MINUTES OF THE THIRD OPEN BUDGET MEETING
AND THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
April 13, 2016

Pledge of Allegiance:
The Pledge of Allegiance was said. There was a Moment of Silence for the passing of Lee Sagistano, former Levittown Public Library Architect.

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 and Mr. Santer, joined by Mrs. Reed, Director and Mrs. Ferro, Assistant Director. Mr. Dalton arrived at 8:25 p.m.

Approval and Signing of Minutes:
Minutes from March 2, 2016:
Tabled until discussion with Library Attorney.

Financial Report of the Library:
MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR MARCH 2016 IN THE AMOUNT OF $464,469.66 AND CENTRAL LIBRARY FUND WARRANT FOR MARCH 2016 IN THE AMOUNT OF $9,358.74. ALL APPROVED.

The cash balance report as of March 31, 2016 is $5,582,467.12.

MRS. SANTER MOVED AND MR. SANTER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $614,254 AS OF MAY 5, 2016. ALL APPROVED.
MRS. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR MARCH 2016 IN THE AMOUNT OF $8,594.40. ALL APPROVED.

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

Unfinished Business:

A. H2M architects + engineers

   1. HVAC update

Mr. Calgi, the library’s Project Manager, handed out HVAC Upgrades report. He went through the report and discussed all the progress updates, progress photos, project schedule, project logs and financial report. The project is moving along as scheduled.

   2. Quiet Study Room and Eatery

Mrs. Reed stated that the Board needs to accept the Resolution stating that the proposed Quiet Study and Eatery project is a Type II Action for the State of Environmental. Mrs. Reed read the Resolution to the Board of Trustees. Mr. Grelcer signed the rest of the paperwork for the SED. Ms. Cheng brought samples for the Quiet Study Room and Eatery for the Board to see the different colors, texture, material and furniture.

MR. SANTER MOVED AND MR. DALTON MOVED TO ACCEPT THE RESOLUTION FOR PROPOSED QUIET STUDY AND EASTERY. ALL APPROVED.

   3. Book Lift

Mrs. Reed stated that H2M has provided a quote which will allow them to do the investigative work and come up with a design for the book lift. Ms. Cheng stated that the original manufacturer went out of business so they can not give a final number on what it would cost to fix the book lift. Mr. Truncale stated that there are changes to be made to the contract.
MRS. MAHER MOVED AND MR. SANTER SECONDED TO AUTHORIZE MRS. REED TO SIGN THE CONTRACT FOR INVESTIGATIVE WORK WITH H2M AFTER THE CHANGES HAVE BEEN MADE TO THE CONTRACT. ALL APPROVED.

B. Proposed 2016-2017 Budget

Mrs. Reed stated that there are no changes to the budget and this is the third and final public session.

Tabled the Budget vote until after Period for Public Expression.

Personnel Changes: MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR MARCH 2016. ALL APPROVED.

Communications:  
A. Letter from Webelos Pack 330  
B. Letter from Girl Scout Troop 2193  
C. Thank you from Laura Hoffman  
D. Thank you from Christina Reed

There are copies of communications in the Board packets.

Period for Public Expression: Domenic Calgi, Library Project Manager  
Laura Hoffman, Wantagh  
Pansy Cheng, H2M Architects & Engineers  
Ben Truncale, Library Attorney  
Ken Morici, Library Staff  
Barbara C. McGovern, East Meadow  
Carol Pettit, 43 Club Lane, Levittown

A. Motion to approve the proposed 2016-2017 Budget

MRS. MAHER MOVED AND MR. SANTER SECONDED TO APPROVE THE PROPOSED 2016-2017 BUDGET AS WRITTEN. ALL APPROVED.

Director’s Progress and Services Report: A. Building and Grounds:

Mrs. Reed stated that the construction workers are cleaning up properly. Our Custodial department makes sure they have cleaned up everything. Kyle and Ken
cleaned the floor of the rotunda, on their hands and knees, which says a lot about their dedication to seeing that the job is done properly.

B. System Developments:

1. Member Library Director meeting on Wednesday, March 23, 2016.

Mrs. Reed stated that the minimum wage is being increased in New York State. Long Island will go up a $1 a year until it hits $15.00. The library will not be charged the MTA Payroll and will be reimbursed $11,002.

C. Public Service and Programs:

The total Adult and Young Adult attendance for March 2016 was 943. The total Children’s attendance for March 2016 was 749. The total for Innovation Station Usage for March 2016 was 383. The grand total for March 2016 was 2,075.

D. Miscellaneous:

1. MapToons

Mrs. Reed stated that the Library will be participating in the Levittown Chamber of Commerce Business Map Project call MapToons. It is a map of the businesses in Levittown. The library is taking the HOME RUN sized ad in the amount of $995.

Mrs. Reed stated that the LI South Central Division of Kiwanis International is honoring Immediate Past President, Past Lieutenant Governor Mr. Rich Santer on April 18, 2016 at 6:30 pm at the Château Briand.

Committee Reports:

A. Foundation Committee:

Mrs. Maher stated that they have discussed a couple of different fundraisers. The Craft Fair fundraiser is scheduled for October 2, 2016.

New Business:

A. Motion to approve July Board Meeting – July 6, 2016.
MRS. MAHER MOVED AND MR. DALTON SECONDED TO APPROVE JULY BOARD MEETING – JULY 6, 2016. ALL APPROVED.

Mrs. Maher stated that she will not be at the July Board Meeting.

B. Summer Reading Kickoff – Budget request

Ms. Ferro discussed the Summer Reading Kickoff. This year we have a sports theme “Get in the Game.” The Kickoff will be held on June 11, 2016 from 11-3 pm. We are requesting a motion to use the Contingency-Other Expense line of $6,000 for the Summer Reading Kickoff budget.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO APPROVE $6,000 FROM THE CONTINGENCY-OTHER EXPENSE LINE FOR THE SUMMER READING KICKOFF BUDGET. ALL APPROVED.

C. Circulation Loan Regulations and Fees Policy

MRS. MAHER MOVED AND MRS. SANTER SECONED TO ACCEPT THE AMENDED CIRCULATION LOAN REGULATIONS AND FEES POLICY. ALL APPROVED.

D. Motion for the Disposition of Equipment

MRS. SANTER MOVED AND MR. DALTON SECONED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING:

1 RED LAKESHORE CABINET
1 SIGN POST FROM THE COMMUNITY ROOM- NO MARKINGS.

ALL APPROVED.

E. Association for Library Service to Children’s National Institute – September 15-17, 2016; North Carolina
Mrs. Reed stated that the library would like to send one employee to the Association for Library Service to Children’s National Institute. It was not included in the budget estimate; she would like to move $1,500 from Salary line to Travel & Conference Line to cover the cost of the trip.

MRS. SANTER MOVED AND MRS. MAHER SECONDED TO APPROVE THE TRANSFER OF $1,500 FROM SALARY LINE TO TRAVEL & CONFERENCE LINE TO COVER THE COST OF ONE EMPLOYEE TO THE ASSOCIATION FOR LIBRARY SERVICE TO CHILDREN NATIONAL INSTITUTE. 4 IN FAVOR, 1 ABSTENTION. MOTION PASSED.

Meeting and Conferences

A. LILRC 50th Anniversary Gala – Thursday, April 14, 2016, 6:00 p.m.; Carlyle on the Green, Bethpage State Park
B. Regular Board Meeting – Wednesday, May 4, 2016
C. Long Island Library Conference – Thursday, May 5, 2016; Melville Marriot Melville, NY

MR. SANTER MOVED AND MR. DALTON SECONDED TO APPROVE 1 ADDITIONAL STAFF MEMBER TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE, THURSDAY, MAY 5, 2016. ALL APPROVED.

D. LTA Trustee Institute – May 6 and May 7, 2016; Plattsburgh, NY
E. Library & School District Budget Vote – Tuesday, May 17, 2017
F. Nassau County PAC Invitation – Thursday, May 19, 2016, 6:00-9:00 p.m.; Royal Palm, Farmingdale, NY
G. Regular Board Meeting Wednesday, June 1, 2016

Executive Session: MR. DALTON MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:21 PM FOR PERSONNEL AND LEGAL MATTERS. ALL APPROVED.
The open meeting resumed at 10:32 p.m.

MRS. MAHER MOVED AND MR. SANTER SECONDED TO APPROVE THE AMENDED MINUTES. ALL APPROVED.

Adjournment: MR. SANTER MOVED AND MR. DALTON SECONDED TO ADJOURN THE REGULAR MEETING AT 10:33 PM. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke
MINUTES OF THE EXECUTIVE SESSION
OF THE THIRD OPEN BUDGET MEETING
AND REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
April 13, 2016

Mr. Greller called the Executive Session to order at 9:28 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher, Mr. Santer, and Mrs. Santer, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney.

The Board and Director discussed legal and personnel matters.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 10:31 P.M. ALL APPROVED.