MINUTES OF THE REGULAR MEETING
OF THE LEVITTON PUBLIC LIBRARY
BOARD OF TRUSTEES
February 4, 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 8:10 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Santer, joined by Mrs. Reed, Director, and Ms. Hoffman, Assistant Library Director. Mr. Dalton was absent with prior notice.

Approval and Signing of Minutes:
Minutes from January 7, 2015

Correction to January 7, 2015 minutes:
Page 4, Period for Public Expression: The sentence should read: "no public were present."

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

Financial Report of the Library:
MR. GRELLER MOVED AND MR. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2015 IN THE AMOUNT OF $685,592.11, AND THE CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2015 IN THE AMOUNT OF $9,881.59. ALL APPROVED.

The cash balance report as of January 31, 2015 is $4,319,172.57.
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 MARCH 5, 2015. ALL APPROVED.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2015 IN THE AMOUNT OF $3,025.45. ALL APPROVED.

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

Mrs. Reed stated that the Library received a letter from JP Morgan Chase regarding a bank fee for their accounts. The Library will be looking into other options.

Bill Barrett

A. Audit Report

Mr. Barrett presented and discussed the audit report with the Board. He went through the report and answered all the questions from the trustees.

B. Proposal

Mr. Barrett recommended that the Library consider hiring a consultant with government accounting experience. His firm has presented a proposal to be considered for the position. Mr. Santer tabled the discussion until Executive Session.

Unfinished Business:

A. Proposed 2015-2016 Budget

Mrs. Reed stated that the Library just received the information from the state regarding the tax cap of 1.62%. They will be working with that in time for the Third Open Budget Meeting. Mrs. Reed would like to add a new line under Total Library Materials called Electronic Resources. There was a discussion on the adjusting of the budget. Mr. Santer agreed with adjusting the budget if the library needs the increase.

Personnel Changes:

MRS. SANTER MOVED AND MR. SANTER SECONDED TO APPROVE THE PERSONNEL CALENDAR FOR PERIOD JANUARY 2015. ALL APPROVED.
There was a discussion regarding letters of retirement, and it was stated that any retirement letters should be officially addressed to the Board of Trustees.

Communications

A. Suggestion from patrons
B. Phone call from patron
C. League of Women Voters

There are copies of all communications in the Board Packets.

The Board is in favor of the Book Drops, located in front of the Library, to be open during the day. The Board is not in favor of extending the library cards to five years. The Board declined the request from the League of Women Voters.

Period for Public Expression:

Attending the meeting were:
Peter Zirogiannis, 16 Forge Lane, Levittown
Barbara McGovern, 2550 Falcon Street, East Meadow
Mr. Ben Truncale, Library Attorney
Ken Morici, Library Staff

Director’s Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated that the new fiction and mystery stacks will be raised tomorrow. The speakers were installed on the Smart Board today. Also, the battery backup for the phone system will be installed on Tuesday, February 10, 2015. The battery backup will last for 15 hours should the electricity go out.

Mr. Morici stated that the Town of Hempstead Water Department has to fix their valve for the piping first before the library can fix their valve. Roland’s Electric has completed the re-wiring upstairs.

The telephone in the elevator was not working due to a problem in the phone line. Verizon was called and has repaired the line.

B. System Developments:

1. Member Library Director meeting on January
21, 2015

Mrs. Reed stated that there should be sales tax collected when the library has a book sale. Mrs. Reed is looking into this to see if it is even worth collecting sales tax on books or just give the books away.

NYLA Advocacy Day is February 25, 2015

C. Public Service and Programs:

The total Adult and Young Adult attendance for January 2015 was 621. The total Children’s attendance for January 2015 was 500. The grand total for January 2015 was 1,121.

D. Miscellaneous:

1. Library closed at 3:00 p.m. on Monday, January 26, 2015 and all day Tuesday, January 27, 2015 due to snowstorm.

2. Delayed opening at 11:00 a.m. and early closing at 3:00 p.m. on Monday, February 2, 2015 and delayed opening on Tuesday, February 3, 2015 due to snowstorm.

Committee Reports

A. Foundation Committee:

Mr. Greller stated that Stacey Leotta is resigning from the Foundation Board due to her moving and Peter Zirogiannis is joining the Foundation Board. They will be selling bags at the Levittown Community Council WinterFest on Saturday, February 14, 2015. The craft fair will be on May 16, 2015.

New Business:

A. Motion to authorize the Disposition of Equipment

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING: 1 SMITH-CORONA CORONAMATIC 2220 TYPEWRITER, NO S/N. ALL APPROVED.
B. Motion to authorize the Disposition of Records

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE THE DISPOSAL 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: 9.{337} APPLICATION FOR EMPLOYMENT (2011-2012 OF THE RECORDS RETENTION AND DISPOSITION SCHEDULE, MI-1, ISSUED PURSUANT TO PART 185.14, TITLE 8 OF THE OFFICIAL COMPILATION OF CODES, RULES AND REGULATIONS OF THE STATE OF NEW YORK. ALL APPROVED.

C. July 4, 2015

Mrs. Reed asked for confirmation regarding the July 4, 2015 holiday, since it is on a Saturday. The Library will be open on Friday, July 3, 2015 and closed on Saturday, July 4, 2015. Staff members will not be scheduled to work on Saturday, July 4 and are to take a day off within the pay period with prior approval. The Board agreed.

D. Equifax

Mrs. Reed stated the minimum Unemployment Cost Management Service fee of Equifax Workforce Solutions is increasing from $225 to $500. The Library will pay the one-time fee with the increase and look for other options.

Meeting and Conferences

A. Levittown Chamber of Commerce Installation – Thursday, February 5, 2015; 6:30 – 10:30 p.m.; Fox Hollow, Woodbury
B. Advocacy Day – Wednesday, February 25, 2015; Albany, NY
C. Third Open Budget Meeting and Regular Board Meeting – Wednesday, March 4, 2015
D. Levittown Schools 19th Annual Recognition Dinner – Thursday, March 12, 2015, Panther Room, Levittown Memorial, 6:30 p.m. Honoree tabled until
Executive Session

E. Family Place Training Institute – March 23-26, 2015
F. Regular Board Meeting – Wednesday, April 1, 2015
G. LTA Trustee Institute – May 1 and May 2, 2015; Syracuse, NY
H. Regular Board Meeting – Wednesday, May 6, 2015
I. Long Island Library Conference – Thursday, May 7, 2015; Melville Marriott
J. Library & School District Budget Vote – Tuesday, May 19, 2015

Executive Session: MR. GRELLER MOVED AND MR. SANTER SECONDED TO ADJOURN TO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS AT 9:14 PM. ALL APPROVED.

The open meeting resumed at 10:15 p.m.

The Board discussed the honorees for the Levittown Schools 19th Annual Recognition Dinner. The Library will honor and cover the cost of the dinners for Sarah Cook, Gerald Keen, and Diana Peragallo.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE SICK LEAVE FOR A PARTICULAR STAFF MEMBER. ALL APPROVED.

Adjournment: MR. SANTER MOVED AND MR. GRELLER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:16 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
February 4, 2015

Mrs. Maher called the Executive Session to order at 9:20 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Santer, and Mrs. Santer, joined by Mrs. Reed, Ms. Hoffman, and Mr. Truncale, the Library Attorney. Mr. Dalton was absent with prior notice.

The Director and the Board discussed personnel and legal matters.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 10:14 PM. ALL APPROVED.