



LEVITTOWN PUBLIC LIBRARY

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<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 September 7, 2016

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said. A moment of silence was held for School Board Member Frank Ward and Former Library Board Member Herbert Kalisman.

Call to Order and
Roll Call of
Members:

The meeting was called to order by Mrs. Santer at 8:00 p.m. Present were Mrs. Santer, Mr. Greller, Mr. Santer, Mrs. Maher, Mr. Dalton joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

Approval and
Signing of
Minutes:

Minutes from July 6, 2016

Correction

Page 7, first paragraph change "SECONE" to "SECONDED"

Page 11, fourth paragraph change "MR. GRELLER SECONDED to MR. SANTER SECONDED"

Page 12, fifth paragraph change "PERMANENTALY" to "PERMANENTLY".

Page 13, fourth paragraph change "MR. SANTER TO" to "MR. SANTER MOVED TO"

Revised Personnel Calendar, second line under Appointments, change "HR" to "YR"

Minutes of the Executive Session, second line, remove "Mrs. Maher"

MR. GRELLER MOVED AND MR. SANTER SECONDED THE APPROVAL OF THE AMENDED JULY 6, 2016 MINUTES. THE MOTION PASSED UNANIMOUSLY, WITH MRS. MAHER ABSTAINING.

Financial Report
of the Library:

Mrs. Santer requested the cash balance report be reflected on a separate line from the Central Library Fund spent.

MR. GRELLER MOVED AND MR. SANTER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JULY 2016 IN THE AMOUNT OF \$243,652.38 AND AUGUST 2016 IN THE AMOUNT OF \$189,537.14, IMPREST ACCOUNT WARRANT FOR JULY 2016 IN THE AMOUNT OF \$0.00 AND AUGUST 2016 IN THE AMOUNT OF \$71.95 AND CENTRAL LIBRARY FUND WARRANT FOR JULY 2016 IN THE AMOUNT OF \$29,814.58 AND AUGUST 2016 IN THE AMOUNT OF \$4,679.24. ALL APPROVED.

The cash balance report as of August 31, 2016 is \$5,451,252.95.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF OCTOBER 6, 2016. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR JULY 2016 IN THE AMOUNT OF \$23,445.56 AND AUGUST 2016 IN THE AMOUNT OF \$375,757.75. ALL APPROVED.

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

Motion to Accept donation from Mrs. Harriet Black & Mr. Dan Mayper in the amount of \$100.00:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT DONATION FROM MRS. HARRIET BLACK & MR. DAN MAYPER IN THE AMOUNT OF \$100.00; ALL APPROVED.

Motion to Accept the 2016 Local Library Services Aid:
(LLSA) 90% payment check in the amount of \$12,497.00:

MR. GRELLER MOVED AND MR. SANTER SECONDED
TO ACCEPT THE 2016 LOCAL LIBRARY SERVICES
AID (LLSA) 90% PAYMENT CHECK IN THE AMOUNT
OF \$12,497.00; ALL APPROVED.

Motion to revise Change Fund Policy:

MR. GRELLER MOVED AND MR. SANTER SECONDED
TO REVISE THE CHANGE FUND POLICY TO
ESTABLISH A REFERENCE FUND IN THE AMOUNT
OF \$50. THE TOTAL CHANGE FUND SHALL NOT
EXCEED \$300.00; ALL APPROVED.

Mr. Santer would like to enter an acknowledgment of
personnel to reflect the outstanding service of a staff
member. The Kiwanis Pediatric Trauma Centers
Distracted Driving Program has been working on a badge
over the course of the summer. Chris Jelley was
dedicated in his assistance of design, and completion.
On behalf of the Kiwanis Pediatric Trauma Center
Foundation, Mr. Santer presented Mr. Jelley with a
Kiwanis pin and a generous donation to the Trauma
Center was made in his name.

Unfinished
Business:

A. Construction update

1. HVAC

Mr. Calgi distributed an Executive Summary and stated
that they have negotiated pricing for the submitted change
orders. He reported on the rest of the updates and
progress with the Board of Trustees. He presented
change orders that were necessary to the project.

- a. Motion to approve Change Order
Number 6 in the amount of \$22,915.01,
Change Order Number 10 in the
amount of \$6,799.86 and Change Order
Number 11 in the amount of
\$17,516.03:

MR. DALTON MOVED AND MRS. MAHER SECONDED

TO APPROVE CHANGE ORDER NUMBER 6, IN THE AMOUNT OF \$22,915.01, CHANGE ORDER NUMBER 10 IN THE AMOUNT OF \$6,799.86 AND CHANGE ORDER NUMBER 11 IN THE AMOUNT OF \$17,516.03. ALL APPROVED.

Mrs. Reed stated that a computer monitor was damaged during construction and handed Mr. Calgi the invoice for replacement.

2. Quiet Study Room and Eatery

Mrs. Reed stated that the SED received notification of the paperwork. Mr. Greller suggested naming the eatery "The Decimal Place."

Personnel Changes: Tabled until Executive Session with Questions

Communications: A. Card from Ms. Harriet Black
B. Resignation letter from a student
C. Resignation letter from a part-time employee

Period for Public Expression: Carol Pettit, 43 Club Lane, Levittown
Chris Jelley, 200 Lexington Avenue, Oyster Bay
Dominic Calgi, Library Project Manager
Ben Truncale, Library Attorney

Director's Progress and Services Report: A. Building and Grounds:
Mrs. Reed stated that most of the buildings and grounds work is involved with the HVAC construction.

B. System Developments:

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

Mrs. Reed stated that at the meeting they were informed that NLS will provide Adult Literacy – Work Force Development mini-grants that libraries can apply for. NLS will conduct workshops to explain the application process. We will be applying for a mini-grant. There will be upcoming workshops on how to write a grant. The Levittown Library will offer a session in which Ms. Carew

will offer information on the Foundation Center. Attendees will receive a tour of the Library and the Innovation Station. The Computer Lab will be used for these workshops.

2. ALIS Executive Board meeting on Thursday, July 28, 2016 and Thursday, August 25, 2016

Mrs. Reed stated that at this meeting they reviewed the 2015 ALIS Audit. NLS is requesting a GASB Audit of ALIS which will be submitted to the state, as part of the dissolution process.

3. Central Library Meeting, August 10-11, 2016; Onondaga Library, Syracuse, NY

Mrs. Reed thanked the Board for allowing herself and Mrs. Ferro to attend. The attendees, discussed possible changes to the 90.4 Regulations set forth by the State Librarian. These regulations have not been changed since the 1960's and should reflect the current state of Library trends. A sub-committee was formed and Mrs. Reed and Mrs. Probeyahn, Director of East Meadow Library will be part of this committee.

4. Mrs. Reed submitted the Tentative Central Library Aid Expenditure Plan for 2016 and the Central Library Aid Expenditure Plan Assurances.

Motion to accept the 2016 Expenditure Plan for Central Book Aid and Central Library Aid Development:

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT THE 2016 EXPENDITURE PLAN FOR CENTRAL BOOK AID AND CENTRAL LIBRARY AID DEVELOPMENT; ALL APPROVED.

5. Mrs. Reed stated that the NLS Board has voted to approve the addition of an Assistant Director of Technology Position. The job announcement went out today.

C. Public Service and Programs:

The total Adult and Young Adult attendance for July 2016 was 1,404 and August 2016 was 1,250. The total Children's attendance for July 2016 was 2,237 and August 2016 was 1,164. The total Innovation Station attendance for July 2016 was 292 and August 2016 was 333. The grand total for July 2016 was 3,933 and August was 2,747.

D. Miscellaneous:

Mrs. Reed stated the Library had a large attendance for the outdoor movie. The Library used Robly to share the program information via email to the public.

Committee
Reports:

A. Foundation Committee:

Mrs. Maher stated the plaques for the LEGO Station have arrived and have been installed. The Farmers Market is making progress and hopefully will be on Sundays for the months of May through September 2017. The Craft Fair is October 2, 2016 and will be in the park across from the Library. They will be looking into the Amazon Smile Fundraiser as well as the Kohl's Fundraiser. They are looking for new members to join the Foundation. Mr. Greller will be looking into revising the Bylaws. The August Bowling Fundraiser was cancelled.

New Business:

A. Levitt Con-Tentative Date Saturday, April 1, 2017

Mrs. Ferro stated the staff is excited to bring a fandom/sci-fi program, similar to Comic Con to the Levittown community. Many Libraries across the country are bringing this type of program to their communities with great success.

B. Motion for the Disposition of Equipment:

- 1 Toshiba e-studio 350 Copier/Fax Serial #: CEL
431045
- 1 Copystar CS-1635 Copier Machine #: AH23
341322
- 1 Typewriter table no markings

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

C. Insurance Company Proposals

Tabled until Executive Session with questions

- D. Mrs. Reed stated that the Governor has signed into law that Libraries will be able to administer Narcan, an opioid antagonist should there be a need in the Library. There has been an instance in the past. Some members of the staff are interested and willing to be trained on how to administer Narcan. Kevin Regan from Regan Agency has sent some supporting information regarding Utica National Insurance Company's position regarding libraries administering Narcan. The Board would like more information from the CSEA Union Representative and the Library Attorney.

Meetings and
Conferences

- A. MakerFaire – Saturday, October 1, 2016; NY Hall of Science, Queens
- B. **Regular Board Meeting – Wednesday, October 5, 2016**
- C. Comic Con – October 6 – 9, 2016; Javits Center, NY
- D. Levittown Chamber of Commerce Family Fall Festival & Street Fair – Saturday, October 15, 2016, 10:00 a.m. – 4:00 p.m.; St. Bernard's School gym.
- E. 2016 Depository Library Council Conference – October 17-19, 2016; Arlington, VA.

Motion to accept the attendance of staff member to the Depository Library Council Conference:

MRS. MAHER MOVED AND MR. SANTER SECONDED TO APPROVE 1 STAFF MEMBER TO ATTEND THE CONFERENCE; ALL APPROVED.

F. LILRC 25th Annual Conference on Libraries and the Future – October 20-21, 2016; Carlyle on the Green, Bethpage State Park.

Motion to accept the attendance of staff members to the LILRC Annual Conference:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE UP TO 4 STAFF MEMBERS TO ATTEND THE CONFERENCE. ALL APPROVED.

Motion to accept the attendance of Board members to the LILRC Annual Conference:

MR. GRELLER AND MRS. MAHER SECONDED TO APPROVE UP TO 2 BOARD MEMBERS TO ATTEND THE CONFERENCE; THE MOTION PASSED UNANIMOUSLY WITH MR. SANTER ABSTAINING.

G. Pumpkin Palooza – Friday, October 21, 2016

H. **Regular Board Meeting – Wednesday, November 2, 2016**

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

J. **Regular Board Meeting – Wednesday, December 7, 2016**

Executive Session:

MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE REGULAR MEETING AT 9:05 PM FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 10:21 p.m.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 10.21 P.M. ALL APPROVED.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO APPROVE THE PERSONNEL CALENDAR. ALL APPROVED.

MR. GRELLER MOVED AND MR. SANTER SECONDED TO APPROVE THE ADDITION OF A PART-TIME CLERK IN THE TECHNICAL SERVICES DEPARTMENT. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE THE TRANSFER OF 1 LIBRARIAN I FROM THE CHILDREN'S DEPARTMENT TO THE ADULT REFERENCE DEPARTMENT. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO RETAIN THE JOSEPH P. PRICE INSURANCE AGENCY INC. AS THE LIBRARY INSURANCE CARRIER FOR 2016-2017. ALL APPROVED.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE TRANSFER OF A SENIOR LIBRARY CLERK FROM THE ADMINISTRATION OFFICE TO THE CIRCULATION DEPARTMENT AT THE DISCRETION OF THE DIRECTOR. ALL APPROVED.

Adjournment:

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:27 P.M. ALL APPROVED.

Respectfully submitted, Maryann Ferro



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Minutes of the Executive Session
of the Regular Meeting of the
Levittown Public Library Board of Trustees
September 7, 2016

Mrs. Santer called the Executive Session to order at 9:05 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher and Mr. 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 10:21 P.M. ALL APPROVED.