

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 14, 2016

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
James DiPietro, Financial Secretary
Margaret D. Grub, Asst. Financial Secretary
Frank McKenna, Director

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:13p.m.

APPROVAL OF MINUTES

The minutes of the meeting of February 18, 2016 were approved on the motion made by Mrs. Grub, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

The following warrants were approved on the motion made by Mr. DiPietro, seconded by Dr. Westermann, which unanimously passed:

# 46 - February 11, 2016	-	36,114.26
# 47 - February 25, 2016	-	63,090.49
# 48 - March 10, 2016	-	35,903.99
# 49 - March 14, 2016	-	181,103.59
# 50 - March 14, 2016	-	6,238.53
# 51 - March 14, 2016	-	11,796.55
# 52 - March 14, 2016	-	8,344.86

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board.

TREASURER'S REPORT

The Treasurer's Report for the month of February 2016 was unanimously approved on the motion by Mr. DiPietro, seconded by Mrs. Coughlin.

NYS RETIREMENT SYSTEM CONTRIBUTION - An invoice of \$159,407.10 for the Library's contribution to the NYS Retirement System was received from the Seaford School District. This would cover the period from April 1, 2014 to March 31, 2015.

TD BANK – Paperwork will be submitted to TD Bank regarding adding signature of Mrs. Grub as the new Assistant Financial Secretary to all bank accounts.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS –

- a. RESTROOM RENOVATION RESOLUTION - A motion made by Mrs. Grub, seconded by Dr. Westermann, to adopt the Restrooms Renovation Resolution, a copy of the Resolution is attached to these Minutes.

No Discussion

All Ayes

Motion carried.

Mr. McKenna reported that the adopted resolution, along with the SHPO and SEQRA forms will be forwarded to the NYS Education Department. It will take approximately 32 to 34 weeks to approve.

- b. HUD's Community Development Block Grant (CDBG) – Spoke with Mr. Kevin Crean, Deputy Director of Nassau County Office of Community Development, about re-submitting paperwork and applying for the HUD's Community Development Block Grant again since we have missed out the funding cycle the last time. His suggestion is to contact Mr. George Bakich, Commissioner of TOH Planning & Economic Development and request for funding again. He also reminded that their budget deadline is on April 1st. Mr. McKenna will continue to keep the Board of Trustees informed.

PLANT & FACILITIES –

- a. ELECTRICAL WIRING – Allways Electric will provide a comprehensive proposal for replacing all electrical panels in the building. More quotes will be solicited from other companies for this job. More discussion will be made at the next Board of Trustees meeting.
- b. SPRINKLER SYSTEM – An emergency service call was made on February 25th due to a leak in the dry system in second floor office (Matos).
- c. EXISTING CONDITIONS DOCUMENTATION PROPOSAL – A proposal for services to obtain the existing conditions documentation from BBS Architects was discussed. Two more quotes will be requested. At this time, the library does not have such documentation on file.

VACANT OFFICE SPACE – Discussion will be deferred to the next Board of Trustees meeting.

ADULT WINTER READING PROGRAM – The 2016 Adult Reading Program – “Snow is Falling, Books are Calling” was very successful. A total of 80 patrons have signed up for this program. Several patrons received prizes through a lottery and a press release with photos was sent out to Seaford Herald.

ALIS – The ALIS Executive Board contracted with Core BTS, Inc. to perform an assessment of the ALIS network. One of the phases is to conduct site visits to each ALIS library to assess equipment in each library. Our site visit is scheduled on Monday, April 25th.

CHARGING STATION – The Charging Station that was ordered from ChargeTech, Inc. has been delivered on Friday, March 11th. It will be set up in the Adult Reference Area, and the Seaford Chamber of Commerce has offered to pay for it.

NEWSLETTER – Met up with two representatives from the South Bay's Newspaper to discuss the inclusion of a newsletter in the weekly South Bay News. A prototype of the newsletter was distributed to the Trustees for discussion. Questions such as the contract period, their circulation areas, whether extra copies will be provided for the library, and other questions will need to be clarified before the Board makes any decision. Mr. McKenna will discuss the Trustees initial concerns with South Bay's and more discussion will be at the next Board of Trustees meeting.

OUTDOOR MOVIES – Librarians Kristen Jording and Eric Wasserman have been looking into the logistics of hosting the Summer Outdoor Family Movies Night. Possible available dates were July 23rd and August 20th, and the cost would be \$775 per movie through Funflicks. However, a few issues were pointed out such as the problem with the lighting in the Town of Hempstead lot next to the library and two “breakers” will be needed within 200 feet of the equipment. Alternative sites such as LIRR station and Tackapausha Preserve were also discussed. More discussion will be made at the next Board of Trustees meeting.

SUMMER CONCERT SERIES - A total of 4 concerts have been scheduled for this coming summer. Three will be held in the Town of Hempstead lot next to the library and one at the Seaford railroad station location. Mr. Ruffner reminded Mr. McKenna that each past sponsored group should also be sent a letter soliciting their sponsorship again for this summer.

TEEN SERVICES – Teen Services Librarian, Jillian Pelliccia is in the process of writing a grant proposal to be submitted to the Seaford Wellness Council for the consideration of a \$1,000 grant for the Teen Services as requested by Mr. Ruffner.

TRUSTEE ITEM

BANK RECONCILIATION - Discussion was tabled to another time.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

DECLINATION OF HEALTH CARE COVERAGE - Final approval for the change of this policy will be deferred to the next Board of Trustees meeting. This will allow a 30 days waiting period to give the public the opportunity to read through it before the approval by the Board of Trustees. A copy of the proposed resolution is attached herewith to these Minutes.

PROPOSED BUDGET FOR YEAR 2016/2017- After discussion, on the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board of Trustees unanimously approved the 2016/2017 library budget. This reflects a tax levy of 1.63% increase over the 2015/2016 budget in the balance to be raised by taxation. The budget is within the Tax Levy Limit Cap.

LIBRARY USAGE

Mr. Ruffner discussed the graphs that showing increases and decreases in the use of library materials.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

2015 ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES – The New York State Annual Report that was prepared by Amy Law was reviewed and accepted by the Board of Trustees.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin seconded by Mr. DiPietro the Board entered into Executive Session at 8:50pm to discuss personnel issues.

The Board reconvened in open session at 9:10pm on the motion made by Dr. Westermann, seconded by Mrs. Grub.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 9:15pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 11, 2016 at 7:00 p.m.

Respectfully submitted by
Amy Law