



LEVITTOWN PUBLIC LIBRARY

1 BLUEGRASS LANE LEVITTOWN, N.Y. 11756-1292 (516) 731-5728 FAX (516) 735-3168
<http://www.levittownpl.org>

LEVITTOWN PUBLIC LIBRARY
Growing with Our Community

TRINA REED, DIRECTOR

MINUTES OF THE REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES July 6, 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 8:08 p.m. Present were Mr. Greller, Mrs. Santer, Mr. Santer, Mr. Dalton joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director. Mrs. Maher was absent with notice.

Oath of Office:

Mr. Greller swore Mr. Santer in as a Board Trustee. Mr. Santer raised his right hand and stated the Constitutional Oath of Office on July 6, 2016. Congratulations were offered from the Board of Trustees to Mr. Santer.

Approval and
Signing of
Minutes:

Minutes from June 1, 2016:

Correction to the June 1, 2016 Board Minutes.

Page 2, second paragraph change "May 30, 2016" to "May 31, 2016"

MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF THE AMENDED JUNE 1, 2016 MINUTES. ALL APPROVED.

Election of
Officers:

The Levittown Public Library Board of Trustees Election of
Officers for 2016/2017:

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

MRS. SANTER AS PRESIDENT
MR. DALTON AS VICE PRESIDENT
MR. SANTER AS SECRETARY
MR. GRELLER AS TRUSTEE
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 2016 IN THE AMOUNT OF \$2,414,909.42,
IMPREST ACCOUNT WARRANT FOR JUNE 2016 IN
THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY
FUND WARRANT FOR JUNE 2016 IN THE AMOUNT OF
\$23,927.05. ALL APPROVED.

The cash balance report as of June 30, 2016 is
\$5,294,750.21.

MRS. SANTER MOVED AND MR. DALTON SECONDED
THE REQUEST FOR TAX FUNDS FROM THE SCHOOL
DISTRICT IN THE AMOUNT OF \$611,889 AS OF
AUGUST 4, 2016. ALL APPROVED.

MRS. SANTER MOVED AND MR. SANTER SECONDED
THE REQUEST FOR TAX FUNDS FROM THE SCHOOL
DISTRICT IN THE AMOUNT OF \$611,889 AS OF
SEPTEMBER 1, 2016. ALL APPROVED.

MRS. SANTER MOVED AND MR. DALTON SECONDED
TO ACCEPT THE CAPITAL PROJECTS FUND
WARRANT FOR JUNE 2016 IN THE AMOUNT OF
\$55,774.77. 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. SANTER MOVED AND MR. DALTON 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 2016/2017:

MR. SANTER MOVED AND MR. DALTON SECONDED TO DESIGNATE THE FOLLOWING BANKS FOR LIBRARY ACCOUNTS FOR THE FISCAL YEAR 2016/2017: 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. SANTER MOVED AND MR. DALTON 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. SANTER MOVED AND MR. DALTON 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. SANTER MOVED AND MR. DALTON 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 Dell bills:

MR. SANTER MOVED AND MR. DALTON 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 program expenses:

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

Motion to authorize the payment of Library VISA Bills:

MR. SANTER MOVED AND MR. DALTON 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 the Purchasing Policy:

MR. SANTER MOVED AND MR. DALTON SECONDED TO AFFIRM THE PURCHASING POLICY. ALL APPROVED.

Motion to affirm the Investment Policy:

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

Motion to revise the Change Fund Policy:

MR. SANTER MOVED AND MR. DALTON SECONDED TO AFFIRM THE CHANGE FUND POLICY. ALL APPROVED.

Motion to affirm the Petty Cash Policy:

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

Motion designating Attorney, Auditor, Accountant & Treasurer, Stenographer and TALX Corporation:

MR. SANTER MOVED AND MR. DALTON SECONDED TO DESIGNATE THE FOLLOWING FOR THE FISCAL YEAR 2016/2017:

SPELLMAN RICE SCHURE GIBBONS POLIZZI & TRUNCALE (ATTORNEY); RYNKAR, VAIL & BARRETT (ACCOUNTANT AND TREASURER); BALDESSARI & COSTER (AUDITOR); TALX CORPORATION AT \$510.00 PER YEAR (UNEMPLOYMENT); EILEEN O'ROURKE AT \$250 PER MEETING (BOARD'S STENOGRAPHER). ALL APPROVED.

Motion to authorize payment of Bus Trips:

MR. SANTER MOVED AND MR. DALTON SECONDED TO AUTHORIZE THE PAYMENT OF BUS TRIPS. ALL APPROVED.

Unfinished
Business:

- A. Construction update
 - 1. HVAC

Mr. De Laurentiis, the Library's Senior Construction

Project Manager, handed out HVAC Upgrades Report, Executive Summary. 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 SED still has the paperwork.

B. Summer Reading Kickoff

Mrs. Reed congratulated Mrs. Ferro on her outstanding supervision of the Summer Reading Kickoff as this is the first project she was responsible for as Assistant Director.

Mrs. Ferro stated that the Summer Reading Kickoff was a great success. She thanked all the staff for their help in making the day possible.

C. Motion to cancel Children's National Institute approval and transfer of funds approval from April 13, 2016 Board Meeting.

MRS. SANTER MOVED AND MR. SANTER SECONDED TO CANCEL CHILDREN'S NATIONAL INSTITUTE APPROVAL AND TRANSFER OF FUNDS APPROVAL FROM APRIL 13, 2016 BOARD MEETING. ALL APPROVED.

D. Tracsystems/Pharos

Mrs. Reed stated that there has been an issue with only having one Add Value Station (AVS) for the public to add money on their library card. There was a discussion on purchasing another unit to make it easier for the public.

MR. SANTER MOTIONED TO CANCEL THE REQUEST FOR THE SECOND ADD VALUE STATION. NO BOARD MEMBER SECONDED THE MOTION. MR. SANTER WITHDREW THE MOTION.

MR. DALTON MOVED AND MRS. SANTER SECONDED THE PURCHASE OF THE SECOND ADD VALUE STATION. 3 YEAS, 1 NAY. MOTION PASSED.

E. Security Quotes

Mrs. Reed introduced Mr. Paul Mungioli of Westech Investigations, Inc., the company we have been using to provide security guard service at the library. She and the staff have been very pleased with the Westech security guards. She is requesting the Board accept Westech Investigations, Inc. agreement.

MR. DALTON MOVED AND MR. SANTER SECONDED TO EXECUTE AN AMENDED AGREEMENT TO EXTEND OUR CONTRACTUAL RELATIONSHIP WITH WESTECH AND AUTHORIZE THE LIBRARY DIRECTOR TO SIGN THE CORRECTED AGREEMENT. ALL APPROVED.

Mrs. Reed thanked the Board, on behalf of the staff and stated they will be very appreciative of the continued security service with Westech Investigations, Inc.

Personnel
Changes:

Tabled until Executive Session

Communications:

- A. Letter from Kemp Hannon.
- B. Resignation letter from a college student.
- C. Letter from a patron.

Mrs. Reed stated that she has received a letter from Senator Kemp Hannon regarding an additional \$25,000 in funding for the Levittown Library. Mrs. Reed would like to use this funding for the technology plan.

There is a copy of communication in the Board packets.

Period for Public
Expression:

Marcia L. Olsen, 3772 Marilyn Dr, Seaford
Paul Mungioli, Westech Investigations
Mary Mollineaux, 32 Copper Lane, Levittown
Joan Galante, 25 Tinder Lane, Levittown
Barbara McGovern, 2550 Falcon St, East Meadow
Peter Trentacoste, Library Attorney

Marcia L. Olsen thanked the Board for 15 great years working at the Levittown Public Library.

Joan Galante thanked the Board for the purchase of the second AVS unit and for the security.

Director's
Progress and
Services Report:

A. Building and Grounds:

1. Hedges trimmed

Mrs. Reed stated that the hedges were trimmed in time for the Summer Reading Kickoff.

2. Sprinkler system

Mrs. Reed stated that there was an issue with the sprinkler system which has been replaced.

B. System Developments:

1. Member Library Director meeting on
Wednesday, June 15, 2016

2.

Mrs. Reed stated that at the meeting, they were informed that Great Neck Library has made it known that they plan to discontinue paying member library support to NLS, probably soon after their main library has re-opened. Jackie Thresher sent out an e-mail to other libraries clarifying that at this point, Great Neck is still a member and should be treated as such.

3. ALIS Executive Board meeting on Thursday,
June 30, 2016

Mrs. Reed stated that at this meeting, they reviewed ALIS 2015 Audit and they are in a better position this year vs. last year.

4. ALIS Informational meeting for ALIS library
trustees on Wednesday, June 29, 2016

Mrs. Reed stated that two Board members from Levittown Public Library attended the ALIS Informational meeting for Trustees. Jackie Thresher stated that the Board needs to appoint the Library Director or another Board member as

the Library Board's Representative to vote on the Proposed Dissolution of ALIS and the Amendment of the ALIS By-Laws. Mr. Santer stated the Library should support the dissolution of ALIS.

C. Public Service and Programs:

The total Adult and Young Adult attendance for June 2016 was 2,032. The total Children's attendance for June 2016 was 3,185. The total Innovation Station attendance for June 2016 was 200. The grand total for June 2016 was 5,417.

D. Miscellaneous:

1. YA school video

Mrs. Reed stated that she will send the Board a link for the YA school video.

Committee
Reports:

A. Foundation Committee:

Mr. Santer stated that the Foundation is having a bowling fundraiser on August 21, 2016 at South Levittown Lanes. There is a flyer on the Library's website. The Farmers' Market is making progress and hopefully will be held on Sundays during the month of August and September. The Craft Fair is October 2, 2016.

MR. SANTER MOVED AND MRS. SANTER SECONDED THAT MR. GRELLER BE ONE OF THE BOARD MEMBERS REPRESENTATIVES ON THE FOUNDATION COMMITTEE AND MRS. MAHER WILL CONTINUE. ALL APPROVED.

New Business:

Mr. Greller passed the gavel to Mrs. Santer, Library Board President.

Mr. Greller thanked everyone for their hard work especially the Library Director during his term as president.

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 2009/2010,
2.231 (LIBRARY BILLS, FY 2009/2010),
5.203 (CASH TRANSACTION RECORDS, FY 2009/2010);
3.219 (COPY OF CHECK STUBS, FY 22009/2010),
17.237 (COPY OF RECEIPTS, FY2009/2010)
3.312 (TIME SHEETS, FY 2009/2010), &
3.312 (LEAVE SHEETS 2009/2010)
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 MR. GRELLER SECONDED TO APPROVE THE MOTION FOR THE DISPOSITION OF RECORDS. ALL APPROVED.

B. Motion for the Disposition of Equipment

- 1 Fire proof Hercules brown file cabinet – no model or serial numbers
- 1 SurfBoard shelving (Young Adult)

MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE MOTION FOR THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

C. TYCO proposal regarding burglar and fire alarm

MR. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSAL REGARDING BURGLAR AND FIRE ALARM. ALL APPROVED.

D. Motion to appoint the Library Director or Assistant Director as the Library Board's Representative to vote on the Proposed Dissolution of ALIS and the

Amendment of the ALIS By-Laws

The Proposed Dissolution of ALIS and the Amendment of the ALIS By-Laws are as follows:

MR. STEVE DALTON MOVED THE APPROVAL OF THE LIBRARY DIRECTOR, TRINA REED OR THE ASSISTANT DIRECTOR, MARYANN FERRO TO VOTE ON ITS BEHALF AT THE MORNING MEETING OF THE DIRECTORS OF ALIS MEMBER LIBRARIES ON THURSDAY, SEPT. 15, 2016. THIS MOTION WAS SECONDED BY MR. RICH SANTER AND APPROVED UNANIMOUSLY.

MR. STEVE DALTON MOVED THAT UPON DUE CONSIDERATION OF THE PROPOSED AMENDMENT TO THE ALIS BY-LAWS AND THE PROPOSED PLAN OF DISSOLUTION OF THE ALIS CORPORATION, THE BOARD VOTE IN FAVOR OF THESE SAID PROPOSALS, AND INSTRUCT THE LIBRARY DIRECTOR, TRINA REED OR ASSISTANT DIRECTOR, MARYANN FERRO TO VOTE ACCORDINGLY ON THE BOARD'S BEHALF AT THE MORNING MEETING OF THE DIRECTORS OF ALIS MEMBER LIBRARIES ON THURSDAY, SEPT. 15, 2016. THIS MOTION WAS SECONDED BY MR. RUSEL GRELLER AND APPROVED UNANIMOUSLY.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO APPROVE THE QUOTES FROM A.R. KROPP CO & SONS FOR THE ALTERATION OF DESKS AND THE PURCHASE OF FILE CABINETS FOR THE ADMINISTRATION OFFICE. ALL APPROVED.

Meetings and Conferences:

- A. Levittown Community Council's 19th Annual Lazy Days of Summer – Saturday, July 16, 2016; Jerusalem Ave Park, East Village Green
- B. Central Libraries Meeting – Thursday, August 11, 2016; Onondaga Library, Syracuse, NY
- C. **Regular Board Meeting – Wednesday, September 7, 2016**
- D. MakerFaire – Saturday, October 1, 2016; NY Hall of Science, Queens

MR. DALTON MOVED AND MR. GRELLER SECONDED TO APPROVE 13 STAFF MEMBERS TO ATTEND THE MAKERFAIRE. ALL APPROVED.

E. Regular Board Meeting – Wednesday, October 5, 2016

F. Comic Con – October 6 – 9, 2016; Javits Center, NY

MR. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE UP TO 9 STAFF MEMBERS TO ATTEND COMIC CON. ALL APPROVED.

G. Regular Board Meeting – Wednesday, November 2, 2016

H. NYLA Annual Conference – November 2-5, 2016; Saratoga Springs, NY

MR. GRELLER MOVED AND MR. SANTER SECONDED TO APPROVE MRS. FERRO AND 1 OTHER STAFF MEMBER TO ATTEND THE NYLA ANNUAL CONFERENCE. ALL APPROVED.

Executive Session:

MR. DALTON MOVED AND MR. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:08 PM FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 11:12 p.m.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO PERMANENTLY APPOINT MARYANN FERRO AS ASSISTANT LIBRARY DIRECTOR AS OF JULY 7, 2016. ALL APPROVED.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO APPROVE THE PERSONNEL CALENDAR WITH CHANGES AND TO AUTHORIZE MRS. REED TO MOVE FORWARD WITH POSITIONS AS DISCUSSED PER CIVIL SERVICE APPROVAL. ALL APPROVED.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO CANCEL THE DECEMBER 4, 2013 MOTION REGARDING THE ORGANIZATIONAL CHART. ALL APPROVED.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PROPOSED ORGANIZATIONAL CHART WITH CHANGES PENDING CIVIL SERVICE APPROVAL. ALL APPROVED.

MR. SANTER MOVED AND MR. DALTON SECONDED TO APPOINT MR. GRELLER THE BOARD OF TRUSTEES BYLAWS COMMITTEE. ALL APPROVED.

Adjournment:

ADJOURNMENT: MR. SANTER MOVED TO ADJOURN THE REGULAR MEETING AT 11:17 P.M. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke



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TRINA REED, DIRECTOR

MINUTES OF THE EXECUTIVE SESSION OF REGULAR MEETING OF THE LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES July 6, 2016

Mrs. Santer called the Executive Session to order at 10:08 p.m. Present were Mr. Greller, Mr. Dalton, 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. SANTER MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 11:11 P.M. ALL APPROVED.