

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 9, 2009

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: Anne Conboy, Barbara McDonald

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:08p.m. The Pledge of Allegiance was recited followed by a moment of silent meditation which was suggested by Mr. Ruffner in memory of deceased trustee, Valentine Meehan.

APPROVAL OF MINUTES

The minutes of the meeting of January 12, 2009 were approved on the motion made by Mr. Rall, seconded by Mr. Gaughran and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 45 - January 22, 2009	- 54,701.68
# 46 - January 23, 2009	- 1,150.95
# 47 - February 5, 2009	- 36,934.92
# 48 - February 9, 2009	- 13,209.83
# 49 - February 9, 2009	- 7,647.74
# 50 - February 9, 2009	- 8,814.89
# 51 - February 9, 2009	- 13,932.25

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 January 2009 was approved on the motion by Mr. Rall, seconded by Mr. Gaughran, which unanimously passed.

Amy Law reported that the interest rate for the four (4) Investment Accounts through TD Bank has dropped to 1.35%. But the two LIMBC (L.I. Municipal Bank Consortium) accounts are earning an interest rate of 1.6%. TD Bank explained that under the contract for the LIMBC program, there is an interest rate floor of 1.60%. They recommended that the library open four

(4) new LIMBC accounts, and transfer money to these new accounts in order to earn a higher interest rate. At the same time, we can keep the four (4) Investment Accounts with a \$0 balance. Just in case the interest rate goes up again, we can transfer the money back to the Investment Accounts. After a brief discussion, on the motion made by Mr. Rall, seconded by Mr. Gaughran, the Board of Trustees unanimously approved the plan to open four (4) new LIMBC accounts with TD Bank.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

SUMMER OUTDOOR MUSIC CONCERTS – All arrangements are completed for the presentation of four summer concerts. Letters requesting co-sponsorship are ready to send out to the four following community groups: Friends of the Library, Seaford Lions Club, Seaford Chamber of Commerce and Seaford Wellness Council. All four concerts will be held at the Seaford Railroad Station gazebo location. Mr. Ruffner mentioned that there will be possible construction on the south side of the track, and suggested Mrs. Griffin and Eric Wasserman make a trip to the railroad station and investigate an alternative spot for holding the concerts. A permit should be requested for using parking lot #6. Mr. Ruffner asked Mrs. Griffin to write a column about the four summer concerts including a thank you to all four community groups in the June 2009 Newsletter.

OUTREACH SERVICES – Nassau Libraries as a whole are beginning to address the issue of better serving patrons seeking new employment. M. Phelan is arranging programs to target this group and E. Wasserman will attend an information session sponsored by NLS Outreach Services to assist job seekers.

LIBRARY PROGRAMS – Mrs. Griffin reported that the evening children's program offered by Wantagh Library is contracted out to teachers and patrons have to pay \$30 in order to participate in the program. Our programs at Seaford are free because they are administered by the library staff. Mrs. Griffin has already talked to C. Schaaf about this issue and she will arrange some evening children's programs to accommodate working parents and their children.

CORRESPONDENCE

Letter from Gloria Gibson

Re: Museum Pass Program

Response letter to Virginia Belling from Virginia Belling Senior Placement Services

Re: Lease rates

PERSONNEL - None

OLD BUSINESS

PROPOSED BUDGET FOR 2009/2010 – After discussion, on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board of Trustees unanimously approved the 2009/2010 library budget with \$20,000 on the Capital Improvement line. This reflects a 0.17% increase over the 2008/2009 budget in the balance to be raised by taxation.

INCREASING LIBRARY EFFECTIVENESS

ANNUAL REPORT 2008 – On the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously approved and accepted the Annual Report for 2008 prepared by A. Law.

USE THE LIBRARY TO SAVE – Mr. Ruffner suggested putting a column in a future Newsletter which would emphasize how the library can help the public save money and simultaneously remind the community about the value of their public library.

NLS AND OTHER ORGANIZATIONS

ALIS NEW SERVICES – ALIS has begun the process of notifying patrons who select the option to receive courtesy notices, overdue notices, and bills via email. Implementation will be phased in over the next several months.

NEW BUSINESS

MUSEUM PASSES – a letter was received from a local patron regarding a request for the library to participate in a museum pass program. There was some discussion about the most popular programs offered by other libraries. The Board of Trustees are concerned that demand may exceed supply, and that this may cause dissatisfaction from patrons. The Board of Trustees asked Mrs. Griffin to talk to other Library Directors about their library policy, rules and regulations, and report any negative experience about this issue. More discussion was postponed until the next Board of Trustees Meeting.

AMNESTY WEEK – Members of the staff have suggested offering an amnesty week as a positive public relations effort. After a brief discussion, the Board of Trustees asked Mrs. Griffin to get more information such as statistics on total outstanding fines on books, number of books that are overdue more than 90 days, etc. Discussion will be tabled to the next Board of Trustees Meeting.

FUTURE PLANS/NEW TECHNOLOGIES

OVERDRIVE (DOWNLOADABLE AUDIOBOOKS) – Overdrive offers individual digital titles, providing the library with digital downloads of e-books and videos to MP3s and audiobook downloads of all kinds. Mrs. Griffin explained that currently there are 26 Nassau libraries participating in this project. The Library will pay for this service through a consortium program which includes a one-time set-up fee of \$500, an annual fee of \$20,000 which will be divided by the number of participating libraries and a yearly commitment fee of \$1,500 for materials purchase. All libraries share the collection. Mrs. Griffin also pointed out that we have budgeted for a new technology such as this for fiscal year 2009/2010 and will consider joining this program when the next opportunity to join the consortium presents itself. Mr. Ruffner asked Mrs. Griffin to do some more research on “Overdrive” and more discussion will follow.

PUBLIC COMMENT - None

EXECUTIVE SESSION

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

The Board reconvened in open session at 8:26pm on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin.

On the Motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board of Trustees unanimously agreed to transfer the surplus of \$275,000.00 from the General Fund Account to the Capital Improvement Account.

There being no further business the meeting was adjourned at 8:30pm

The next meeting of the Board of Library Trustees was scheduled for Monday, March 23 , 2009 at 7:00 p.m.

Respectfully submitted by
Amy Law