED AND MR. SANTER SECONDED THE APPROVAL OF THE AMENDED MINUTES. ALL APPROVED.

Financial Report of the Library:
MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR DECEMBER 2014 IN THE AMOUNT OF $469,529.99, AND CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2014 IN THE AMOUNT OF $20,457.90. ALL APPROVED.

The cash balance report as of December 31, 2014 is $4,252,486.04.
MRS. SANTER MOVED AND MR. SANTER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $604,462.00 AS OF FEBRUARY 5, 2015. ALL APPROVED.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR DECEMBER 2014 IN THE AMOUNT OF $482.25. ALL APPROVED.

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

Executive Session:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO ADJOURN TO EXECUTIVE SESSION AT 8:14 PM TO DISCUSS PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The regular meeting resumed at 9:01 p.m.

Unfinished Business:

A. Proposed 2015-2016 Budget

Mrs. Reed stated that they are still working on the proposed 2015-2016 budget and are waiting to receive the tax cap number.

B. Innovation Station and Custodial Office update:

   1. RAVCO

   Mrs. Reed stated that the library received all the waivers from RAVCO to complete the paperwork. We have closed out the contract.

   2. Projector

   Mrs. Reed stated the projector was installed.

   3. Additional electrical work

   Mrs. Reed stated that additional electrical work was needed to relocate the outlet for the projector.
4. Plaque donated by Crown Trophy

Mrs. Reed stated that a plaque was donated by Crown Trophy. The plaque lists the names of the teen artists who painted the Innovation Station signage.

C. Staff parking lot

Mrs. Reed stated that Stasi Brothers will be back in the Spring to finish the staff parking lot.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO ADJOURN THE MEETING TO HANDLE A LIBRARY SITUATION AT 9:09 PM. ALL APPROVED.

The regular meeting resumed at 9:13 p.m.

D. Plumbing proposals

Mr. Morici stated that there are three proposals for the plumbing project. There was a discussion on the project and the Board decided on Lynbrook Plumbing and Heating in the amount of $3,349.00.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSAL FROM LYNBROOK PLUMBING AND HEATING IN THE AMOUNT OF $3,349.00. ALL APPROVED.

E. Solar panel proposal

Mrs. Reed stated that there is a proposal from H2M architects + engineers for analysis of the existing roof structure and a photovoltaic (PV) Feasibility Study in the amount of $5,250.00.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSAL FROM H2M ARCHITECTS + ENGINEERS IN THE AMOUNT OF $5,250.00. ALL APPROVED.

Mr. Santer gave a proposal from Green Power Solutions to Mrs. Reed. She will take a look at the proposal but nothing can move forward until H2M completes their study.
Personnel Changes:

MRS. SANTER MOVED AND MR. SANTER SECONDED TO APPROVE THE PERSONNEL CALENDAR FOR THE PERIOD DECEMBER 2014. ALL APPROVED.

Communications:

A. St. Francis de Chantal letter
B. Letter from Maryanne Linehan
C. Levittown Community Council Letter for the WinterFest, Saturday, February 14, 2015. The library will have a table at the event.
D. Thank you from Mrs. Maher & Yannucci, the family of John Piciulo

There are copies of all communications in the Board packets.

Period for Public Expression:

No one from the public attended the meeting.

Director’s Progress and Services Report:

A. Building and Grounds:

1. Power outage – Library closed Tuesday, December 9 at 3:30 p.m. and Wednesday, December 10 all day (9:00 a.m. - 9:00 p.m.)

Mr. Santer stated that the library staff handled the crisis very well. There was a discussion on the answering machine not working when there is no electric. They are going to look into battery back up for the phone systems.

B. System Developments:

1. Member Library Director meeting on December 17, 2014

Mrs. Reed stated that NLS is requesting each Library attend a NLS Board Meeting at least once per year. It is recommended that Levittown attend on June 22, 2015.

C. Public Service and Programs:

The total Adult and Young Adult attendance for December 2014 was 457. The total Children’s attendance for December 2014 was 302. The grand total for December
2014 was 759.

D. Miscellaneous:

1. "Happy" video

Mrs. Reed stated the "Happy" video is on the website.

2. Staff Training

Ms. Hoffman stated the library will have staff safety workshops on March 3, 19, and 24. Don Longo, a retired NYPD detective, is giving the presentations.

Committee Reports:

A. Foundation Committee:

Mr. Greller stated that the next Foundation meeting is February 4th. The Committee is meeting every other month.

B. Trustee By-Laws Committee

MR. GRELLER MOVED AND MR. SANTER SECONDED THAT THE TRUSTEE BY-LAW COMMITTEE BE CLOSED UNTIL NECESSARY AGAIN. ALL APPROVED.

New Business:

A. Motion to revise mileage payment from 56 cents per mile to the IRS Standard Mileage Rates.

MR. SANTER MOVED AND MRS. SANTER SECONDED TO APPROVE THE REVISED MILEAGE PAYMENT FROM 56 CENTS PER MILE TO THE IRS STANDARD MILEAGE RATES. ALL APPROVED.

B. Motion to authorize the Disposition of Equipment

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING: THE 3M ANTI-THEFT DEVICE (THUMPER) S-N 5068269. ALL APPROVED.

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AMEND THE LEVITTOWN PUBLIC LIBRARY CODE OF CONDUCT TO ADD NO SLEEPING IN THE LIBRARY. ALL APPROVED.
Meeting and Conferences

A. **Second Open Budget Meeting and Regular Board Meeting – Wednesday, February 4, 2015**
B. Levittown Chamber of Commerce Installation – Thursday, February 5, 2015; 6:30 – 10:30 p.m.; Fox Hollow, Woodbury
C. Family Place Training Institute – March 23-26, 2015
D. **Third Open Budget Meeting and Regular Board Meeting – Wednesday, March 4, 2015**
E. Regular Board Meeting – Wednesday, April 1, 2015
F. LTA Trustee Institute – May 1 and May 2, 2015; Syracuse, NY

Adjournment: MR. GRELLER MOVED AND MR. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:46 PM. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke
MINUTES OF THE EXECUTIVE SESSION
OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
January 7, 2015

Mrs. Maher called the Executive Session to order at 8:15 p.m. Present were Mrs. Maher, Mrs. Santer, Mr. Greller, and Mr. Santer, joined by Mrs. Reed, Ms. Hoffman, and Mr. Truncale, the Library Attorney. Mr. Dalton was late with prior notice.

The Board and the Director discussed personnel and legal issues.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO RESUME THE OPEN MEETING AT 9:00 PM. ALL APPROVED.