MINUTES OF THE REGULAR MEETING
OF THE LEVITTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES
MARCH 4, 2020

Pledge of Allegiance and a 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. Maher at 8:03 PM Present were Mrs. Maher, Mr. Greller, Mrs. Santer, Mr. Dalton, and Mr. Pettit-Milonakis, joined by Mrs. Reed, Director, and Mrs. Ferro, Assistant Library Director. Brian Cleary, Library Treasurer, arrived at 8:11 PM. Ben Truncale, Library Attorney, was absent with notice.

Minutes:
Minutes from February 5, 2020

MRS. SANTER MOVED AND MR. DALTON SECONDED THE APPROVAL OF THE AMENDED FEBRUARY 5, 2020 MINUTES. ALL APPROVED.

Financial Report of the Library:
MR. GRELLER MOVED MRS. SANTER SECONDED TO TABLE THE FINANCIAL REPORT OF THE LIBRARY UNTIL THE TREASURER ARRIVES. ALL IN FAVOR.

A. Construction Update

1. Interior/Exterior Renovation & Parking Lot Expansion Project

Mr. Calgi, of Calgi Construction Company, Inc., discussed the Levittown Public Library – Misc. Renovation - Executive Summary report for February. Mr. Calgi also presented the Payment Summary and Change Orders, which are included in the report. Mr. Calgi stated they still have daily battles with the General Contractor. Mrs. Reed noted that the General Contractor told her the meeting rooms would be completed in July.
Mrs. Reed met with the Town of Hempstead, Commissioner Reinhardt, along with Mr. Dalton and Mr. Smith. They discussed the property the Town of Hempstead is willing to sell to the Library. Once the Board approves moving forward with this project, the Library would require R&M Engineering SVS to complete another Boundary and Topographic Survey. The Board agreed with Mrs. Reed to move forward with exploring the plan of purchasing the property from the Town of Hempstead.

A. MRS. SANTER MOVED AND MR. PETTIT-MILONAKIS SECONDED THE APPROVAL OF GENERAL FUND WARRANT FOR FEBRUARY 2020 FOR TD BANK IN THE AMOUNT OF $154,801.26, IMPREST ACCOUNT WARRANT FOR FEBRUARY 2020 FOR TD BANK IN THE AMOUNT OF $0.00, COFFEE CAFÉ WARRANT FOR FEBRUARY 2020 FOR TD BANK IN THE AMOUNT OF $186.49 AND WITHHOLDING ACCOUNT WARRANT FOR FEBRUARY 2020 FOR TD BANK IN THE AMOUNT OF $127,527.58. ALL APPROVED.

B. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CAPITAL PROJECTS FUND WARRANT FOR FEBRUARY 2020 FOR STERLING BANK IN THE AMOUNT OF $5,216.75. ALL APPROVED.

C. Cash balance report as of February 2020: General Fund is $6,071,222.10; Capital Projects is $33,084.69.

D. MRS. SANTER MOVED AND MR. GRELLER SECONDED THE APPROVAL OF CENTRAL LIBRARY FUND WARRANT FOR FEBRUARY 2020 IN THE AMOUNT OF $9,566.89. ALL APPROVED.

E. Central Library Fund spent to date for 2020 is $66,602.76 and the Central Book Aid spent to date for 2020 is $15,811.71.

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

G. MR. GRELLER MOVED AND MRS. SANTER SECONDED THE REQUEST FOR TAX FUNDS FROM THE SCHOOL DISTRICT IN THE AMOUNT OF $626,731 AS OF APRIL 2, 2020. ALL APPROVED.

H. MRS. SANTER MOVED AND MR. GRELLER SECONDED TO APPROVE THE TRANSFER OF $900,000 FROM THE GENERAL FUND TO CAPITAL PROJECTS. ALL APPROVED.
I. MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO APPROVE THE FINAL 10% 2019 LOCAL LIBRARY SERVICES AID (LLSA) CHECK IN THE AMOUNT OF $1,404.00. ALL APPROVED.

Unfinished Business:

B. 2020-2021 Proposed Library Budget

Mrs. Reed discussed the 2020-2021 Proposed Library Budget and noted it is within the Tax Cap.

1. Budget Mailer

Mrs. Reed discussed the different types of budget mailers that are mailed to the Levittown Community. There was a discussion on having the budget mailer printed in black and white or color ink.

MR. PETTIT-MILONAKIS MOVED AND MRS. SANTER SECONDED TO MAIL OUT THE PRINTED BUDGET VOTE MAILERS IN FULL COLOR NOT TO EXCEED $4,500. ALL APPROVED.

C. LIPA PILOT payments

Mrs. Reed stated that she and Mr. Ben Truncale, Library Attorney, have a meeting with the Levittown Public School District Superintendent and Assistant Superintendent of Business & Finance on March 10, 2020, and will report back to the Board.

Personnel Changes:

MR. DALTON MOVED AND MR. GRELLER SECONDED TO ACCEPT THE PERSONNEL CALENDAR. ALL APPROVED.

Communications:

A. Letter from Long Island Coalition for the Homeless
B. Letters from Levittown Kiwanis & Levittown Community Council
C. Letter from Rhythm Osam
D. Levittown Tribune Article

Period for Public Expression:

Dominic Calgi – Calgi Construction
Michael Smith – Smith & Pucillo

Director's Progress and Services Report:

A. Buildings and Grounds
   1. Meeting with Commissioner Reinhardt on Monday, March 2,
2020

This was discussed under Construction Update

B. System Developments:

Mrs. Reed reported on the following meetings:

1. Meeting with Senator Thomas on Friday, February 7, 2020
2. Members Library Director Meeting on Wednesday, February 19, 2020
3. NLS Board Meeting on Thursday, February 27, 2020
4. MLD Executive Board Meeting on Wednesday, March 4, 2020

C. Public Service and Programs:

The total Adult and Young Adult attendance for February 2020 was 954. The total Children’s attendance for February 2020 was 781. The total Innovation Station attendance for February 2020 was 62. The grand total for February was 1,797.

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

D. Miscellaneous:

1. Advocacy Day
2. PLA Conference

Mrs. Reed stated that she will have a written conference report for the Board.

3. Coronavirus

Mrs. Reed stated that the Library is taking the necessary precautions against the Coronavirus. The staff is disinfecting surfaces and wiping the equipment down after patrons use them.

Committee Reports:

A. Foundation Committee

Mr. Greller stated that the Foundation Committee met tonight. They are having a movie night at the Bellmore Playhouse on Sunday, April 19, 2020, and the Craft Fair is Saturday, May 9, 2020.

New Business:
A. Motion to approve the NY State Annual Report 2019

MR. GRELLE MOVED AND MRS. SANTER SECONDED TO APPROVE THE NY STATE ANNUAL REPORT 2019. ALL APPROVED.

B. Baldessari & Coster, LLP – Understanding of Services

MR. GRELLE MOVED AND MRS. SANTER SECONDED TO APPROVE THE BALDESSARI & COSTER, LLP – UNDERSTANDING OF SERVICES. ALL APPROVED.

Meetings and Conferences:

A. Salk Middle School Artists’ Reception – Thursday, March 5, 2020
B. Levittown School District’s 24th Annual Recognition Dinner – Thursday, March 12, 2020, 6:30 PM; Domenico’s Restaurant
C. Computers in Libraries Conference – March 31 – April 2, 2020; Arlington, VA
D. Regular Board Meeting – Wednesday, April 1, 2020
E. Kiwanis Club of Levittown Annual Brotherhood-Sisterhood Luncheon – Thursday, April 2, 2020; Domenico’s Restaurant
F. Wisdom Lane Middle School Artists’ Reception – Tuesday, April 7, 2020
G. Regular Board Meeting – Wednesday, May 6, 2020
H. Long Island Library Conference – Thursday, May 14, 2020; Melville Marriott; Melville, NY
I. Library & School District Budget Vote – Tuesday, May 19, 2020
J. Regular Board Meeting – Wednesday, June 3, 2020

MR. DALTON MOVED AND MR. PETTIT-MILONAKIS SECONDED TO ADJOURN THE REGULAR BOARD MEETING AT 9:20 PM. ALL APPROVED.