



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 December 6, 2017

Pledge of
Allegiance and
Moment of
Silence:

The Pledge of Allegiance was said. A moment of silence was held for Taranjit Parmar, who was on the Teen Advisory Board at the Library and was tragically killed by a hit-and-run driver on November 9, 2017.

Call to Order and
Roll Call of
Members:

The meeting was called to order by Mr. Dalton at 8:08 p.m. Present were Mr. Dalton, Mr. Greller, Mrs. Santer and Mrs. Maher, joined by Mr. Cleary, Library Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr. Zirotiannis was absent with notice.

Approval and
Signing of
Minutes:

Minutes from November 1, 2017

Approved with corrections.

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE AMENDED NOVEMBER 1, 2017 MINUTES. ALL APPROVED.

Financial Report
of the Library:

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

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE GENERAL FUND WARRANT FOR NOVEMBER 2017 IN THE AMOUNT OF \$669,042.75, IMPREST ACCOUNT WARRANT FOR NOVEMBER 2017 IN THE AMOUNT OF \$0.00 AND CENTRAL LIBRARY FUND WARRANT FOR NOVEMBER 2017 IN THE AMOUNT OF \$162,724.83. ALL APPROVED.

The cash balance report as of November 30, 2017 is \$5,879,290.71.

Central Library Fund spent to date for 2017: \$212,478.15
& Central Book Aid spent to date for 2017: \$16,872.24.

MR. GRELLER MOVED AND MRS. SANTER
SECONDED THE APPROVAL OF THE CAPITAL
PROJECTS FUND WARRANT FOR NOVEMBER 2017
IN THE AMOUNT OF \$14,758.13.

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

MRS. MAHER MOVED AND MR. GRELLER SECONDED
THE REQUEST FOR TAX FUNDS FROM THE SCHOOL
DISTRICT IN THE AMOUNT OF \$617,428 AS OF
JANUARY 4, 2018. ALL APPROVED

Unfinished
Business:

A. Construction update

1. HVAC

Mr. Calgi, Calgi Construction Management, stated that they are still working on getting Inshallah Mechanical Corp to close out the project. There has been an issue with the Maintenance Bond which Inshallah needs to finalize. The Board previously approved change orders for additional sensors in May which have not yet been completed. County Electric is scheduled to complete this on December 12, 2017.

2. Quiet Study & Eatery

Mr. Calgi, Calgi Construction Management, stated that they will schedule the replacement of the 3form panels once they receive confirmation of the shipment.

3. Exterior Renovation & Parking Lot Expansion
Project

Mr. Calgi, Calgi Construction Management, stated that there is a conference call scheduled for Friday with the Architect and RMS to make sure they are in-sync with the Exterior Renovations and Parking area. There will be a kick off meeting next Wednesday, December 13th at the Library with the Architect and RMS, Civil Site Engineer.

They are planning to submit the information in February to the State Education Department for approval.

Mrs. Reed discussed the reconfiguration of the restrooms, which would allow them to be be ADA Compliant, and the entrance doorway located at Bluegrass Lane. The Board agreed to consider pricing for both projects.

B. Anti-Bullying Campaign

Mrs. Reed met with the Children's and YA staff to discuss ideas for the Anti-Bullying Campaign. They are working on putting together an outline for the 2018/2019 school year.

C. New York Paid Family Leave Act

Mrs. Reed stated the Library cannot at this time participate in the New York Paid Family Leave Act because it would have to be a negotiated item with the Union. At this time, the library will have to opt out of it. The Library will send a letter to the state and the carrier stating that we are opting out.

Personnel
Changes:

MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF THE PERSONNEL CALENDAR FOR NOVEMBER 2017. ALL APPROVED.

Communications:

None

Period for Public
Expression:

Domenic Calgi, Calgi Construction
Mary Mollineaux, Library Staff
Barbara McGovern, Library Staff
Laura Hoffman, Library Foundation
Ben Truncale, Library Attorney

There was a discussion regarding adding a second Period for Public Expression or moving it on the agenda. The Board is going to take this under consideration.

Director's
Progress and
Services Report:

A. Building and Grounds:

Mrs. Reed stated that Tyco was in the building today adding additional cameras.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Member Library Director meeting on Wednesday, November 15, 2017
2. NLS Board meeting on Monday, November 20, 2017
3. ALIS Executive Board meeting on Thursday, November 21, 2017
4. MLD Executive Board Meeting on Wednesday, December 6, 2017

C. Public Service and Programs:

The total Adult and Young Adult attendance for November 2017 was 1,133. The total Children's attendance November 2017 was 717. The total Innovation Station attendance for November 2017 was 268. The grand total for November 2017 was 2,118.

D. Miscellaneous:

1. NYLA Annual Conference – November 8-11, 2017; Saratoga Springs

Mrs. Reed had a NYLA 2017 Conference report in the Board packets.

2. Christmas Tree Lighting – Monday, December 4, 2017

Mrs. Reed stated the library staff handed out 300 cups of hot cocoa. She thanked the staff for their participation.

3. "The Giving Globe" staff campaign

The Library is working with the LI Coalition for the Homeless. They will be collecting new or

handmade gloves, scarves, hats and blankets from the community. When someone donates, they can write their name on a snowflake and over the course of the month of December, the snowflakes will become a Globe.

Committee
Reports:

A. Foundation Committee:

Mr. Greller stated that the Paint Night went very well. He thanked Amy Patalano for her services. The next meeting is February 7, 2018.

New Business:

A. Board Meeting schedule

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVE THE PROPOSED BOARD MEETING SCHEDULE FOR 2018/2019 WITH CHANGES. ALL APPROVED.

B. Holiday schedule

MR. GRELLER MOVED AND MR. GRELLER SECONDED TO APPROVE THE 2018 HOLIDAY SCHEDULE. ALL APPROVED.

C. Code of Conduct Policy

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVED THE AMENDED CODE OF CONDUCT POLICY. ALL APPROVED.

D. Programs proposal

Mrs. Reed stated that the Young Adult Department will be starting a Genders & Sexualities Alliance for the LGBTQIA teenage community. A report for the Board of Trustees is included in their packet.

E. Motion to authorize the Disposition of Equipment

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

- 1 EFFEZTA CHAIR, REG NO 0676, NO SERIAL #
- 1 CHAIR, THUNDER P2T/351408 ORD 351405, NO SERIAL #
- 1 SMALL COMPUTER DESK, NO MARKING OR SERIAL #
- 1 MONROE CALCULATOR CLASSIC S/N MN110382
- 1 DESK FROM TECHNICAL SERVICES
- 1 METAL TENNESCO CABINET

Meetings and Conferences:

- A. **Regular Board Meeting – Wednesday, January 3, 2018**
- B. **First Open Budget Meeting – Wednesday, February 7, 2018**
- C. **Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 7, 2018**
- D. PLA 2018 Conference – March 20-24, 2018; Philadelphia, PA

Mrs. Reed stated the Library's Audit Report to the Board is scheduled for January 3, 2018. She asked the Board to change the order of the budget meetings so the First Open Budget Meeting will be after the Audit.

Executive Session:

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:07 PM TO ENTER EXECUTIVE SESSION FOR PERSONNEL & LEGAL MATTERS. ALL APPROVED.

The open meeting resumed at 9:41 p.m.

MR. GRELLER MOVED AND MRS. SANTER SECONDED TO ELIMINATE RESIDENTIAL PREFERENCE WITH REGARD TO ALL CIVIL SERVICE HIRING AT THE LEVITTOWN PUBLIC LIBRARY. ALL APPROVED.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE THE ADDITION OF A FULL TIME LIBRARIAN IN THE TECHNICAL SERVICES DEPARTMENT. ALL APPROVED.

Adjournment: MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ADJOURN THE REGULAR MEETING AT 9:43 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 DECEMBER 6, 2017

Mr. Dalton called the Executive Session to order at 9:08 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, and Mrs. Santer, joined by Mrs. Reed, Mrs. Ferro, Mr. Truncale, the Library attorney. Absent with notice Mr. Ziropiannis.

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

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO RESUME THE OPEN MEETING AT 9:40 PM. ALL APPROVED.