



# 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 January 4, 2017

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 8:07 p.m. Present were Mrs. Santer, Mr. Greller, Mrs. Maher, Mr. Dalton joined by William Barrett, Library Accountant, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Santer listened in via telephone and made comments; he was not allowed to vote on any motions.

Approval and  
Signing of  
Minutes:

Minutes from December 7, 2016 and December 12, 2016

Correction:

Page 2 of the December 7, 2016, first paragraph correct "2016" to 2017

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED DECEMBER 7, 2016 MINUTES AND THE DECEMBER 12, 2016 MINUTES. MOTION PASSED. ALL APPROVED.

Financial Report  
of the Library:

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR DECEMBER 2016 IN THE AMOUNT OF \$165,994.95, IMPREST ACCOUNT WARRANT FOR DECEMBER 2016 IN THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY FUND WARRANT FOR DECEMBER 2016 IN

THE AMOUNT OF \$123,942.16. ALL APPROVED.

The cash balance report as of December 31, 2016 is \$5,531,306.58.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$611,889 AS OF FEBRUARY 2, 2017. ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CAPITAL PROJECTS FUND WARRANT FOR DECEMBER 2016 IN THE AMOUNT OF \$242,296.03. ALL APPROVED.

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

Unfinished  
Business:

A. Construction update

1. HVAC

Mrs. Reed stated that the last scheduled Project Meeting for the HVAC System was held this past week.

Mr. Calgi distributed an Executive Summary and stated that Inshallah is finishing up with the punchlist submitted by Dorian, the Calgi Project Manager. There is a change order that addresses the heat in Community Rooms A & B which will add an additional week of work if approved. The approximate end date, including the change order, is estimated to be January 21, 2017. Substantial completion is scheduled for January 20<sup>th</sup>.

Motion to accept Change Order #2, as listed in Calgi's HVAC Executive Summary dated, January 4, 2017, regarding Community Room A & B in the amount of \$14,899.99.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT CHANGE ORDER #2, AS LISTED IN CALGI'S HVAC EXECUTIVE SUMMARY, DATED JANUARY 4, 2017, REGARDING COMMUNITY ROOM A & B IN THE AMOUNT OF \$14,899.99. ALL APPROVED.

## 2. Quiet Study Room and Eatery

Crossroads Construction Corp. has estimated 60 working days are needed to complete the project. A discussion regarding the design plans for both areas continued. The resin panels will take approximately 6 weeks to come in. The approximate start time of the project is the first week of March.

Mrs. Reed stated that the Library staff is weeding and shifting the affected areas. There is a lot of space that will be gained if we take the shelves off the angle and straighten them out in the adult reading area. Mrs. Reed stated that the Library will be able to re-use the shelves being removed from the affected construction areas. We would also need to add a new shelving unit with drawers to house the CD's that are currently shelved in the southeast corner of the library.

Motion to accept the proposal for the Shelving Shift and Modifications as presented by A.R. Kropp Co. & Sons for \$6,840.00.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE PROPOSAL FOR THE SHELVING SHIFT AND MODIFICATIONS AS PRESENTED BY A.R. KROPP CO. & SONS FOR \$6,840.00. ALL APPROVED.

Motion to accept the proposal for the AV Shelving Unit as presented by A.R. Kropp Co. & Sons for \$5,270.81.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT THE PROPOSAL FOR THE AV SHELVING UNIT AS PRESENTED BY A.R. KROPP CO. & SONS FOR \$5,270.81. ALL APPROVED.

## 3. Book Lift

Mrs. Reed stated there is no change.

B. Narcan

Motion to authorize the interested Library staff to be trained on the use and administration of the product Narcan or other opioid antagonists during work time.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO AUTHORIZE THE INTERESTED LIBRARY STAFF TO BE TRAINED ON THE USE AND ADMINISTRATION OF THE PRODUCT NARCAN OR OTHER OPIOID ANTAGONISTS DURING WORK TIME. ALL APPROVED.

C. Treasurer

Motion to appoint Brian K. Cleary, CPA, as the new Treasurer. Compensation as listed in his proposal dated December 8, 2016.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPOINT BRIAN K. CLEARY, CPA, AS THE NEW TREASURER. COMPENSATION AS LISTED IN HIS PROPOSAL DATED DECEMBER 8, 2016. ALL APPROVED.

Personnel  
Changes:

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

Communications:

- A. Email from Virginia Carew
- B. Letter from the Levittown Chamber of Commerce
- C. Email from Andrea Snyder
- D. Email from Mary Lynn Borst

Period for Public  
Expression:

William Barrett, Library Accountant  
Dominic Calgi, Library Project Manager  
Ben Truncale, Library Attorney  
Brian K. Cleary, Hicksville, NY  
Mr. Jake Richter, 3487 Jerusalem Ave., Wantagh  
Barbara McGovern, Library staff

Director's  
Progress and  
Services Report:

A. Building and Grounds:

Mrs. Reed stated that the library is in the final stages of

the HVAC system and would like to thank the Custodial Staff for being so diligent with the workers in making sure the areas are cleaned up properly. She would also like to thank the Library staff for their patience and understanding as the temperature levels are adjusted throughout the building.

**B. System Developments:**

1. Member Library Director meeting on  
Wednesday, December 21, 2016

Mrs. Reed stated that the Elections for the 2017 Executive Board were held. She will continue to serve as the Library Representative for Central Libraries.

2. ALIS Executive Board meeting on Thursday,  
December 22, 2016

Mrs. Reed stated that she was voted in as Vice Chair-Chair Elect for the ALIS Executive Board. She stated that she will be part of the transition from the ALIS Board to the Advisory Board.

3. NLS Board meeting on Tuesday, December 27,  
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 and that a new Assistant Director of Technology was hired.

**C. Public Service and Programs:**

The total Adult and Young Adult attendance for December 2016 was 708. The total Children's attendance for December 2016 was 700. The total Innovation Station attendance for December 2016 was 636. The grand total for December 2016 was 2,044.

Mrs. Reed stated that the library had successful 3<sup>rd</sup> grade class visits from Gardiners Elementary School. The principal, Dr. John Jared Vanderbeck, has expressed an interest in having the 4<sup>th</sup> grade and 5<sup>th</sup> grade visit as well.

D. Miscellaneous:

Committee  
Reports:

A. Foundation Committee:

Mr. Greller stated that the committee discussed the idea of hosting their own Craft Fair. He also stated that there are two new Foundation Members, Mrs. Andreski and Mrs. Hoffman. The Foundation had decided to not continue with the Barnes & Noble Book Fair Fundraiser as there was little profit.

New Business:

A. Proposed 2017-2018 Budget

Mrs. Reed presented the first draft of the proposed 2016-2017 Budget for Library Service. She stated that the current budgeted amounts will change once we receive our completed audit and determine what the tax cap will be.

B. Motion for the Disposition of Equipment

1 Flannel Board

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

C. Quote from A+ Technology and Security

Mrs. Reed discussed the installation of monitors to provide televised coverage of programs within the meeting rooms throughout the building. The Board would like to see more proposals from other vendors.

D. Resource Sharing Code

Mrs. Reed stated that the Nassau Library System has requested that Member Library Boards vote to approve the revised NLS Resource Sharing Code.

Motion to approve the revised NLS Resource Sharing Code.

MR. DALTON MOVED AND MR. GRELLER SECONDED TO APPROVE THE REVISED NLS RESOURCE SHARING CODE. 4 APPROVED; 0 OPPOSED; 1 ABSENT.

Meetings and  
Conferences

- A. Trustee Roundtable Discussions – Friday, January 20, 2017 at 10:00 a.m. or Tuesday, January 24, 2017 at 7:00 p.m.; Nassau Library System; Uniondale, NY
- B. Second Open Budget Meeting & Regular Board Meeting- Wednesday, February 1, 2017
- C. Advocacy Day – Wednesday, March 1, 2017 – Albany, NY
- D. Third Open Budget Meeting & Regular Board Meeting- Wednesday, March 1, 2017
- E. Computers in Libraries 2017 – March 28 – 30, 2017; Arlington, VA
- F.

Motion to approve the attendance of 2 staff members for the Computers in Libraries Conference.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE 2 STAFF MEMBERS TO ATTEND THE CONFERENCE. ALL APPROVED.

**G. Regular Board Meeting, April 5, 2017**

- H. Long Island Library Conference – Thursday, May 4, 2017; Melville Marriott; Melville, NY

Motion to approve the attendance of 15 staff members to the Long Island Library Conference:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE 15 STAFF MEMBERS TO ATTEND THE LONG ISLAND LIBRARY CONFERENCE; ALL APPROVED

**I. Library & School District Budget Vote – Tuesday, May 16, 2017**

- J. ALA Annual Conference – June 22 – 27, 2017; Chicago, IL

Executive  
Session:

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:40 PM TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

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

Motion to approve the Assistant Director a stipend of \$3,422 for the valuable service of supervision of the Technical Services Department.

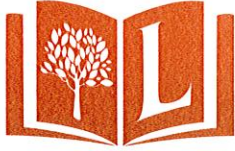
MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE ASSISTANT DIRECTOR A STIPEND OF \$3,422 FOR THE VALUABLE SERVICE OF SUPERVISION OF THE TECHNICAL SERVICES DEPARTMENT. ALL APPROVED.

Adjournment:

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:54 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 JANUARY 4, 2017

Mrs. Santer called the Executive Session to order at 9:41 p.m. Present were Mrs. Santer, Mr. Greller, Mr. Dalton, and Mrs. Maher, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, Esq. Mr. Santer listened in via telephone and made comments; he was not allowed to vote on any motions.

The Board and Director discussed legal and personnel matters.

MR. DALTON MOVED AND MR. GRELLER SECONDED TO RESUME THE OPEN MEETING AT 10:51 PM. ALL APPROVED.