MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
June 7, 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 8:03 p.m. Present were Mrs. Santer, Mr. Grelle, Mrs. Maher, and Mr. Dalton, joined by Brian Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Santer listened via phone conference.

Approval and Signing of Minutes:
Minutes from May 3, 2017.
Approved with corrections.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED MAY 3, 2017 MINUTES. ALL APPROVED.

Financial Report of the Library:

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR MAY 2017 IN THE AMOUNT OF $319,200.92, THE IMPREST ACCOUNT WARRANT FOR MAY 2017 IN THE AMOUNT OF $500.00 AND THE CENTRAL LIBRARY FUND WARRANT FOR MAY 2017 IN THE AMOUNT OF $3,387.34. ALL APPROVED.

The cash balance report as of May 31, 2017 is
$5,763,633.72.

Central Library Fund spent to date for 2017: $67,854.89 & Central Book Aid spent to date for 2017: $2,494.45.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $617,429 AS OF JULY 5, 2017. ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR APRIL 2017 IN THE AMOUNT OF $118,953.89. ALL APPROVED.

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE E-RATE REIMBURSEMENT FY 2015-2016 FOR LIGHTOWER DATA CIRCUITS CHECK VIA ALIS IN THE AMOUNT OF $8,160.00. ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE CHECK FROM FOLKS INSURANCE GROUP, LLC IN THE AMOUNT OF $387.00. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO TRANSFER $6,000 FROM THE SALARIES LINE TO THE CONFERENCE & TRAVEL LINE. ALL APPROVED.

Unfinished Business:

A. Construction update

1. HVAC

Mrs. Reed stated that there are issues with the unit on the roof, which causes it to shut down. The custodial staff has been wonderful with having to go on the roof and reset the unit.

2. Quiet Study Room and Eatery
Mr. Calgi, Project Manager, distributed an Executive Summary dated June 7, 2017. He reported on the progress with the Board of Trustees. There are three Change Orders that need Board approval.

a. Motion to approve Change Order 6

MRS. MAHER MOVED AND MR. DALTON SECONDED TO APPROVE CHANGE ORDER 6 IN THE AMOUNT OF $3,964.31. ALL APPROVED.

b. Motion to approve Change Order 6a

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO NOT ACCEPT CHANGE ORDER 6A. ALL APPROVED.

c. Motion to approve Change Order 7

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE CHANGE ORDER 7 IN THE AMOUNT OF $5,802.14. ALL APPROVED.

d. Coffee tasting

Alissa Fey, Canteen Refreshment Services Representative, provided four different types of coffees for everyone to sample in a blind taste test. The participants voted on which one they liked the best. Ms. Fey will contact Mrs. Reed with the results.

e. Bank account for deposits

Mrs. Reed stated the Library needs to have a separate bank account in order to accept credit card payments for the coffee purchases.

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ESTABLISH A BANK ACCOUNT AT CAPITAL ONE FOR THE PURPOSE OF MAINTAINING THE COFFEE SYSTEM STARTING WITH $500.00. ALL APROVED.
f. Lounge chair

Mrs. Reed stated that the furniture arrived and there were two small issues. The tabletops for the Eatery came with the wrong screws. The installer is rushing the order for the tabletop. There are stiches missing in the fabric on the arm of one of the lounge chairs. The Board discussed and decided to have Mrs. Reed call in an upholstery repair company to fix the missing stitches and send the company the bill for reimbursement.

MR. DALTON MOVED AND MRS. MAHER MOVED TO ACCEPT OPTION 2: HAVE THE CHAIR FIXED AND SEND THE BILL TO THE COMPANY FOR REIMBURSMENT. ALL APPROVED.

3. Book Lift

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE LIGHTING AND ELECTRICAL QUOTE NOT TO EXCEED $5,340.00. ALL APPROVED.

B. Budget Vote results: Library Budget: Yes: 1,472; No: 490 Total: 1,963; Rusel Greller: 1,469 votes

Personnel Changes:

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR MAY 2017. ALL APPROVED.

MR. GRELLER MOVED AND MR. DALTON SECONDED TO ACCEPT ANNUAL & HOURLY SALARY CHANGES EFFECTIVE JULY 1, 2017. ALL APPROVED.

Communications:

A. Phone call from Margaret Gregory
B. Email from Jeffery Feinsilver, Chairperson, NCLA Intellectual Freedom Committee

Copies of all emails are in the Board packet.

Period for Public Expression:

Alissa Fey, Canteen, Refreshment Services
Ken Morici, Library Staff
Laura Hoffman, Levittown Library Foundation
Domenic Calgi, Calgi Construction
Kathy Gerakaris, Library Staff
Ben Truncale, Library Attorney
A. Building and Grounds:

1. Review of building conditions – Calgi

Mrs. Reed stated that there is a need to look at the outside building conditions as it is in need of repair. There are cracks around the building and the windows need to be replaced. There is some preliminary work that needs to be performed before we can move forward. Mr. Calgi suggested the Library have a complete building survey done. Mrs. Reed asked Mr. Calgi to have a proposal for his services to take the Library through this process at the July Board meeting.

2. Trees

Mrs. Reed stated that Bartlett Tree Services assessed that both Dogwood trees at the Bluegrass Lane entrance are diseased and need to be replaced.

Mrs. Reed stated that they are going to refresh the Story Time room. They are looking at new carpets and paint for the walls.

Mrs. Reed stated that she and Mrs. Maher attended the dedication ceremony of the Steel from 9/11 at the Levittown Memorial Education Center. The Levittown Public Library should be receiving the Steel in June. Mrs. Reed is going to send a thank you letter to the school. The Library will have a dedication on September 11, 2017.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director meeting on Wednesday, May 17, 2017

2. ALIS Executive Board meeting on Thursday, May 18, 2017

3. NLS Board meeting on Monday, May 22, 2017

4. MLD Executive Board Meeting on Wednesday, June 7, 2017
C. Public Service and Programs:

The total Adult and Young Adult attendance for May 2017 was 870. The total Children’s attendance May 2017 was 879. The total Innovation Station attendance for May 2017 was 400. The grand total for May 2017 was 2,149.

D. Miscellaneous:
   1. SLIME (Students of Long Island Maker Expo) – Saturday, May 20, 2017; 9:00 a.m. – 4:00 p.m.; Cradle of Aviation Museum; Garden City, NY

   Mrs. Ferro, along with several staff members, attended the SLIME (Students of Long Island Maker Expo). She stated that they received positive feedback from everyone who stopped by the table.


   Mrs. Reed thanked Ms. Nogan and Mrs. Andreski for volunteering their time in handing out water bottles at the end of the parade.

   3. Quiet Study & Eatery – Opening Dates

   Mrs. Reed stated that the Library will have a Soft Grand Opening for the Quiet Study & Eatery as soon as everything is in place and on September 6, 2017 will be the Grand Opening.

Committee Reports:

A. Foundation Committee:

Mrs. Maher stated that the committee met this evening. The Craft Fair was successful and profited $900. She discussed different fundraising ideas. The next meeting for the Foundation Committee is July 5, 2017.
New Business:

A. Quote for Epilog Laser

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE QUOTE FROM EPILOG ENGRAVER FOR THE LASER PRINTER IN THE AMOUNT OF $15,490.00. ALL APPROVED.

B. IT monthly maintenance proposals
   a. Gryphon Technologies
   b. Cipher Systems Inc.
   c. OSI Technologies, Inc.

MRS. MAHER MOVED AND MR. DALTON SECONDED TO ACCEPT CIPHER SYSTEMS INC. AS THE LIBRARY'S IT MANAGEMENT FOR MONTHLY MAINTENANCE. ALL APPROVED.

C. Motion to approve the Central Library Aid Expenditure Plan for 2017

MR. GRELLER MOVED AND MR. DALTON SECONDED TO APPROVE THE CENTRAL LIBRARY AID EXPENDITURE PLAN FOR 2017. ALL APPROVED.

   1. Attestation of the use of CBA & CLDA Funding

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE THE ATTESTATION OF THE USE OF CBA & CLDA FUNDING. ALL APPROVED.

D. Computer quotes for Hannon's grant

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE QUOTE FROM PCM-G FOR LENOVO COMPUTERS 21.5 SCREEN IN THE AMOUNT OF $18,960.00. ALL APPROVED.
E. Motion to authorize the Disposition of Equipment

1 iPad (YA iPad #1) Model # MC769LL/A; Serial # DVPHKB8EDFHW; Barcode 21328007720889
1 Dell Optiplex SX260 Service Tag BT0BF31
1 Dell Optiplex SX260 Service Tag H1SNZ21
1 HP LaserJet 6L Serial # USH6734627
1 Dell Optiplex 755 Service Tag 1SB5KH1
1 IBM Thinkpad Serial # L3-KMFYW2
1 Dell Latitude D810 Service Tag 3V87H91
1 HP Color LaserJet SP1518ni Serial # CNCC92K09P
1 Dell Optiplex SX760 Service Tag 1ZHHFK1
1 Dell Inspiron 3800 Service Tag 7EIA6
1 Dell Inspiron 3800 Service Tag 7ELB8
1 Dell Inspiron 3800 Service Tag 7EL53
1 Epson Color Printer C88T Serial # JKM385408
1 Lexmark Optra K1220 Serial # 1135702
1 Dell Inspiron 3800 Service Tag 7ELC0
1 Dell Inspiron 3800 Service Tag 7ELA3
1 Cisco 870 Serial # FHK123329JS
1 Cisco 870 Serial # FHK123124GC
1 Warden, Holland, Michigan chair, Reg. # Ca. 21367
1 3X6 plastic wood grain table
1 Gray cloth chair

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO AUTHORIZE THE DISPOSITION OF EQUIPMENT. ALL APPROVED.

Meetings and Conferences:
A. ALA Annual Conference – June 22 -27, 2017; Chicago, IL
B. Regular Board Meeting - Wednesday, July 5, 2017
C. LTA Mini Regional Trustee Institute- Saturday, August 12, 2017; Plainview –Old Bethpage Library
D. Regular Board Meeting – Wednesday, September 6, 2017
E. Regular Board Meeting – Wednesday, October 4, 2017
Executive Session: MR. GRELLER MOVED AND MR. DALTON SECONDED TO ADJOURN THE REGULAR MEETING AT 9:41 PM TO ENTER INTO EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 10:34 p.m.

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO AUTHORIZATE THE LIBRARY'S ATTORNEY TO PROCEED WITH FILING FORMAL CHARGES REGARDING A STAFF MEMBER DISCUSSED DURING EXECUTIVE SESSION. ALL APPROVED.

Adjournment: MR. DALTON MOVED AND MR. GRELLER SECONDED TO ADJOURN THE REGULAR MEETING AT 10:38 PM. ALL APPROVED.

Respectfully submitted, Eileen O'Rourke