

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**April 20, 2009**

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

Absent: John Rall, Financial Secretary

**CALL TO ORDER**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:04p.m.

The Board of Trustees acknowledged and approved the absence for Mr. Rall for the April 2009 Board of Trustees meeting.

**APPROVAL OF MINUTES**

The minutes of the meeting of March 23, 2009 were approved on the motion made by Mrs. Montalbano, seconded by Mrs. Coughlin and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

# 59 - April 2, 2009	- 37,631.16
# 60 - April 13, 2009	- 11,985.51
# 61 - April 13, 2009	- 6,341.36
# 62 - April 13, 2009	- 18,066.07
# 63 - April 13, 2009	- 9,811.97
# 64 - April 16, 2009	- 59,329.42

**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 March 2009 was approved on the motion by Mrs. Montalbano, seconded by Mrs. Coughlin, which unanimously passed.

## **DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**LIBRARY BUDGET VOTE** – The library budget for 2009/2010 was approved. The vote total was 128, 98 yes and 30 no. Mr. Rall was elected Trustee with a total of 115 votes. Mrs. Griffin also provided an FYI list of 2009-2010 budget increases from other public libraries for the Board of Trustees.

**TOWN OF HEMPSTEAD PARKING LOT RENOVATION** – A direct contact has been made with Town of Hempstead Supervisor Kate Murray regarding the parking lot renovation. She indicated that this project was slated to begin in late May or early June, and assured us that the library would get more precise information about when this project will actually start.

**SUMMER OUTDOOR CONCERTS** – It was confirmed that all application forms for the 2009 Summer Outdoor Concerts which will be held at the Seaford Railroad Station gazebo location were approved by the Town of Hempstead.

**LIBRARY BLOOD DRIVE** – At the Wednesday, April 8<sup>th</sup> blood drive, there were a total 30 pints of blood collected.

**FREEDOM OF INFORMATION LAW** – We have received a FOIL request from New York State United Teachers. Mrs. Griffin has consulted with the library's attorney regarding the proper legal response to this request. She will keep the Board of Trustees informed on this issue.

**OUTDOOR BENCH** – The Land Survey for the Library property was discussed. It was confirmed that the location planned for the outdoor bench is within the library property.

Mr. Ruffner wanted verification about the next person in charge at the library in the absence of the Director, and Mrs. Griffin confirmed that C. Schaaf is the next person in charge.

## **CORRESPONDENCE**

Letter from New York State United Teachers

Re: Freedom of Information Law Request

Letter from New York State Senator, Charles Fuschillo

Re: Restored funding to libraries in NYS

Letter to New York State Senator, Charles Fuschillo

Re: Requesting Legislative Grant for the library

Response letter from New York State Senator, Charles Fuschillo

Re: Consideration for the request of the Legislative Grant

## **PERSONNEL**

Mrs. Griffin informed the Board of Trustees that L. Cannati, full time clerk, will enroll in family coverage for the Empire Plan Health Insurance as of May 1, 2009.

## **OLD BUSINESS**

**MUSEUM PASSES** – A brief discussion took place regarding the choice of museums and the draft of the rules and regulations proposed for the Museum Pass User Agreement. It was agreed that this could be a worthwhile service to the community. The Library will begin this program as a one year pilot plan. Mrs. Griffin mentioned that E. Wasserman will take an in-depth look again at how other libraries put together this program. Mr. Ruffner also suggested publicizing this new program in the June Newsletter. The program would actually begin in July. The final draft of the User Agreement will be discussed at the next Board of Trustees Meeting.

## **INCREASING LIBRARY EFFECTIVENESS**

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing the increases and decreases in the use of library material. An additional chart for the statistics of Library Visits was also discussed. Mr. Ruffner thanked Mr. Gaughran for the analysis.

**DIGITAL DUPLICATOR** – Due to heavy and frequent use of the duplicator, a proposal to replace the 2<sup>nd</sup> digital duplicator was discussed. The Board of Trustees agreed to lease a second digital duplicator for a 60 month term through Advanced Imaging Systems. It was also agreed that this expense will be deducted from the “Equipment” line on the budget.

**NLS AND OTHER ORGANIZATIONS**

**NLS REQUEST OF FISCAL SUPPORT FOR DELIVERY SERVICE** – There was a brief discussion on information prepared by Mrs. Griffin regarding the delivery service issue. Mrs. Griffin reported that the initial request for fiscal support of interlibrary loan delivery service was made in calendar year 2005. For calendar year 2009, NLS has requested \$3,604 from Seaford. The total amount being requested by NLS represents 65% of the projected total cost of delivery. Mrs. Griffin also emphasized that NLS delivery service is an essential service and extremely cost effective.

**NEW BUSINESS** - None

**FUTURE PLANS/NEW TECHNOLOGIES** - None

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION**

On the Motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:17pm.

The Board reconvened in open session at 8:33pm on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano.

**ADJOURNMENT**

Via a motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed, the meeting was adjourned at 8:34pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 18, 2009 at 7:00 p.m.

Respectfully submitted by  
Amy Law