

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 6, 2008

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Eileen Montalbano, Secretary
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary
Marilyn Griffin, Director

Guests: Robert Abrams - Auditor

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:05p.m.

AUDIT REPORT BY LIBRARY AUDITOR, MR. ABRAMS

Mr. Abrams acknowledged the courtesy and assistance he received from library office personnel during the August 11th library audit. He explained that the prior year recommendations have been implemented. He also indicated that as a result of the August audit, he is very pleased with the operation of the library and made no recommendations for changes. He also reported that for the fiscal year ending 6/30/08, an excess of revenues over expenditures with a total of \$72,583 was added to the library fund balance, resulting in an ending fund balance of \$805,099. He also explained that under the GASB 45 provision, the library will fall into Phase III implementation (for employers with annual revenues less than \$10 million)—which will need to be implemented by the library for the fiscal years beginning after December 15, 2008. At that point, an actuarial study will be needed to measure the library's obligation for post employment benefits plans and for retiree medical plans. Actual funding is not required at this time, but when it is needed, this fund will have to put into a "Trust Fund".

Mr. Ruffner asked if the "Capital Improvement" fund can be listed as one of the Reserved funds under the "Fund Balance" on the General Fund Balance Sheet on page 8 of the Audit Report. Mr. Abrams agreed and will set this up for the next year's Audit Report.

APPROVAL OF MINUTES

The minutes of the meeting of September 8, 2008 were approved on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano and unanimously passed.

APPROVAL OF THE WARRANTS

The following warrants were approved on the motion made by Mrs. Coughlin, seconded by Mr. Rall, which unanimously passed:

# 15 - September 10, 2008	- 7,555.16
# 16 - September 18, 2008	- 57,111.61
# 17 - October 2, 2008	- 35,988.75
# 18 - October 6, 2008	- 36,510.46
# 19 - October 6, 2008	- 14,272.57
# 20 - October 6, 2008	- 3,829.30
# 21 - October 6, 2008	- 12,798.45

MONTHLY OPERATING SCHEDULE

The Monthly Operating Schedule was reviewed by the Board. Mr. Gaughran discussed the graphs he distributed prior to the meeting.

TREASURER'S REPORT

The Treasurer's Report for the month of September 2008 was approved on the motion by Mrs. Coughlin, seconded by Mr. Gaughran, which unanimously passed.

Amy Law also requested signatures from the Board of Trustees for the signature cards and resolution. This was required for updating the list of authorized signers for the library's bank accounts.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

“LIVE HOMEWORK HELP” – Mrs. Griffin explained that this is a new online service offered free to Seaford Public Library patrons every day from 2pm to 10pm through the Seaford Public Library's web site. It is a one-on-one connection with real tutors by means of chatting back and forth through instant messaging. Tutors range from certified teachers to undergraduate and graduate students, from college professors to professional tutors. Statistics of usage of this database will be made available. Mr. Ruffner suggested setting up a computer for the next Board of Trustees Meeting for a demonstration on how to use this tutoring program.

A/C PROJECT – Installation of a new air handler for the main floor of the building was completed. The section of wall that was replaced has been spackled and repainted and a new cove base will be installed by the general contractor. The project completion form can be signed by Mr. Ruffner and it will be forwarded to the NYS Library Division of Library Development in Albany so that the final 10% payment of the grant award will be sent to the Library.

403B THIRD PARTY ADMINISTRATOR – A. Law and Mrs. Griffin participated in the OMNI 403B Third Party Administrator group enrollment session held at the NLS on September 25th. The library has signed a one year contract with Omni group and all necessary paperwork was completed. The next step is for a client services coordinator to contact us. The first initial payment in the amount of \$2,250 was paid on September 25th, which included a \$1,500 set-up fee and 25% of the \$3,000 total of the annual maintenance fee. All plan providers must sign information sharing agreements with Omni to retain status as a plan provider for Seaford Public Library employees.

LIPA ELECTRIC REPAIR – On Tuesday, September 9th just around 5pm the building experienced a brief disruption in electrical power. LIPA responded to the service call immediately and restored all service quickly. Mrs. Coughlin asked if the library has any back-up power installed in the building. Mr. Ruffner responded that in case of any power outage in the building, the emergency lights in the library will be automatically turned on and this will allow people to leave the building safely.

Mr. Rall left the meeting at 8pm.

CORRESPONDENCE

Thank you letters to Seaford Chamber of Commerce; Friends of the Seaford Library; Lions Club of Seaford and Seaford Wellness Council

Re: Co-sponsorship of the summer 2008 outdoor concert and a look ahead to further cooperation in 2009

Letter to Andrew & Jennifer Restaino

Re: A gift of \$100 received from Ms. Susan Blaufarb for purchase of children's books in memory of A.J. Restaino and in commemoration of the 5 year anniversary of his passing

Thank you letter to Ms. Susan Blaufarb

Re: Donation of \$100 for purchasing children's books in memory of A.J. Restaino

Letter to Seaford Lions Club

Re: Requesting sponsorship for the children's Halloween program on October 29, 2008

PERSONNEL

The following personnel changes were approved by the Board:

Appointments: Amanda Marx, Page, eff. 8/18/08

Lisa Daly, Page, eff. 9/3/08

Jennifer Rodriguez, Page, eff. 10/3/08

Separations: Jennifer Arata, Page, eff. 8/18/08

Laura Fowles, Page, eff. 8/18/08

Alyssa Cannati, Page, eff. 9/23/08

OLD BUSINESS

CALENDAR FOR THE YEAR 2009 & PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2009 – After discussion, on the motion made by Mrs. Montalbano, seconded by Mrs. Coughlin, it was decided that the library will close on Friday, July 3, 2009 for Independence Day Observance and Saturday, December 26, 2009 for the Christmas holiday. Mr. Ruffner indicated that the library will give at least 2 months notification to the public regarding these two closing dates in the library's newsletter. The Board unanimously accepted the Proposed Schedule for Board Meeting Dates for the year 2009 and the Proposed Budget Dates as follows:

Board Meeting and Budget Hearing - Monday, March 23, 2009

Registration - Tuesday, March 24, 2009

Budget Vote - Wednesday, April 1, 2009

INCREASING LIBRARY EFFECTIVENESS

Mr. Ruffner briefly discussed the increases and decreases in the use of library material.

NLS AND OTHER ORGANIZATIONS

At the September 17th member library directors' meeting, NLS director, Jackie Thresher, explained that an additional cut in State Aid to library systems can be expected due to the current economic climate.

NEW BUSINESS – None

LONG TERM PLAN – None

CONSOLIDATION ISSUES – None

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Montalbano, seconded by Mr. Gaughran, the Board entered into Executive Session at 8:20pm to discuss tenant issues.

The Board reconvened in open session at 8:42pm on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano.

There being no further business the meeting was adjourned at 8:43pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 10, 2008 at 7:00 p.m.

Respectfully submitted by
Amy Law