MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
FEBRUARY 5, 2020

Pledge of Allegiance:
The Pledge of Allegiance was said.

Call to Order and Roll Call of Members:
Mrs. Maher, President, asked Vice President, Mr. Greller, to run the meeting.
The meeting was called to order by Mr. Greller at 8:05 p.m. Present were Mrs. Maher, Mr. Greller, Mrs. Santer, Mr. Dalton, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, Mrs. Ferro, Assistant Library Director, Brian Cleary, Library Treasurer and Ben Truncale, Library Attorney.

Minutes:
Minutes from January 8, 2020

MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL OF THE AMENDED JANUARY 8, 2020 MINUTES. ALL APPROVED.

Financial Report of the Library:
A. MR. PETTIT-MILONAKIS MOVED AND MRS. MAHER SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF $112,968.95, IMPREST ACCOUNT WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF $0.00, COFFEE CAFÉ WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF $596.00 AND WITHHOLDING ACCOUNT WARRANT FOR JANUARY 2020 FOR TD BANK IN THE AMOUNT OF $102,450.03. ALL APPROVED.

B. MR. PETTIT-MILONAKIS MOVED AND MR. DALTON SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR JANUARY 2020 FOR STERLING BANK IN THE AMOUNT OF $138,864.68. ALL APPROVED.
C. Cash balance report: General Fund is $6,437,238.50; Capital Projects is $38,110.92.

D. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR JANUARY 2020 IN THE AMOUNT OF $72,847.58. ALL APPROVED.

E. Central Library Fund spent to date for 2020 is $59,346.39 and the Central Book Aid spent to date for 2020 is $13,501.19.

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

G. MRS. SANTER MOVED AND MR. DALTON SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $626,731 AS OF MARCH 7, 2020. ALL APPROVED.

H. MRS. MAHER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE 2020 ADULT LITERACY WORKFORCE DEVELOPMENT PROJECT PUBLIC STIPEND CHECK IN THE AMOUNT OF $650.00. ALL APPROVED.

I. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE 2019-2020 BULLET AID CHECK IN THE AMOUNT OF $15,000. ALL APPROVED.

J. MRS. MAHER MOVED AND MR. DALTON SECONDED THE APPROVAL TO TRANSFER $1,200 FROM BUDGET LINE 6090 WORKER’S COMPENSATION TO LINE 6246 ELECTRONIC RESOURCES. ALL APPROVED.

K. MRS. SANTER MOVED AND MRS. MAHER SECONDED THE APPROVAL TO TRANSFER $3,500 FROM BUDGET LINE 6050 STATE RETIREMENT TO LINE 6170 YA BOOKS. ALL APPROVED

L. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL TO TRANSFER $4,000 FROM BUDGET LINE 6050 STATE RETIREMENT TO LINE 6392 YA PROGRAMS. ALL APPROVED.


Mr. Stoner, of Baldessari & Coster LLP, handed out the 2019 Financial Report to the Board. He discussed the report and answered questions. Mr. Cleary, Library Treasurer, discussed the Library implementing the pre-tax Medical and Dental “Cafeteria Plan.”
MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO IMPLEMENT THE CAFETERIA PLAN. ALL APPROVED.

MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ACCEPT THE LEVITTOWN PUBLIC LIBRARY 2019 FINANCIAL REPORT AS PROVIDED BY BALDESSARI & COSTER LLP. ALL APPROVED.

Unfinished Business:

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mrs. Reed informed the Board of Trustees that Mr. Calgi, Calgi Construction Company, Inc, and Mr. Smith, Smith & Pucillo, have had a difficult time working with the General Contractor. They have gone above and beyond their job description to make sure the project is moving forward.

Mr. Calgi discussed the Levittown Public Library – Misc. Renovations, Executive Summary report for the month of January. Mr. Calgi also discussed the Payment Summary, which is included in the report.

Mr. Smith discussed the flooring in the Multi-Purpose Room. There was a discussion on the different flooring, the Board decided on the floor recommended by Mr. Smith.

B. Addendum to the Smith & Puccillo Contract

MRS. MAHER MOVED AND MR. DALTON SECONDED TO APPROVE THE ADDENDUM TO INCLUDE A/V DESIGN IN THE SMITH & PUCCILLO CONTRACT IN THE AMOUNT OF $13,200.00. ALL APPROVED.

C. Children’s Room – Restrooms

Mr. Smith discussed the credit for the doors to the Children’s Restrooms. They will add the doors to the scope of work of the current project. Mr. Smith stated that he is waiting for the paperwork from the contractor.

D. LIPA PILOT payments

Mr. Truncale, Library Attorney, discussed the LIPA PILOT payments. He is coordinating a meeting with the Levittown Public School District Assistant Superintendent of Business & Finance and will report back to the Board.
Personnel Changes:
MRS. MAHER MOVED AND MRS. SANTER SECONDED TO ACCEPT THE
PERSONNEL CALENDAR. ALL APPROVED.

Communications:
A. Request from Mariya Kazakova

Mrs. Reed stated that the request from Ms. Kazakova should be denied as the
request is covered under the No Solicitation Policy. The Board agreed.

Period for Public Expression:
Mary Mollineaux, Library Staff
Dennis Stoner, Baldessari & Coster LLP
Dominic Calgi, Calgi Construction
Michael Smith, Smith & Puccillo Architects

Director’s Progress and Services Report:
A. Buildings and Grounds

Mrs. Reed stated that one of the lights in the Eatery is not working correctly. The
electrician has been notified and is looking for an LED replacement.

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Members Library Director Meeting on Wednesday, January 22, 2020
2. Trustee Workshop on Saturday, January 25, 2020
3. NLS Board Meeting on Monday, January 27, 2020
4. MLD Executive Board Meeting on Wednesday, February 5, 2020

C. Public Service and Programs:

The total Adult and Young Adult attendance for January 2020 was 747. The total
Children’s attendance for January 2020 was 680. The total Innovation Station
attendance for January 2020 was 95. The grand total for January was 1,522.

Mrs. Reed stated the 2019 Passport Statistics report is included in the Board
packets.
A. Miscellaneous:

1. Catholic Daughters of the Americas

Mrs. Reed stated that on January 11, 2020, she spoke regarding the Library services, programs, and provided an update on the construction. The Catholic Daughters of the Americas made a $100 donation to the Levittown Library Foundation.

2. Levittown Chamber of Commerce Installation Dinner

Mrs. Reed stated that she attended the Levittown Chamber of Commerce Installation Dinner and made new contacts. The manager of Starbucks is interested in a book cart sponsored by the Levittown Public Library and allowing the Library to provide Storytimes at Starbucks. There was a discussion on this, and the Board agreed with partnering with Starbucks.

3. Geocache location

Mrs. Ferro stated that a Levittown resident requested that the Levittown Public Library be a geocache location, which is a GPS Scavenger Hunt. There was a discussion on this, and the Library will participate.

Committee Reports:

A. Foundation Committee

Mr. Greller stated that there was no Foundation Committee meeting tonight. The next meeting will be March 4, 2020.

New Business:

A. Motion to approve the 2020/2021 Board Meeting schedule

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO APPROVE THE 2020/2021 BOARD MEETING SCHEDULE. ALL APPROVED.

B. 2020/2021 Proposed Library Budget

Mrs. Reed presented the first draft of the 2020/2021 Proposed Library Budget.
C. Motion for the Disposition of Equipment

MR. GRELLE MOVED AND MRS. SANTER SECONDED TO APPROVE THE
DISPOSITION OF EQUIPMENT OF THE FOLLOWING: 1 LITTLE TIKES
COOK AND CLEAN KITCHEN (CHILDREN’S); 1 HOTPOINT STOVE; MODEL
NO. R A720 K1CT; SERIAL NO. DR102637A (STAFF ROOM); AND 1
FROSTED MIRROR (ADMINISTRATION). ALL APPROVED.

D. National Grid Repository

Mrs. Reed stated National Grid has been reaching out to the Central Libraries.
They have information that needs to be available to the public. National Grid
would like to have that information available on the Central Libraries’ website.
There was a discussion on this, and Mrs. Reed stated that she would like
something in writing, specifying precisely what they expect from the Library and
will inform the Board before moving forward.

E. Stonybrook University Social Work Intern Program

Mrs. Reed discussed the Stonybrook University Social Work Intern Program.
There was a discussion, and the Board agrees with her moving forward with this
program.

F. Noble Elevator Company, Inc. Maintenance Agreement

MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO
ACCEPT THE NOBLE ELEVATOR COMPANY INC. MAINTENANCE
CONTRACT. ALL APPROVED.

G. Circulation Policy amendment

MR. DALTON MOVED AND MRS. MAHER SECONDED TO ACCEPT THE
AMENDED CIRCULATION POLICY AS PRESENTED. ALL APPROVED.

H. Possible partnership with Starbucks

This was discussed under Miscellaneous.

I. Trustee Workshop follow-up:

There was a discussion on when the Board Minutes are published to the website.
Mrs. Reed stated that the approved Levittown Public Library Board Minutes are
usually published within the next day or two.
Meetings and Conferences:

A. Levittown High Schools Artists’ Reception – Thursday, February 6, 2020
B. Advocacy Day – Wednesday, February 25, 2020; Albany, NY
D. Second Open Budget Meeting & Regular Board Meeting – Wednesday, March 4, 2020
E. Salk Middle Artists’ Reception – Thursday, March 5, 2020
F. Levittown School District’s 24th Annual Recognition Dinner – Thursday, March 12, 2020, 6:30 p.m.; Domenico’s Restaurant
G. Computers in Libraries Conference – March 31 – April 1, 2020; Arlington, VA

MRS. MAHER MOVED AND MRS. SANTER SECONDED TO APPROVE ONE STAFF MEMBER TO ATTEND THE COMPUTERS IN LIBRARIES CONFERENCE – MARCH 31 – APRIL 1, 2020: ARLINGTON, VA. ALL APPROVED.

H. Regular Board Meeting – Wednesday, April 1, 2020
I. Wisdom Lane Middle School Artists’ Reception – Tuesday, April 7, 2020
J. Long Island Library Conference – Thursday, May 14, 2020; Melville Marriott; Melville, NY
K. Library & School District Budget Vote – Tuesday, May 19, 2020

MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ENTER INTO EXECUTIVE SESSION AT 9:44 PM. ALL APPROVED.

The regular meeting resumed at 10:03 p.m.

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE REGULAR MEETING AT 10:04 PM.
MINUTES OF THE EXECUTIVE SESSION
OF THE REGULAR MEETING OF THE
LEVITTOWN PUBLIC LIBRARY BOARD OF TRUSTEES
FEBRUARY 5, 2020

Mrs. Maher called the Executive Session to order at 9:45 p.m. Present were Mrs. Maher, Mr. Greller, Mr. Dalton, Mrs. Santer, and Mr. Pettit-Milonakis, and, joined by Mrs. Reed, Mrs. Ferro and Mr. Truncale, the Library Attorney.

The Board discussed personnel and legal matters.

MRS. MAHER MOVED AND MR. PETTIT-MILONAKIS SECONDED TO RESUME THE OPEN REGULAR MEETING AT 10:02 PM. ALL APPROVED.