

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 15, 2009

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

Absent: Stephen J. Gaughran, Vice-President

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 6:10p.m.

APPROVAL OF MINUTES

The minutes of the meeting of November 16, 2009 were approved on the motion made by Mr. Rall, 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:

# 29 - November 25, 2009	-	59,534.46
# 30 - December 10, 2009	-	39,098.41
# 31 - December 15, 2009	-	81,778.24
# 32 - December 15, 2009	-	5,127.46
# 33 - December 15, 2009	-	13,727.36
# 34 - December 15, 2009	-	6,632.69

There was a discussion about the downloadable audio books "Overdrive" charge on the warrant. Mrs. Griffin explained that we are part of the "overdrive" consortium. The cost includes a minimum purchase of \$1,500 in materials, which is shared among the libraries who join this consortium. Mr. Ruffner asked Mrs. Griffin to make copies of this consortium contract for further understanding by the Board of Trustees.

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

TREASURER'S REPORT

The Treasurer's Report for the month of November 2009 was approved on the motion by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

Amy Law also reported that TD Bank has contacted her regarding the attempt made by an individual to cash a fraudulent check issued from the library's general fund account through a Brooklyn branch of TD Bank. When the bank suspected that the check was fraudulent and asked for more proof of identity from this person, this person just ran away. TD Bank called and confirmed all details of this case with A. Law and indicated that they will put the account on alert. The case will also be forwarded to the Fraud Unit at TD Bank for more investigation.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

BUILDING MAINTENANCE - The English yews have been planted in the space originally occupied by an overgrown holly bush by Michael Clarke of Clarke Design and Construction. He also recommended that additional pruning of bushes on the property be put off until spring. The work has been completed on the painting and carpeting for all available office space on the tenant level. Ads for both spaces have also been placed on Craigslist.

PRINTED RECEIPTS – Beginning in February 2010, the library will be joining the majority of Nassau public libraries by transitioning to “printed receipts” in place of stamped cards for the circulation of library materials. Notification to the public regarding this change will be published in the February newsletter.

LETTER TO TOWN SUPERVISOR, KATHLEEN MURRAY – A letter has been sent out regarding the chronic problems with skateboarders in the newly refurbished town parking lot. The possible long range solution is for the Town of Hempstead to erect signage indicating that skateboarding is prohibited by order of the town. The police department would then be able to issue citations when they are called upon to respond to a disturbance. For our own records, Mr. Ruffner also suggested Mrs. Griffin keep track of how many times the library called the police.

TOY BOX COLLECTION – Toy collection boxes set up for the John Theissen Annual Toy Drive have been stolen on two occasions.

CORRESPONDENCE

Letter to Hempstead Town Supervisor, Kathleen P. Murray

Re: Signage for the Hempstead Parking Lot S-1 to prohibit skateboarding

Letter from Tenant, Stewart J. Matos

Re: Complaints about noise from carpet installation

Memo to Tenants

Re: Keeping the current tenant lease terms for an additional year (7/2010 to 6/2011)

Letter from Manhasset Library Staff Association

Re: Request for records under the Freedom of information law

Response letter to Manhasset Library Staff Association

Re: Receipt of request for records under the Freedom of information law

PERSONNEL

TIER V OF PENSION BENEFITS FOR PUBLIC EMPLOYEES – The state legislature has approved a major reform of the state pension system, creating long term savings for school districts. The establishment of the new Tier V plan for members of the New York State and Local Retirement System will apply to all new hires after January 1, 2010. After a discussion, Mr. Ruffner asked Mrs. Griffin to prepare a summary regarding this new Tier V plan and a current list of Employees' Retirement System members at the library indicating which tiers they are in. This list should be available for the next Board of Trustees meeting.

OLD BUSINESS

NEWSLETTER – Copies of other library's newsletters were included in the Board of Trustees' folders. It was agreed that this issue will be discussed further next spring.

INCREASING LIBRARY EFFECTIVENESS

There are no statistical analysis charts from Mr. Gaughran at this meeting due to his absence; discussion will be delayed until the next Board of Trustees meeting.

TEDDY BEAR TEA – The annual Teddy Bear Tea was held on Friday, December 11th. Mrs. Coughlin reported that was a very successful program. Mr. Ruffner asked Mrs. Griffin to publicize this successful event in the local newspapers.

NLS AND OTHER ORGANIZATIONS

On Thursday, December 3rd, Trustees Mr. Ruffner and Mr. Rall attended the NLS Annual meeting along with library director, Marilyn Griffin. The agenda included NLS trustee elections for Area 1 and Area 3. Updates on advocacy and the consolidation issue were covered by NLS director Jackie Thresher.

NEW BUSINESS

PROPOSED BUDGET FOR YEAR 2010/2011 - Mrs. Griffin discussed an overview of the Proposed Operating Budget for 2010-2011. The budget was reviewed line by line. Suggestions, recommendations and changes were noted.

RESOLUTION TO AMEND THE SEAFORD PUBLIC LIBRARY 403B RETIREMENT PLAN – The IRS has recently indicated that 403B plans should include ALL employees under the plan. To insure this, Omni has prepared an amendment to the written 403B plan document. Mrs. Griffin has confirmed that the library already invites all employees to participate in the plan. On the motion made by Mr. Rall, seconded by Mrs. Montalbano, the Board of Trustees unanimously approved the resolution to formally amend the Seaford Public Library 403B Retirement plan.

FUTURE PLANS/NEW TECHNOLOGIES

E-READERS – A discussion on the new e-reading devices. Mr. Ruffner asked Mrs. Griffin to contact Mr. Gaughran and ask him to bring in his Sony E-Reader to the next Board of Trustees meeting to provide hands-on experience for the other Board members.

PUBLIC COMMENT - None

EXECUTIVE SESSION - None

ADJOURNMENT

Via a motion made by Mr. Rall and seconded by Mrs. Montalbano, which unanimously passed, the meeting was adjourned at 8:50pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 11, 2010 at 7:00 p.m.

Respectfully submitted by
Amy Law