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

Pledge of Allegiance and Moment of Silence:

Call to Order and Roll Call of Members: The meeting was called to order by Mrs. Maher at 8:08 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, Mr. Santer, and Mr. Dalton, joined by Mrs. Reed, Director, and Ms. Hoffman, Assistant Library Director.

Oath of Office: Mr. Dalton swore Mrs. Maher in as a Board Trustee. Mrs. Maher raised her right hand and stated the Constitutional Oath of Office on July 1, 2015. Congratulations were offered from the Board of Trustees to Mrs. Maher.

Approval and Signing of Minutes: Minutes from June 3, 2015

Correction

Page 4, Paragraph 5, Foundation Committee, change last sentence to “the Library Foundation raised $299 from the sale of raffle tickets”.

Page 5, Paragraph 5, Building and Grounds add “Head Custodian” after Mr. Ken Morici and “Cantwell” after Brian’s name.

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED JUNE 3, 2015 MINUTES. ALL APPROVED.
Election of Officers:
The Levittown Public Library Board of Trustees Election of Officers for 2015/2016:

MR. SANTER MOVED AND MR. DALTON SECONDED TO NOMINATE THE FOLLOWING OFFICERS FOR THE BOARD OF TRUSTEES:

MR. GRELLER AS PRESIDENT
MR. DALTON AS VICE PRESIDENT
MR. SANTER AS SECRETARY
MRS. SANTER AS TREASURER
MRS. MAHER AS TRUSTEE

ALL APPROVED.

Financial Report of the Library:

MRS. SANTER MOVED AND MR. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JUNE 2015 IN THE AMOUNT OF $462,825.78 AND CENTRAL LIBRARY FUND WARRANT FOR JUNE 2015 IN THE AMOUNT OF $6,181.70. ALL APPROVED.

The cash balance report as of June 30, 2015 is $5,153,900.63.

MRS. SANTER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $614,255 AS OF AUGUST 6, 2015. ALL APPROVED.


MRS. SANTER MOVED AND MR. SANTER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR JUNE 2015 IN THE AMOUNT OF $509.12. ALL APPROVED.

A Chase Monthly report for the Board of Trustees information is included in their packet.
Motion to Authorize Payment of Nassau Library System Bills During July and August:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE PAYMENTS OF ALIS CORPORATION AND NASSAU LIBRARY SYSTEM BILLS DURING JULY AND AUGUST. ALL APPROVED.

Motion to Designate Capital One, JP Morgan Chase Bank, and HSBC Bank, for Fiscal Year 2015/2016:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO DESIGNATE THE FOLLOWING BANKS FOR LIBRARY ACCOUNTS FOR THE FISCAL YEAR 2015/2016: CAPITAL ONE-CHECKING ACCOUNTS; LEVITTOWN PUBLIC LIBRARY; LEVITTOWN PUBLIC LIBRARY IMPREST ACCOUNT; LEVITTOWN PUBLIC LIBRARY PAYROLL ACCOUNT; LEVITTOWN PUBLIC LIBRARY WITHHOLDING ACCOUNT; LEVITTOWN PUBLIC LIBRARY CENTRAL LIBRARY ACCOUNT; JP MORGAN CHASE BANK FOR MONEY MARKET ACCOUNT; CAPITAL PROJECTS FUND SAVINGS ACCOUNT; CAPITAL PROJECTS FUND CHECKING ACCOUNT; AND HSBC FOR MUNIRATE MONEY MARKET ACCOUNT. ALL APPROVED.

Motion to Authorize Director to Invest Library Funds:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE THE DIRECTOR TO INVEST AVAILABLE LIBRARY FUNDS AS AUTHORIZED BY STATE LAW IN SUCH A WAY AS TO YIELD THE MAXIMUM RETURN COMPATIBLE WITH REQUIRED ACCESSIBILITY, THE DETAILS TO BE REPORTED TO THE BOARD AT ITS NEXT MEETING. ALL APPROVED.

Motion to authorize payment of late June, July and August Bills:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF LATE JUNE, JULY AND AUGUST BILLS WITH THE EXPENDITURES TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE SEPTEMBER MEETING OF THE BOARD OF TRUSTEES. ALL APPROVED.
Motion to authorize payment of utility bills:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE PAYMENT OF UTILITY BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

Motion to authorize the payment of library program expenses:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF LIBRARY PROGRAM EXPENSES FOR JULY AND AUGUST. ALL APPROVED.

Motion to authorize the payment of Dell bills:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE THE PAYMENT OF DELL BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

Motion to authorize the payment of Library VISA Bills:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AUTHORIZE THE PAYMENTS OF LIBRARY VISA BILLS BETWEEN BOARD MEETINGS TO AVOID PENALTY WITH THE AMOUNTS TO BE REPORTED ON THE APPROVAL OF BILLS SHEET AT THE NEXT MEETING. ALL APPROVED.

Signing of Bank Forms:

The bank forms were signed.

Motion to affirm Purchasing Policy:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AFFIRM THE PURCHASING POLICY. ALL APPROVED.
Motion to affirm Investment Policy:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AFFIRM THE INVESTMENT POLICY. ALL APPROVED.

Motion to accept the Audit engagement letter from Rynkar, Vail & Barrett:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO ACCEPT THE AUDIT ENGAGEMENT LETTER FROM RYNKAR, VAIL & BARRETT. ALL APPROVED.

Motion Designating Attorney, Auditor, Stenographer and TALX Corporation

MR. GRELLER MOVED AND MR. SANTER SECONDED TO DESIGNATE THE FOLLOWING FOR THE FISCAL YEAR 2015/2016:

ATTORNEY: SPELLMAN RICE GIBBONS POLIZZI & TRUNCALE, LLP
AUDITOR: RYNKAR, VAIL & BARRETT, LLP
UNEMPLOYMENT COMPENSATION SERVICE: TALX CORPORATION AT $500.00 PER YEAR.
BOARD'S STENOGRAPHER: EILEEN O'ROURKE AT $250 PER MEETING. ALL APPROVED.

Motion to amend Change Fund Policy:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AMEND THE CHANGE FUND POLICY. ALL APPROVED.

Motion to affirm Petty Cash Policy:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO AFFIRM THE PETTY CASH POLICY. ALL APPROVED.

Unfinished Business:

A. H2M

1. Proposal for Study Room and Eatery
Tabled until Executive Session.

2. Roof/Solar

Mrs. Reed stated they started to analyze the roof and she will have recommendations by the next Board meeting.

3. HVAC

Mrs. Reed stated that Mr. Santer has reached out to local officials to help with the process of approval of the architect's building specifications with the NY State Education Department. Mr. Santer stated that Assemblyman McDonough and Assemblyman McKeivitt were helping with this process.

B. Security Guard

Mrs. Reed stated that she is conducting a survey with other libraries to see how many libraries have security guards. She will have a report once she has heard from all the libraries.

Mrs. Reed stated that Barbara Epstein handed in the plaque from the League of Women Voters.

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

Communications: A. Email from Jeffrey Feinsilver
B. Letter from Tom Schiel
C. Letter from Sandy Oliva

There are copies of all communications in the Board packets.

Period for Public Expression: Mary Molineaux, 32 Copper Lane, Levittown
Joan Galante, 25 Tinder Lane, Levittown
Carol Pettit, 43 Club Lane, Levittown
Marissa Pettit, 43 Club Lane, Levittown
Barbara McGovern, 2550 Falcon St, East Meadow
Marcia L. Olsen, 3772 Marilyn Dr, Seaford
Ben Truncale, Library Attorney
Director's Progress and Services Report:

A. Building and Grounds:

1. Handicapped Door Button

Mrs. Reed stated that the handicapped door button had to be repaired.

2. Outdoor Outlet is installed

Mrs. Reed stated that the outdoor outlet was installed in time for the June 13th Summer Reading Kickoff.

3. Meeting Room chairs - delivery date

Mrs. Reed stated that the meeting room chairs will be delivered on July 8, 2015.

4. Automatic sprinkler line ruptured and was replaced.

Mrs. Reed stated that the automatic sprinkler line in front of the library was replaced.

5. Lightower replacing Verizon

Mrs. Reed stated that Lightower is replacing Verizon.

B. System Developments:

1. Central Library Tour, June 10, 2015

Mrs. Reed stated that on June 10, 2015, the Central Library Tours took place and the Levittown Public Library had the most visitors. She thanked the library staff for doing a great job.

2. Member Library Director meeting on June 17, 2015.

Mrs. Reed discussed the changes to the NYS Construction Grant. The Levittown Public Library is slated to receive $20,000 for grants-in-aid for the 2015-2016 budget year, commonly referred to as "bullet aid," from our senators.
C. Public Service and Programs:

The total Adult and Young Adult attendance for June 2015 was 2197. The total Children’s attendance for June 2015 was 3,018. The grand total for June 2015 was 5,215. The total patron room usage for the Innovation Station for June 2015 was 218.

1. Summer Reading Club Kick-Off Festival:

Mrs. Reed stated they had a great Summer Club Kick-Off Event. The entire staff did a wonderful job. They estimated 500 in attendance.

Mrs. Reed stated that the library is looking at Friday, October 16th or Saturday, October 17th for the 1st Anniversary celebration of the Innovation Station.

D. Miscellaneous:

1. YA school video

Mrs. Reed stated the YA Librarians and Kerin Slattery, the Levittown Union Free School District Curriculum Associate for English, along with the school librarians from the Levittown schools worked together on a video to promote the summer reading initiative for the school website. All middle school students were assigned to read Escape from Mr. Lemoncello’s Library, by Chris Grabenstein.

2. Technology Plan

Mrs. Reed stated that designated staff are looking at what is needed for the technology plan and are taking an inventory of all the technology in the library.

3. “Taking a Risk” by Nancy Evans

Mrs. Reed stated that Nancy Evans wrote an article “Taking a Risk” which is in the Board packets.

Mrs. Reed discussed the Scavenger Hunt for the employees and thanked the Board for their approval.
A. Foundation Committee:

Mr. Greller stated the committee met and discussed the final report of the craft fair. The committee is reducing the price of the bags, $10 for the large bag and $7 for the small bag. The next meeting will be September 9, 2015.

Mrs. Maher passed the gavel to Mr. Greller. Mr. Greller thanked Mrs. Maher for all her hard work.

New Business: A. 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:

1.217 BANK STATEMENTS, FY 2008/2009,
2.231 (LIBRARY BILLS, FY 2008/2009),
5.203 (CASH TRANSACTION RECORDS, FY 2008/2009);
3.219 (COPY OF CHECK STUBS, FY 2008/2009),
17.237 (COPY OF RECEIPTS, FY 2008/2009)
3.312 (TIME SHEETS, FY 2008/2009), &
3.312 (LEAVE SHEETS 2008/2009)
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.

MR. SANTER MOVED AND MRS. SANTER SECONDED TO APPROVE THE DISPOSITION OF RECORDS. ALL APPROVED.
B. Motion for the Disposition of Equipment

1 Wood Shelving Unit
1 Dell Monitor S/N KR02Y3114760236HA2QU
1 Dell Optiplex SX260 Service Tag 23SN221
1 HP LaserJet 1020 CNBK904582
1 HP LaserJet 1020 CNBKS01167
1 HP LaserJet 1020 CNBKS16440
1 Dell Monitor S/N KR02Y3114760236HA2R0
1 Dell Optiplex GX620 Service Tag 1J2DH91
1 Dell Optiplex SX260 Service Tag 7T0BF31
1 Dell Monitor S/N KR02Y3114760236HA2QU
1 Dell Monitor S/N MX02Y3114760538KDGD9
1 Dell Monitor S/N CN02Y315716183CCA671
1 HP Printer LaserJet P2015dn CNBJN67686
1 HP Printer LaserJet 1300 CN8JH04168
1 HP Printer LaserJet 1200 CNBSF485030
1 HP Printer LaserJet P2015 CNBS19338
875 Gressco DVD Cases
1 GBC Shredder Model 1150X Serial #QP27553

MRS. MAHER MOVED AND MR. DALTON SECONDED TO APPROVE THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

C. Banking

Mrs. Reed stated that the Board has the proposal from TD Bank. The Levittown Public Library is looking for other banks.

Mr. Dalton nominated Mrs. Maher to the Foundation Committee to replace Mr. Greller and Mrs. Maher accepted.

D. Mrs. Reed discussed the Levittown Community Council’s Volunteer of the Year Award and the article in the Levittown Tribune.

Meeting and Conferences

A. Regular Board Meeting – Wednesday, September 9, 2015
B. MakerFaire – Saturday, September 26, 2015; NY Hall of Science, Queens
Mrs. Reed asked the Board to allow 10 staff members to attend the MakerFaire.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO SEND 10 STAFF MEMBERS TO THE MAKERFAIRE ON SEPTEMBER 26 AT THE NY HALL OF SCIENCE IN QUEENS. ALL APPROVED.

C. Levittown Chamber of Commerce Annual Fall Community Festival – Saturday, October 3, 2015; 10:00 a.m.-5:00 p.m.

D. Regular Board Meeting – Wednesday, October 7, 2015

E. NYLA Annual Conference – October 21 – October 24, 2015; Lake Placid

MR. SANTER MOVED AND MRS. SANTER SECONDED TO SEND 2 STAFF MEMBERS TO THE NYLA ANNUAL CONFERENCE IN LAKE PLACID. ALL APPROVED.

Executive Session:

MR. GRELLER MOVED AND MR. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 8:57 PM. ALL APPROVED.

The open meeting resumed at 9:57 p.m.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO LEVY CHARGES AGAINST A STAFF MEMBER AS DISCUSSED IN EXECUTIVE SESSION. ALL APPROVED.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO APPROVE THE H2M ARCHITECTS + ENGINEERS PROPOSAL SUBJECT TO ATTORNEY’S CHANGES. THREE IN FAVOR; TWO AGAINST. MOTION PASSED.

Adjournment:

MR. SANTER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:05 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
JULY 1, 2015

Mr. Greller called the Executive Session to order at 9:05 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Santer, Mr. Santer, and Mrs. Maher, joined by Mrs. Reed, Ms. Hoffman, and Mr. Truncale, the Library Attorney.

The Board and the Director discussed personnel and legal matters.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 9:56 PM. ALL APPROVED.