



# 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 JUNE 1, 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 Mr. Greller, Mrs. Santer and Mr. Santer, Mr. Dalton and Mrs. Maher joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

Approval and  
Signing of  
Minutes:

Minutes from May 4, 2016:

Corrections to the May 4, 2016 Board Minutes.

Page 2, last paragraph, second sentence change "Quite" to "Quiet"

Page 4, paragraph 5, last sentence change "can" to "should"

Page 5, letter D, second sentence remove "6:00"

Page 5, last paragraph, second sentence change "the" to "an"

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

Financial Report  
of the Library:

MRS. SANTER MOVED AND MR. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR MAY 2016 IN THE AMOUNT OF \$624,073.10, IMPREST ACCOUNT WARRANT FOR MAY 2016 IN THE AMOUNT OF \$168.05 AND CENTRAL LIBRARY FUND WARRANT FOR MAY 2016 IN THE AMOUNT OF \$6,039.25. ALL APPROVED.

The cash balance report as of May 31, 2016 is \$5,766,350.39.

MRS. SANTER MOVED AND MR. SANTER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF JULY 7, 2016. ALL APPROVED.

MRS. SANTER MOVED AND MR. SANTER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR MAY 2016 IN THE AMOUNT OF \$233,105.48. ALL APPROVED.

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

MRS. SANTER MOVED AND MR. SANTER SECONDED TO ACCEPT THE E-RATE CHECK 2014-2015 IN THE AMOUNT OF \$5,400. ALL APPROVED.

Unfinished  
Business:

A. Budget Vote results: Library Budget: Yes: 2042 No: 609 Total 2651: Rich Santer: 1728 votes.

Mrs. Reed stated that the Levittown School Board of Education Certified the results at 8:30 p.m. on May 18, 2016.

B. H2M architects + engineers

1. HVAC update

Mr. Calgi stated that the abatement took place Monday and the air test has come back fine. He reported on the rest of the updates and progress with the Board of Trustees.

- a. Motion to approve Change Order in the amount of \$3,539.50

MRS. MAHER MOVED AND MR. SANTER SECONDED TO APPROVE THE CHANGE ORDER IN THE AMOUNT OF \$3,539.50. ALL APPROVED.

Mr. Santer asked Mr. Calgi if the work that has been going on could have caused the telephone problem. Mr. Calgi said that the work has nothing to do with the telephones. Mrs. Reed stated the problem with the telephones is an issue with Verizon and the Library having old copper lines. Verizon stated they need a bucket truck, which the Library is still waiting on. The Verizon strike delayed the repair.

Mrs. Reed asked Mr. Calgi about the timing of turning on the new air conditioning system. Mr. Calgi will look into how much longer it will be before we can turn the units on and will discuss more tomorrow.

## 2. Quiet Study Room and Eatery

Mr. Calgi stated that the paperwork is still in SED.

### C. Summer Reading Kickoff

#### 1. Robly push

Mrs. Ferro stated that the final meeting for the Summer Reading Kickoff is tomorrow. They are sending out flyers through the school district for the event. The first notification through Robly was sent out, advertising the event. The Summer Reading Kickoff is being held on Saturday, June 11, from 11:00 a.m. to 3:00 p.m.

Personnel  
Changes:

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR MAY 2016. ALL APPROVED.

- A. Motion to accept Annual & Hourly Salary Changes Effective July 1, 2016. Tabled until Mr. Truncale arrives.

Communications: None

Period for Public Expression: Ann Gilmartin, 1184 Garden Place, Wantagh  
Carol Pettit, 43 Club Lane, Levittown  
Barbara McGovern, Falcon Street, East Meadow  
Domenic Calgi, Library Project Manager  
Ben Truncale, Library Attorney

Director's Progress and Services Report:

A. Building and Grounds:

Mrs. Reed stated the building and grounds items were all construction related, which we have covered.

B. System Developments:

1. Member Library Director meeting on Wednesday, May 18, 2016.

Mrs. Reed stated that at the May 18<sup>th</sup> meeting the Central Library Website was showcased.

2. ALIS Executive Board meeting on Thursday, May 26, 2016

Mrs. Reed stated at the May 26<sup>th</sup> meeting it was announced that on June 29, 2016, there is going to be an Informational Meeting for Trustees. Trustees are allowed to invite their Library attorney. The meeting is regarding the proposed dissolution of ALIS and transfer of its assets and operations to the Nassau Library System.

C. Public Service and Programs:

The total Adult and Young Adult attendance for May 2016 was 860. The total Children's attendance for May 2016 was 1,352. The total for Innovation Station Usage for May 2016 May was 151. The grand total for May 2016 was 2,363.

D. Miscellaneous:

1. Podcast

Mrs. Ferro stated that the Library was invited to participate in an open discussion regarding the Innovation Station. Four staff members, Lisa Jean Santer, Marie Andreski, Benji Pancho and she participated in the Podcast.

Committee  
Reports:

A. Foundation Committee:

Mrs. Maher stated the Barnes and Noble Mini Maker Faire is going to be held on November 5 & 6, 2016. The Library has been asked to participate again. Mrs. Maher discussed fundraising ideas and events. The craft fair is scheduled for October 2, 2016.

New Business:

A. Motion to approve 2016/2017 Sunday schedule

MRS. SANTER MOVED AND MR. SANTER SECONDED TO APPROVE THE 2016/2017 SUNDAY SCHEDULE. ALL APPROVED.

B. Motion to approve 2016/2017 Board Meeting schedule

MRS. MAHER MOVED AND MR. SANTER SECONDED TO APPROVE THE 2016/2017 BOARD MEETING SCHEDULE. ALL APPROVED.

C. Motion for disposition of equipment

MR. SANTER MOVED AND MRS. MAHER SECONDED TO AUTHORIZE THE DISPOSAL OF THE FOLLOWING. ALL APPROVED.

- 1 KIK-STEP CRAMER YELLOW STEP STOOL – NO NUMBERS.
- 1 WOODEN CARD TABLE – NO NUMBERS
- 1 PLASTIC FLYER STAND – NO NUMBERS
- 1 ARISSA SOFA – U.S. PATENT #D600,466,D602,706 –NO OTHER MARKINGS
- 1 SURFBOARD SHELVING (CHILDREN'S)

Meeting and  
Conferences

A. **Regular Board Meeting - Wednesday, July 6, 2016**

B. Central Libraries Meeting – Thursday, August 11,  
2016; Onondaga Library, Syracuse, NY

Executive Session: MRS. MAHER MOVED AND MR. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 8:55 PM FOR PERSONNEL AND LEGAL MATTERS. ALL APPROVED.

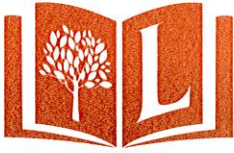
Adjournment: The open meeting resumed at 10:52 p.m.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT THE ANNUAL AND HOURLY SALARY INCREASES AS SUBMITTED. ALL APPROVED.

MRS. MAHER MOVED AND MR. SANTER SECONDED TO ACCEPT THE ADMINISTRATIVE SALARY INCREASES AS DIRECTED BY THE BOARD. ALL APPROVED.

ADJOURNMENT: MR. DALTON MOVED AND MR. SANTER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:53 P.M. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke



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MINUTES OF THE EXECUTIVE SESSION  
OF REGULAR MEETING OF THE  
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES  
June 1, 2016

Mr. Greller called the Executive Session to order at 9:07 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 10:52 P.M. ALL APPROVED.