



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 November 1, 2017

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said. A moment of silence was held for the victims of the act of terror in New York City on October 31, 2017.

Call to Order and
Roll Call of
Members:

The meeting was called to order by Mrs. Maher at 8:06 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, and Mr. Ziropiannis, joined by Mr. Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Dalton arrived 8:27 p.m (with prior notice.)

Approval and
Signing of
Minutes:

Minutes from October 4, 2017.

Approved with corrections.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED OCTOBER 4, 2017 MINUTES. ALL APPROVED.

Financial Report
of the Library:

Mr. Cleary, Library Treasurer, presented the Financial Report of the Library.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR OCTOBER 2017 IN THE AMOUNT OF \$245,486.19, IMPREST ACCOUNT WARRANT FOR OCTOBER 2017 IN THE AMOUNT OF \$1,293.22 AND CENTRAL LIBRARY FUND WARRANT FOR OCTOBER 2017 IN THE AMOUNT OF \$237,088.36. ALL APPROVED.

The cash balance report as of October 31, 2017 is \$6,108,755.90.

The Central Library Fund spent to date for 2017 is \$160,881.55 & the Central Book Aid spent to date for 2017 is \$5,526.96.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE CAPITAL PROJECTS FUND WARRANT FOR OCTOBER 2017 IN THE AMOUNT OF \$15,137.07. ALL APPROVED.

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF \$617,428 AS OF DECEMBER 7, 2017. ALL APPROVED.

Motion to accept donation from the Nassau County Camera Club in the amount of \$300.00

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT DONATION FROM THE NASSAU COUNTY CAMERA CLUB IN THE AMOUNT OF \$300.00. ALL APPROVED.

Unfinished
Business:

A. Construction update

1. HVAC

Mr. Calgi, Calgi Construction Management, stated that the HVAC Contractor has completed all the paperwork to finalize the Close Out Documents.

2. Quiet Study & Eatery

Mr. Calgi stated that they will schedule the replacement of the 3form panels once they are ready. Mrs. Reed stated that we have contacted Crossroads for a missing bracket on the counter in the eatery.

3. Masonry Repairs -

Mr. Calgi stated the Masonry Repairs have been completed.

4. Parking lot Expansion Project

Mr. Calgi discussed with the Board the Civil Engineering Services Evaluation Report and recommended RMS Engineering for the project.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE PROPOSAL FROM RMS ENGINEERING IN THE AMOUNT OF \$29,785.00. ALL APPROVED.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO APPROVE \$35,000 TO BE TRANSFERRED FROM THE GENERAL FUND TO THE CAPITAL PROJECTS FUND FOR THE PARKING LOT EXPANSION. ALL APPROVED.

Personnel
Changes:

MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR OCTOBER 2017. ALL APPROVED

Communications:

Thank you card from Lisa-Jean Santer.

Letter addressed to the President of the Board of Trustees.

Period for Public
Expression:

Dominic Calgi, Calgi Construction
Barbara McGovern, Library staff
Laura Hoffman, Levittown Library Foundation
Ben Truncale, Library Attorney

Members of the public addressed the Board.

Director's
Progress and
Services Report:

A. Building and Grounds:

Mrs. Reed stated that the fall clean-up of the library grounds is scheduled for later this month.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director meeting on Wednesday, October 18, 2017
2. NLS Board meeting on Monday, October 23, 2017
3. ALIS Executive Board meeting on Thursday, October 26, 2017
4. MLD Executive Board Meeting on Wednesday, November 1, 2017

C. Public Service and Programs:

The total Adult and Young Adult attendance for October 2017 was 1,603. The total Children's attendance for October 2017 was 1,268. The total Innovation Station attendance for October 2017 was 102. The grand total for October 2017 was 2,973.

June 2017 Revised Public Service and Programs:

The total Adult and Young Adult attendance for June 2017 was 3,250. The total Children's attendance for June 2017 was 3,562. The total Innovation Station attendance for June 2017 was 213. The grand total for June 2017 was 7,025.

D. Miscellaneous:

1. Levittown Chamber of Commerce Family Fall Festival & Street Fair – Saturday October 7, 2017, 10:00 a.m. – 4: 00 p.m; St. Bernard's School Gym

Mrs. Reed stated that staff from the Media and Reference departments attended.

2. Levittown Fire Department Open House –
October 15, 2017; 10:00 a.m. – 2:00 p.m.;
Levittown Firehouse

Mrs. Reed stated that staff from the Children's
Department attended.

3. LevitCon – Saturday, October 21, 2017

Mrs. Reed stated that LevitCon was well attended and
thanked Maryann Ferro (who was responsible for putting
the event together) and all staff members who helped with
the event.

4. LILRC 26TH Annual Conference on Libraries
and the Future – October 26-27, 2017; Carlyle
on the Green, Bethpage State Park

Mrs. Reed attended.

5. Mrs. Reed stated that she, Mrs. Ferro, Mr.
Morici, and Ms. Nogan met with Smith-Pucillo
Architects to discuss the renovation of Meeting
Rooms A & B.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the committee met this evening.
The Foundation participated in LevitCon on October 21,
2017. The Paint Night is scheduled for November 17,
2017, from 6:30 p.m. to 8:30 p.m. in the Innovation
Station. The tentative date for the next Craft Fair is May
5, 2018.

New Business:

A. Anti-Bullying Campaign

Mrs. Reed stated that she received an e-mail from Library
Trustee Peter Ziropiannis regarding his concern about the
dangerous effects of bullying. He suggested that we
create an initiative and collaborate with the School District.
There was a discussion regarding this, and Mrs. Reed will
meet with each department and come up with a tentative
plan, then connect with the School District.

Meetings and
Conferences:

- A. NYLA Annual Conference – November 8-11, 2017; Saratoga Springs, NY
- B. **Regular Board Meeting - Wednesday, December 6, 2017**
- C. **First Open Budget Meeting & Regular Board Meeting – Wednesday, January 3, 2018**
- D. **Second Open Budget Meeting – Wednesday, February 7, 2018**
- E. **Third Open Budget Meeting & Regular Board Meeting – Wednesday, March 7, 2018**
- F. PLA 2018 Conference – March 20-24, 2018; Philadelphia, PA

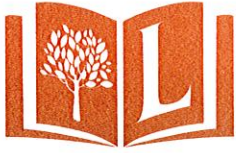
Executive
Session:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:08 PM TO ENTER EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

Adjournment:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE OPEN MEETING AT 9:37 PM. 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 NOVEMBER 1, 2017

Mr. Dalton called the Executive Session to order at 9:10 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mrs. Santer and Mr. Ziropiannis, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney.

The Board and Director discussed legal, contract and personnel matters.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO RESUME THE OPEN MEETING AT 9:36 PM. ALL APPROVED.