

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 12, 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

Guest: Barbara McDonald

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:08p.m.

APPROVAL OF MINUTES

The minutes of the meeting of December 8, 2008 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. Rall, seconded by Mrs. Coughlin, which unanimously passed:

# 37 -	December 11, 2008	- 35,539.05
# 38 -	December 15, 2008	- 1,751.70
# 39 -	December 24, 2008	- 57,975.35
# 40 -	January 8, 2009	- 37,183.04
# 41 -	January 12, 2009	- 87,148.54
# 42 -	January 12, 2009	- 16,347.34
# 43 -	January 12, 2009	- 19,665.97
# 44 -	January 12, 2009	- 8,350.26

MONTHLY OPERATING SCHEDULE

The Monthly Operating Schedule was reviewed by the Board. Mr. Gaughran discussed the graphs he distributed prior to the meeting and indicated that the overall spending is right in line with the budget.

TREASURER'S REPORT

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

DIRECTOR'S REPORT

Mrs. Griffin reported that:

LONG ISLAND LIBRARY RESOURCES COUNCIL (LILRC) – Mrs. Griffin explained that all public libraries in Nassau County hold membership in LILRC. LILRC opens up the resources of academic and special libraries to its members. Certain online database subscription discounts are obtained through the aegis of LILRC. After a brief discussion, it was agreed that Mrs. Griffin obtain copies of the LILRC booklet which explains all the services LILRC provides for the Board of Trustees to review.

RADIO FREQUENCY IDENTIFICATION (RFID) - ALIS is developing a project plan to prepare for RFID, an emerging technology for patrons self check out which is designed to improve patron services and enhance staff efficiency. The ALIS plan allows libraries who are interested in implementing the technology to benefit from the lower prices that result from a large group purchase.

CORRESPONDENCE

Thank you letter to Ms. Noreen Gallagher

Re: Book donation

Thank you letter to Georgia Olsen, Director of Life Enrichment Group

Re: Holiday gift to Staff of Seaford Library

Thank you letter from Parish of the Holy Family

Re: Donation of Reference Books for Holy Family School Library

PERSONNEL - None

OLD BUSINESS

ADOPTION OF THE OMNI WRITTEN PLAN DOCUMENT – Mrs. Griffin explained that this document has previously been reviewed by several public library attorneys. After a brief discussion, the 403B plan document agreement was reviewed and approved by the Board of Trustees.

PROPOSED BUDGET FOR 2009/2010 – Mrs. Griffin explained the changes and adjustments in the Operating Budget. The revised proposed Operating Budget and Projected Revenue for fiscal year 2009/2010 were discussed. The Personnel Budget was discussed at the Executive Session. As a result, a final draft copy of the Proposed Budget for 2009/2010 will be presented at the next Board of Trustees meeting.

INCREASING LIBRARY EFFECTIVENESS

LIBRARY EMAIL ACCOUNT - Mrs. Griffin gave out the Username and Password to the Board of Trustees in order to get access to the Library Board of Trustees Email Account.

NLS AND OTHER ORGANIZATIONS

Mrs. Griffin explained that each Library Director is asked to attend the Nassau Library Board of Trustees meeting at least once each calendar year. Seaford's currently assigned month is November. Mr. Ruffner also reminded the Board of Trustees that Harrison Hunt, an elected Trustee in Area IV, also represents our library on the NLS Board.

NEW BUSINESS

LETTERS TO COMMUNITY GROUPS REGARDING SUMMER OUTDOOR CONCERTS – It was agreed that letters should be sent out to community groups requesting sponsorship for the library Summer Outdoor Concerts. Mrs. Griffin reported that Young Adult Librarian, E. Wasserman, has already booked two concerts for this coming summer. All four concerts will be held at the Seaford Railroad Station gazebo location due to the reconstruction and improvement project of Parking Field S-1. Mr. Ruffner reminded Mrs. Griffin about contacting the Railroad Station regarding the use of their bathrooms.

DISPLAY POLICY – Mr. Ruffner suggested Mrs. Griffin write a message in the library newsletter inviting community groups to use the library’s display case for displays and/or exhibits.

LIBRARY PROGRAMS – Mr. Gaughran talked about the evening children’s program offered by Wantagh Library to accommodate working moms and their children. After a brief discussion, it was agreed to call Wantagh Library for more information. Also, a suggestion was made about offering more adult programs on topics about updating resume, tips on getting a job & etc.

FUTURE PLANS/NEW TECHNOLOGIES

PUBLIC COMMENT

The Board answered questions raised by the guest present at the meeting.

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin, seconded by Mr. Rall, the Board entered into Executive Session at 8:15pm to discuss the personnel budget and tenant issue.

The Board reconvened in open session at 9:13pm on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano.

There being no further business the meeting was adjourned at 9:15pm

The next meeting of the Board of Library Trustees was scheduled for Monday, February 9, 2009 at 7:00 p.m.

Respectfully submitted by
Amy Law