



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 October 5, 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 Mrs. Santer at 8:09 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, and Bill Barrett, Library Treasurer.

Approval and
Signing of
Minutes:

Minutes from September 7, 2016

Correction

Page 9, fourth paragraph change "RETIAN" to "RETAIN"

Page 7, Item D, fifth line remove "AND WILLING IN BEING TRAINED" to "WILLING TO BE TRAINED"

Page 6, Item D, "ADD A SPACE AFTER MISCELLANEOUS"

Page 3, fifth paragraph, third line remove "THE PERIOD AFTER THE"

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED SEPTEMBER 7, 2016 MINUTES. THE MOTION PASSED UNANIMOUSLY, WITH MR. DALTON ABSTAINING.

Financial Report
of the Library:

MR. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR SEPTEMBER 2016 IN THE AMOUNT OF \$176,607.21, IMPREST ACCOUNT WARRANT FOR SEPTEMBER 2016 IN THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY FUND WARRANT FOR SEPTEMBER 2016 IN THE AMOUNT OF \$4,057.65. ALL APPROVED.

The cash balance report as of September 30, 2016 is \$5,607,890.79.

MR. SANTER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF NOVEMBER 3, 2016. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR SEPTEMBER 2016 IN THE AMOUNT OF \$14,408.03. ALL APPROVED.

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

Unfinished
Business:

A. Construction update

1. HVAC

a. H2M – proposal for additional design & construction inspection services

Mrs. Reed addressed Ms. Pansy Cheng of H2M with additional concerns. H2M continues to request additional money to complete the project. The Library has received additional change orders, and the Board is concerned as to why H2M did not originally find these items and include them in the bid documents. H2M should be held responsible for these additional change orders as they were responsible for the design. Ms. Cheng stated that she will bring back the concerns and have Joe Manzella contact Mrs. Reed.

The Board motioned to table for further discussion until Executive Session under contract matters. All Approved.

Mr. Calgi distributed an Executive Summary and reported on the rest of the updates and progress with the Board of Trustees. Mr. Calgi discussed issues and non-conforming work.

MRS. MAHER MOVED AND MR. SANTER SECONDED TO APPROVE THE EXISTING CHANGE ORDER FOR NUMBERS 1, 3, 4 & 5 ON PAGE 9 OF THE EXECUTIVE SUMMARY OCTOBER 5, 2016. ALL APPROVED.

2. Quiet Study Room and Eatery

Ms. Stephanie Lehn from H2M Architects & Engineers provided a PowerPoint presentation and discussed some changes that SED requested. Ms. Lehn stated that they just received SED approval and the permit is on its way. Once the drawings are ready for bid, H2M will use REV, an online planner and document pick up company. This will help to speed up the bidding process. All contractors will need to have their bids placed by November 1, 2016. The bids will then be reviewed and presented at the December Board meeting to award the contract.

a. Calgi Proposal

Mrs. Reed stated that she has received the proposal from Calgi for the Construction Management services on the Quiet Study and Eatery Project. The cost is \$88,500.00 and Mr. Calgi anticipates four (4) month project completion time.

MR. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CALGI PROPOSAL IN THE AMOUNT OF \$88,500.00 AND AUTHORIZE THE DIRECTOR TO SIGN THE CONTRACT ONCE IT IS APPROVED BY THE LIBRARY ATTORNEY. ALL APPROVED.

3. Book Lift

Ms. Cheng stated that she had All-Ways Elevator, Inc. look at replacing the Library's book lift. They believe it doesn't need to be replaced, but needs a new motor and some parts updated. Mrs. Reed had some concern regarding page 2 of the proposal, where it states "Work By Others." Mr. Santer stated he is not comfortable approving the proposal until the, "Work By Others," is explained to the Board. Ms. Cheng will contact All-Ways Elevator, Inc. to discuss the concerns and will bring a revised proposal to the next Board meeting on November 2, 2016.

a. Proposal from All-Ways Elevator, Inc.

The proposal from All-Ways Elevator, Inc. was tabled until the November 2, 2016 Regular Board Meeting.

B. Narcan

Mrs. Reed stated that Ben Truncale, Library Attorney, is waiting to speak to Toni Walrond regarding the CSEA Union Representatives point of view on this issue.

Personnel Changes:

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

Communications:

- A. Letter from Mr. Saucer
- B. Letter from NYLA

Mrs. Reed stated that the letter from NYLA is requesting the Library to consider making a donation to the NLYS Legal Defense Fund. There was a discussion and the Board asked Mrs. Reed to discuss this request with other Library Directors.

Period for Public Expression:

Dominic Calgi, Library Project Manager
Bill Barrett, Library Treasurer
Stephanie Lehn, H2M Architects & Engineers
Pansy Cheng, H2M Architects & Engineers
Joan Galante, 35 Tinder Lane, Levittown
Jody Ruggiero, 48 Constellation Road, Levittown
Lisa-Jean Santer, Staff

Mary Mollineaux, Staff

Jody Ruggiero introduced herself as the new YA Librarian and thanked the Board for hiring her.

Director's
Progress and
Services Report:

A. Building and Grounds:

Mrs. Reed stated that the Library's Custodial Staff have been cleaning up behind the construction workers when they are finished working each day.

B. System Developments:

1. ALIS Director meeting on Thursday, September 15, 2016

Mrs. Reed stated that at this meeting, she did cast the vote in favor of the disillusion of ALIS and incorporating the service, into NLS. The ALIS Attorney, Peter Fishbein, has the information and is moving it onto the State Level.

2. Member Library Director meeting on Wednesday, September 21, 2016

Mrs. Reed stated that at this meeting Caroline Ashby, NLS Assistant Director discussed the NLS Plan of Service. Our Central Library Plan of Service is on tonight's agenda, under new business to discuss. Jackie Thresher discussed the NY State Minimum Standards.

3. NLS Board meeting – Monday, September 26, 2016

Mrs. Reed stated that at this meeting she gave the ALIS report as well and the MLD report. They discussed the NY State Construction aid funding recommendations and NLS Board accepted the recommendations.

4. ALIS Executive Board meeting – Thursday, September 26, 2016

Mrs. Reed stated that at this meeting Alex from CorStar discussed their presentation and proposal for updating routers and servers. There was a discussion regarding who is going to pay for the equipment and when is the

best time to update. There are different options being discussed.

C. Public Service and Programs:

The total Adult and Young Adult attendance for September 2016 was 726. The total Children's attendance for September 2016 was 576. The total Innovation Station attendance for September 2016 was 213. The grand total for September was 1,515.

D. Miscellaneous:

Mrs. Reed stated that Jared Vanderbeck, Gardiners Avenue Principal showed an interest in the Innovation Station. He would like to bring every class through the Innovation Station. Mrs. Reed stated that they are going to start with a pilot program of the 3rd graders. This is a great way to make the Innovation Station available to more members of our community.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the committee met this evening and discussed the Craft Fair which took place on Sunday, October 2 and was not well attended due to weather. They discussed moving the Craft Fair back to May.

New Business:

A. Plan for Central Library Services 2017 - 2021:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE PLAN FOR CENTRAL LIBRARY SERVICES 2017-2021. ALL APPROVED.

B. Quote from Visual Information Service Corp.
Electronic Sign:

The Board tabled Visual Information Service Corp. until further notice.

C. Quote from McHugh Institutional Furnishings:

MRS. MAHER MOVED AND MR. SANTER SECONDED TO ACCEPT THE QUOTE FROM MCHUGH INSTITUTIONAL FURNISHINGS NOT TO EXCEED \$16,000. ALL APPROVED.

D. Motion for the Disposition of Equipment:

- 1 Clark Vacuum Model #GU18 DMU S/N 1143-00033
- 1 Escalator Office Chair ORO 325467 LN 2 05/11/09
- 1 Dell Precision 370 Service Tag 5ML5F61
- 1 Dell Optiplex 745 Service Tag 6VJ40F1
- 1 HP LaserJet P2055dn S/N CNB9762981
- 1 Dell Dimension XPS D333 Service Tag DGR8Q
- 1 OKI Microline 320 Turbo Printer S/N002B2637148
- 1 Dell Optiplex SX260 Service Tag 1ZHLFK1
- 1 Dell Optiplex 760 Service Tag 1SB5KH1
- 1 Dell Optiplex GX630 Service Tag 3J2DH91
- 1 HP Color LaserJet 255OL S/N CNGRH15330
- 1 HP Color LaserJet SP4005n S/N JP4LB73949
- 11 Speakers

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

Meetings and
Conferences

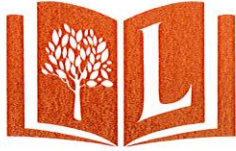
- A. Comic Con, October 6 – 9, 2016; Javits Center, NY
- B. Levittown Fire Department Open House – Sunday, October 9, 2016; 11:00 a.m. – 2:00 p.m.
- C. Levittown Chamber of Commerce Family Fall Festival & Street Fair – Saturday, October 15, 2016, 10:00 a.m. – 4:00 p.m.; St. Bernard's School gym.
- D. 2016 Depository Library Council Conference – October 17-19, 2016; Arlington, VA.
- E. LILRC 25th Annual Conference on Libraries and the Future – October 20-21, 2016; Carlyle on the Green, Bethpage State Park
- F. Pumpkin Palooza – Friday, October 21, 2016
- G. **Regular Board Meeting – Wednesday, November 2, 2016**

- H. NYLA Annual Conference – November 2-5, 2016;
Saratoga springs, NY
- I. **Regular Board Meeting – Wednesday,
December 7, 2016**

Executive Session: MR. SANTER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:43 PM FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

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

Respectfully submitted, Eileen O'Rourke



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Minutes of the Executive Session
of the Regular Meeting of the
Levittown Public Library Board of Trustees
October 5, 2016

Mrs. Santer called the Executive Session to order at 9:42 p.m. Present were Mr. Greller, Mr. Dalton, Mrs. Maher and Mr. Santer, joined by Mrs. Reed and Mrs. Ferro.

The Board and Director discussed legal and personnel matters.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 10:09 P.M. ALL APPROVED.