

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 December 7, 2016

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said. A moment of silence was observed to recognize the 75th Anniversary of the bombing of Pearl Harbor.

Call to Order and
Roll Call of
Members:

The meeting was called to order by Mrs. Santer at 8:04 p.m. Present were Mrs. Santer, Mr. Greller, Mr. Santer, Mrs. Maher, Mr. Dalton joined by William Barrett, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director.

Approval and
Signing of
Minutes:

Minutes from November 2, 2016

Correction

Page 5, first paragraph remove "over"

MR. DALTON MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED NOVEMBER 2, 2016 MINUTES. MOTION PASSED. MRS. MAHER ABSTAINED.

Financial Report
of the Library:

William Barrett, Library Treasurer presented the Financial Report of the Library.

MRS. MAHER MOVED AND MR. DALTON SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR NOVEMBER 2016 IN THE AMOUNT OF \$716,120.34, IMPREST ACCOUNT WARRANT FOR NOVEMBER 2016 IN THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2016 IN THE AMOUNT OF \$93,853.70. ALL APPROVED.

The cash balance report as of November 30, 2016 is \$5,289,171.47.

MR. GRELLER MOVED AND MR. DALTON SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF JANUARY 5, 2017. ALL APPROVED.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR NOVEMBER 2016 IN THE AMOUNT OF \$44,868.50. ALL APPROVED.

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

MRS. REED STATED A CLARIFICATION IN THE AMMENDED CHANGE FUND POLICY.

Motion to Accept payment for E-Rate from USAC from Verizon in the amount of \$2,770.56 and from AT&T in the amount of \$699.66:

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT PAYMENT FOR E-RATE FROM USAC FROM VERIZON IN THE AMOUNT OF \$2,770.56 AND FROM AT&T IN THE AMOUNT OF \$699.66. ALL APPROVED.

Motion to Accept the MTA Payroll Tax Offset Payment, Appropriated in the 2016-2017 State Budget in the amount of \$10,966:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE MTA PAYROLL TAX OFFSET PAYMENT, APPROPRIATED IN THE 2016-2017 STATE BUDGET IN THE AMOUNT OF \$10,966. ALL APPROVED.

Mr. Barrett expressed his regret as he can no longer continue to serve the Board as Treasurer. He ensured a smooth transition and will continue to work with the Library until a new Treasurer is hired.

Unfinished
Business:

A. Construction update

1. HVAC

Mr. Calgi distributed an Executive Summary and stated that the boiler and water circulating systems are operating properly as well as the electrical and control wiring and programming have been completed and balancing is being performed. Reports will be submitted to H2M for their review and approval. Clean up and ceiling restoration is being scheduled and any further corrective work will be conducted so as not to disrupt service to the Library. The date of substantial completion will be determined by H2M and close out of the entire project should be completed by the end of December. Mr. Calgi provided updated progress photos. Mr. Calgi noted two concerns regarding the project and noted there is currently no heat in the boiler room which caused concerns for freezing pipes. After further investigation, it was discovered that internal insulation was added without a formal submittal and pricing is currently under negotiations. H2M will submit the pricing for the possible installation of a heater unit. The second concern is in regards to the temperature in Community Room A & B. The room appears to be much colder than the rest of the building. There is no reheat coil which causes the rest of the building to overheat in order to heat this room. H2M is reviewing the air handling unit associated with this zone.

2. Quiet Study Room and Eatery

Mrs. Reed stated that the Board has received the Prime Contractor recommendations and requested that Mr. Calgi present their recommendations based on the plan specifications of the project. They reviewed their references and their bonding companies for a full evaluation. Based on their findings, they received positive references for Crossroads and confirm their recommendation to award the project to Crossroads Construction Corp. Mr. Calgi deferred to Stephanie Lehn, H2M Architect, for an approximate timeline for the project. Mrs. Reed stated that she spoke to a Library Director currently working with Crossroads Construction Corp. and received positive reviews regarding their work.

Motion to award the contract for the Quiet Study & Eatery to Crossroads Construction Corp.

MR. DALTON MOVED AND MR. SANTER SECONDED TO AWARD THE QUIET STUDY & EATERY CONTRACT TO CROSSROADS CONSTRUCTION CORP. ALL APPROVED.

Stephanie Lehn distributed samples of the materials to be used with the Quiet Study & Eatery. Mrs. Reed presented furniture options from H2M and McHugh Institutional Furnishings which will be used in the space.

Motion to accept the furniture proposal presented by McHugh Institutional Furnishings for the Quiet Study & Eatery.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT THE FURNITURE PROPOSAL PRESENTED BY MCHUGH INSTITUTIONAL FURNISHINGS FOR THE QUIET STUDY & EATERY. ALL APPROVED.

3. Book Lift

Stephanie Lehn stated that after inspection, the motor inside the Book Lift will need to be repaired and the internal structure will need electrical and lighting additions to become compliant.

Personnel Changes:

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

Communications:

- A. Email from Diane and Fred Figler
- B. Letter to Emblem Health (HIP)

Period for Public Expression:

William Barrett, Library Treasurer
Dominic Calgi, Library Project Manager
Stephany Lehn, H2M Architect
Ben Truncale, Library Attorney
Mr. Jake Richter, 3487 Jerusalem Ave., Wantagh
Gregory Locke, 2913 Morgan Drive, Wantagh
Liz Giordano, 30 Rolling Lane, Levittown
Kaye Lagandra, 80 Kingfisher Rd. Levittown

Carol Pettit, Library staff
Marie Andreski, Library staff
Barbara McGovern, Library staff

Director's
Progress and
Services Report:

A. Building and Grounds:

Mrs. Reed stated that the fence and concrete adjacent to the staff parking lot was removed and it was replaced with sod.

B. System Developments:

1. Member Library Director meeting on
Wednesday, November 30, 2016

Mrs. Reed stated that at the meeting they were provided with the NLS Proposed Operating Budget for 2017 and 2018.

2. NLS Board meeting on Wednesday, November
30, 2016

Mrs. Reed stated that she was unable to attend the meeting due to a prior commitment. Mr. Dalton stated that the NLS Budget was discussed.

3. ALIS Executive Board meeting on Tuesday,
November 22, 2016

Mrs. Reed stated that the Board is reviewing Innovative's contract for current ALIS products and subscriptions and coordinating billing dates. ALIS Member Library fees and the payment schedules for 2017 were also discussed.

4. NLS Annual Meeting on Monday, December 5,
2016

Mrs. Reed stated that she, Mrs. Maher, Mr. Greller and Mr. Dalton attended. Mrs. Maher stated that she enjoyed the information shared. Mrs. Reed informed the Board about the Trustee Rountables which will be held on Friday, January 20, 2017 at 10:00 a.m. and Tuesday, January 24, 2017 at 10:00 a.m.

C. Public Service and Programs:

The total Adult and Young Adult attendance for November 2016 was 1,162. The total Children's attendance for November 2016 was 737. The total Innovation Station attendance for November 2016 was 321. The grand total for November 2016 was 2,220.

Mrs. Santer commended Marcia Olsen on her recent scherenschnitte program.

D. Miscellaneous:

1. Mrs. Reed stated that approximately 20 Library staff members would like to start an informal crochet/knitting group and would like to use one of the meeting rooms during the evenings or Saturdays. The Board stated they will need to follow the Meeting Room Policy.
2. Mrs. Reed offered congratulations to Nancy Evans for being inducted as the 2017-2018 NCLA President; Maryanne Linehan for being inducted as the NCLA Children's Services President and for Jessica Carruba, for being awarded the Andrew Ippolito Scholarship
3. Mrs. Reed stated that she attended the Chamber of Commerce Holiday Tree Lighting Event which was held in the Memorial Park across from the Library. Mrs. Ferro also attended and stated that staff members handed out hot cocoa for attendees. The public was extremely appreciative.
4. A patron suggested a "read down your fines" program. After Board discussion, the Library Attorney stated it is not legally possible to do.
5. Mrs. Reed informed the Board that the Library was mentioned in the Levittown

Leader (the school district paper) regarding their successful Summer Reading Program.

Committee Reports:

A. Foundation Committee:

Mr. Greller stated the committee discussed the upcoming Barnes & Noble Book Fair Fundraiser. Staff members will bring 3D pens, perform storytimes and puppet shows and will assist with cupcake decorating. Mr. Greller also stated that there were two new Foundation Members, Mrs. Andreski and Mrs. Hoffman.

New Business:

A. Motion for the Disposition of Equipment:

- 1 Wood file cabinet
- 3 Microfiber chairs
- 1 Couch
- 1 Area Rug
- 1 Work table (Circulation)
- 2 Desks (Circulation)
- 1 Chair (Circulation)
- 2 Metal desks (Technical Services)
- 1 Formica table (Technical Services)
- 1 Hon Chair (Media)
- 2 Office Star chairs (Media)
- 1 Small white table (Public Relations)
- 2 Desks (Children's)
- 1 Wooden guest chair (Children's)

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

B. NLS Member Library Support 2017-2018

Mrs. Reed discussed NLS' request for Member Library Support and reviewed the calculations for our Library. She stated that Great Neck Library's withdrawal from NLS will not have an impact on the amount paid by each library.

Motion to approve NLS' request for Member Library Support for calendar year 2017 in the amount of \$38,650 and calendar year 2018 in the amount of \$39,270.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO APPROVE NLS' REQUEST FOR MEMBER LIBRARY SUPPORT FOR CALENDAR YEAR 2017 IN THE AMOUNT OF \$38,650 AND CALENDAR YEAR 2018 IN THE AMOUNT OF \$39,270. ALL APPROVED.

C. Additional security cameras

Mrs. Reed stated that there are five public locations that are not covered within the scope of the current security system. Four of the additional five cameras will be added to the outside perimeter of the building. One will be installed in the Story Hour Room in the Children's Department.

Motion to accept the proposal for the additional security cameras as presented by Tyco:

MR. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE PROPOSAL FOR ADDITIONAL SECURITY CAMERAS PRESENTED BY TYCO. ALL APPROVED.

Meetings and Conferences

- A. First Open Budget Meeting & Regular Board Meeting- Wednesday, January 4, 2017
- B. Second Open Budget Meeting & Regular Board Meeting- Wednesday, February 1, 2017
- C. Third Open Budget Meeting & Regular Board Meeting- Wednesday, March 1, 2017

Executive Session:

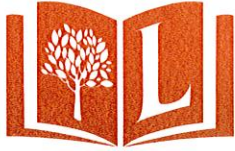
MRS. MAHER MOVED AND MR. DALTON SECONDED TO ADJOURN THE REGULAR MEETING AT 9:15 PM TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

Adjournment: The open meeting resumed at 10:26 p.m.

Discussion continued regarding patron use of Pharos
without library cards.

**MRS. MAHER MOVED AND MR. GRELLER SECONDED
TO ADJOURN THE REGULAR MEETING AT 10:38 PM.
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 DECEMBER 7, 2016

Mrs. Santer called the Executive Session to order at 9:16 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher and Mr. Santer, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, Esq.

The Board and Director discussed legal and personnel matters.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 10.25 PM. ALL APPROVED.

