MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
May 2, 2018

Pledge of Allegiance and a Moment of Silence:
The Pledge of Allegiance was said and a moment of silence in memory of
Former First Lady Barbara Bush and State Librarian Bernie Marigolis.

Call to Order and Roll Call of Members:
The meeting was called to order by Mr. Dalton at 8:05 p.m. Present were Mr.
Dalton, Mr. Greller, Mrs. Santer and Mrs. Maher, joined by Brian Cleary, Library
Treasurer, Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Mr.
Zirogiannis arrived 8:59 p.m.

Minutes:
Minutes from April 4, 2018

MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF
THE AMENDED APRIL 4, 2018 MINUTES. ALL APPROVED.

Financial Report of the Library:

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF
GENERAL FUND WARRANT FOR APRIL 2018 IN THE AMOUNT OF
$92,865.41, IMPREST ACCOUNT WARRANT FOR APRIL 2018 IN THE
AMOUNT OF $0.00, WITHHOLDING ACCOUNT WARRANT FOR APRIL 2018
IN THE AMOUNT OF $112,490.36 AND COFFEE CAFÉ WARRANT FOR APRIL
2018 IN THE AMOUNT OF $537.00. ALL APPROVED.

MR. GRELLER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF
THE CAPITAL PROJECTS FUND WARRANT FOR APRIL 2018 IN THE
AMOUNT OF $6,660.00.

The cash balance report as of April 2018 is $6,335,282.15.
MRS. MAHER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR APRIL 2018 IN THE AMOUNT OF $3,515.81. ALL APPROVED.

Central Library Fund spent to date for 2018 is $48,696.46 & Central Book Aid spent to date for 2018 is $18,165.85.

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 JUNE 7, 2018. ALL APPROVED.

MRS. SANTER MOVED AND MRS. MAHER SECONDED TO ACCEPT THE INSURANCE DIVIDEND CHECK IN THE AMOUNT OF $3,994.80. ALL APPROVED.

Unfinished Business:
A. Construction update
   1. Quiet Study & Eatery-Close Out
      MRS. MAHER MOVED AND MRS. SANTER SECONDED TO CLOSE OUT THE QUIET STUDY & EATERY PROJECT. ALL APPROVED.

   2. Interior/Exterior Renovation & Parking Lot Expansion Project

      Mrs. Reed stated that all the information has been received at SED. She will not have much to report until we hear back from SED.

   3. Book Lift

      Mrs. Reed stated that Allways Elevator removed the parts that will need to be fixed and sent out for new parts. Once the parts are in they will set up a date to complete the work.

B. Anti-Bullying Campaign

      Mrs. Reed stated that she discussed the program with William Pastore from the school district and will keep the Board updated on any progress.

C. Passport Acceptance Program

      Mrs. Reed stated that library staff received training for the Passport Program.
She discussed the training process with the Board. The staff was very appreciative of the lunch provided during the training.

D. Banking options

Tabled until next month.

E. Staff Recognition Day – New date

Mrs. Reed stated that the library is changing the date for Staff Recognition Day from May to October. She will inform the Board of the October date. Mr. Trucale, Library Attorney, will provide the refreshments for the day.

F. SAM Grant

Mrs. Reed stated that she received the final contract for the SAM Grant. Since the Quiet Study & Eatery projected has been officially closed; she can request the funds be paid.

Personnel Changes:
MRS. SANTER MOVED AND MR. GRELLER SECONDED TO ACCEPT THE APPROVAL OF THE PERSONNEL CALENDAR FOR APRIL 2018. ALL APPROVED.

Communications:
A. Articles – Levittown Public Schools website and Levittown Town Crier

Period for Public Expression:
Barbara McGovern, Library Staff
Laura Hoffman, LPL Foundation
Ben Trucale, Library Attorney

Director's Progress and Services Report:
A. Building and Grounds:

1. Sprinklers turned on

Mrs. Reed stated that the sprinkler system needed to have two heads replaced.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. ALIS Executive Board Meeting on Thursday, April 12, 2018
2. Member Library Director Meeting on Wednesday, April 18, 2018
3. NLS Board Meeting on Monday, April 23, 2018
4. MLD Executive Board Meeting on Monday, April 30, 2018
5. MLD/Trustees Meeting with Nassau County Executive on Tuesday, May 1, 2018
6. MLD Executive Board Meeting on Wednesday, May 2, 2018

C. Public Service and Programs:

The total Adult and Young Adult attendance for April 2018 was 1,552. The total Children’s attendance for April 2018 was 1,008. The total Innovation Station attendance for April 2018 was 278. The grand total for April 2018 was 2,838.

D. Miscellaneous:

1. Newsday; Levittown Weekly article
2. Levittown Tribune “Creative Connection” article by Jessica Carruba

Mrs. Reed discussed the Newsday, Levittown Weekly and the Levittown Tribune “Creative Connection” articles and how Jessica was able to get published.

3. Take our Daughters & Sons to Work Day – Follow up

Mrs. Reed stated that the Library had 5 children attend Take our Daughters & Sons to Work Day. Three children in the morning and two children in the evenings. The parents said their children enjoyed the activities we planned for that day.

4. Computer in Libraries

Mrs. Ferro discussed the 2018 Computers in Libraries Conference and her report is included in the Board of Trustees packets.

Committee Reports:

A. Telephone carrier

Mrs. Reed stated that NacTelligence completed their analysis of the library’s telephone carrier services from Verizon and ATT. They suggest moving the lines over to Optimum Altice service.

MRS. MAHER MOVED AND MR. GRELLER SECONDED TO APPROVE CHANGING THE TELEPHONE CARRIER FROM VERIZON AND AT&T TO OPTIMUM. ALL APPROVED.
B. Baldessari & Coster, LLP – Understanding of Services

Mrs. Reed stated that Baldessari & Coster, LLP have sent the library a detailed Understanding of Services memo, which was included in your Board packet.

C. Motion to approve – Additional services from Cipher

MR. ZIRIONNIS MOVED AND MRS. SANTER SECONDED TO APPROVE ADDITIONAL SERVICES FROM CIPHER. 4 APPROVED; 1 OPPOSED. MOTION PASSED.

Meetings and Conferences:
A. Library & School District Budget Vote – Tuesday, May 15, 2018
B. Regular Board Meeting – Wednesday, June 6, 2018
C. Regular Board Meeting – Wednesday, July 11, 2018

Executive Session:

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO ENTER EXECUTIVE SESSION FOR PERSONNEL & LEGAL CONTRACTUAL MATTERS AT 8:57. ALL APPROVED.

The open meeting resumed at 9:54 p.m.

MR. GRELLER MOVED AND MRS. MAHER SECONDED TO APPROVE UP TO $700 TO REPAIR A CAR DAMAGED BY A STAFF MEMBER WHILE PURSUING ASSIGNED DUTIES. ALL APPROVED.

MR. GRELLER MOVED AND MR. ZIROGIANNIS SECONDED TO ADJOURN THE REGULAR MEETING AT 9:55 PM. ALL APPROVED.
MINUTES OF THE EXECUTIVE SESSION
OF THE REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 2, 2018

Mr. Dalton called the Executive Session to order at 8:58 p.m. Present were Mr. Dalton, Mrs. Maher, Mr. Greller, Mr. Zirogiannis and Mrs. Santer, joined by Mrs. Reed, Mrs. Ferro, and Mr. Truncale, the Library attorney.

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

ADJOURNMENT: MRS. MAHER AND MRS. SANTER SECONDED TO RESUME THE OPEN REGULAR MEETING AT 9:53 P.M. ALL APPROVED.