MINUTES OF THE SECOND OPEN BUDGET MEETING
AND THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
February 3, 2016

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 Mr. Greller at 8:05 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, Mr. Dalton and Mr. Santer, joined by Mrs. Reed, Director.

Approval and Signing of Minutes:
Minutes from January 6, 2016 & January 27, 2016

Corrections to January 6, 2016

Pages 3, Clock systems, add “the clock system.”

Page 3, Period for Public Expression, add “Truncale” to Ben, Library Attorney.

Page 4, New Business, paragraph 5, add “s” to chair.

Corrections to January 27, 2016

Page 1, paragraph 4 add “to Maryann” from “or Maryann.”

MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF THE AMENDED JANUARY 6, 2016 MINUTES AND AMENDED JANUARY 27, 2016. ALL APPROVED.
Financial Report of the Library:

MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2016 IN THE AMOUNT OF $482,825.80. AND CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2016 IN THE AMOUNT OF $39,765.55. ALL APPROVED.

The cash balance report as of January 31, 2016 is $5,327,367.39.


MRS. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2016 IN THE AMOUNT OF $4,050.91. ALL APPROVED.

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

Unfinished Business:

- H2M architects + engineers
  1. HVAC update

Mrs. Reed stated that Mr. Calgi, the Library’s Project Manager, was unable to attend this meeting, so she shared the report of the 2nd formal construction meeting. There was a discussion on the work in progress.

  2. Quiet Study Room and Eatery

Mrs. Reed stated that Mr. Calgi is working on cost estimates for next month’s meeting on the Eatery.

B. Proposed 2016-2017 Budget

Mrs. Reed stated that the estimated difference in the total annual average library tax from the 2016-2017 proposed Budget to the 2015-2016 Budget is -$1.65 per household, which is under the Tax Cap.
C. Security proposals

MRS. MAHER MOVED AND MR. SANTER SECONDED TO TABLE THE SECURITY PROPOSALS UNTIL EXECUTIVE SESSION. ALL APPROVED.

Personnel Changes:

MR. DALTON MOVED AND MRS. SANTER SECONDED TO ACCEPT THE PERSONNEL CHANGES FOR JANUARY 2016. 4 APPROVED, 1 OPPOSED; MOTION PASSED.

Communications:

A. Letter from Levittown School District regarding their 20th Annual Recognition Dinner.

Mrs. Reed stated that the Levittown Public Library will recognize Ms. Laura Hoffman at the Levittown Schools 20th Annual Recognition Dinner.

B. "Are You Grateful to be a Young Adult Librarian?" From February 2016 VOYA magazine by Nancy Evans.

There are copies of communications in the Board packets.

Period for Public Expression:

Deidre Goode, Great Neck Library, Great Neck

Ms. Goode stated that she is from the Great Neck Public Library and is attending the Board meeting tonight due to a course she is taking, and in order to graduate, one of the requirements is to attend another Board meeting outside of the library you work in.

Director's Progress and Services Report:

A. Building and Grounds:


Mrs. Reed commended the custodial staff for all their work and efforts during the snow closures.

The broken book lift has been discussed at a previous meeting and Mrs. Reed would like permission for H2M to review this issue. The Board gave her their permission.
Mrs. Reed stated that the picture window in the front of the library has a crack in it. There was a discussion on the glass, if the entire glass should be replaced or split the pane glass with a brace installed in the middle.

DUE TO THE EMERGENCY SITUATION, MR. SANTER MOVED AND MRS. MAHER SECONDED TO GIVE THE AUTHORITY TO MRS. REED, TO DETERMINE WHICH METHOD TO GO WITH, SINGLE PANE OR DOUBLE PANE, TO EXPEND WHATEVER IS NECESSARY BASED ON HER BEST JUDGMENT. ALL APPROVED.

B. System Developments:

1. Member Library Director meeting on Wednesday, January 20, 2016.

Mrs. Reed is recommending that at least 3 people represent the Levittown Public Library at Library Advocacy Day. Mrs. Reed attended the ALIS Executive Board and it was voted for the ALIS Executive Board to move forward with a planning committee to develop a plan to merge ALIS into NLS.

C. Public Service and Programs:

The total Adult and Young Adult attendance for January 2016 was 704. The total Children’s attendance for January 2016 was 633. The total for Innovation Station Usage for January 2016 was 235. The grand total for January 2016 was 1,572.

D. Miscellaneous:

Mrs. Reed stated that the flyers for the Art Exhibit will be ready soon. The reception for the Art Exhibits are February 9, 2016; 6:00 – 7:30 p.m. for the high schools students. February 23, 2016; from 6:00 – 7:30 p.m. for the middle schools students.

Committee Reports:

A. Foundation Committee:

Mrs. Maher stated that the committee met tonight and has discussed a couple of different fundraisers. The Street Fair fundraiser is scheduled for October 1, 2016.
New Business:

Meeting and Conferences

A. Levittown Community Council 15th Annual WinterFest – Saturday, February 13, 2016; 11:30 a.m. – 4:00 p.m.; Levittown Hall, Hicksville, NY

B. Advocacy Day – Wednesday, March 2, 2016; Albany, NY

C. Third Open Budget Meeting & Regular Board Meeting – Wednesday, March 2, 2016

D. Levittown Schools 20th Annual Recognition Dinner – Thursday, March 3, 2016, Panther Room, Levittown Memorial, 6:30pm

E. PLA 2016 Conference – April 5-9, 2016; Denver, Colorado

F. Regular Board Meeting – Wednesday, April 13, 2016

G. Long Island Library Conference – Thursday, May 5, 2016; Melville Marriot, Melville, NY

Executive Session:

MRS. MAHER MOVED AND MR. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 8:45 PM FOR PERSONNEL AND LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 9:42 p.m.

MR. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF WESTECH INVESTIGATIONS, INC. FOR A 6 MONTH TRIAL OF SECURITY SERVICES AT THE ESTIMATED AMOUNT OF $38,646.50. ALL APPROVED.
MR. DALTON MOVED AND MRS. MAHER SECONDED TO BAN A LIBRARY PATRON FOR 4 YEARS FROM THE LIBRARY FOR REPEATED FAILURE TO ADHERE TO THE LIBRARY POLICIES.

Adjournment: MR. DALTON MOVED AND MRS. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:45 PM. ALL APPROVED.

Respectfully submitted, Eileen O’Rourke
MINUTES OF THE EXECUTIVE SESSION
OF THE SECOND OPEN BUDGET MEETING
AND REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
February 3, 2016

Mr. Greller called the Executive Session to order at 8:50 p.m. for personnel issues, legal, and contract matters. Present were Mr. Greller, Mrs. Santer, Mr. Santer, Mr. Dalton, and Mrs. Maher, joined by Mrs. Reed and Mr. Truncale, the Library Attorney.

The Board and Director discussed personnel, legal, and contract matters.

MRS. MAHER MOVED AND MR. SANTER SECONDED TO RESUME THE OPEN MEETING AT 9:40 P.M. ALL APPROVED.