

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

November 16, 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

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of the meeting of October 5, 2009 were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano 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:

# 21 - October 13, 2009	- 2,810.69
# 22 - October 15, 2009	- 58,348.13
# 23 - October 29, 2009	- 44,170.75
# 24 - November 12, 2009	- 39,467.21
# 25 - November 16, 2009	- 19,914.67
# 26 - November 16, 2009	- 5,325.21
# 27 - November 16, 2009	- 14,694.31
# 28 - November 16, 2009	- 15,998.28

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

Amy Law reported that she closed the four Investment Accounts and transferred the balances to the LIMBC Accounts at TD Bank. This was approved by the Board of Trustees from last month's meeting. She also reported that an invoice of \$72,104.71 for the NYS Retirement System has been received from the Seaford Union Free School District.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

HVAC PROJECT PHASE 3 – Sound Refrigeration and Air Conditioning personnel have completed the piping required to convert from a water cooled to an air cooled air conditioning system. The new 20 ton condensing unit which services the 2nd floor tenant level of the building has been made operational. The old water tower has also been cut loose and removed. And for next year, Phase 4 of this project is to replace the air handlers in the basement with completely new equipment.

LANDSCAPING/OUTDOOR SPACE – Communication with Jim Reddan, from the Town of Hempstead, indicated that the landscaping work in Parking Lot S1 is still projected to begin in the near future. Regarding the planting of the English yews on library property, a call will be made to Michael Clarke of Clarke Design and Construction. Mrs. Griffin indicated that she will ask them to trim the tree at the front and Mr. Ruffner also suggested doing a massive trimming for all the bushes around the property at the same time.

SECOND FLOOR TENANT SPACE – MODIFICATION – The former Belling office has been freshly painted and carpeted. The former Minogue space has been subdivided into 2 areas, with 625 sq. ft. to be retained as a rental unit and the remaining 235 sq. ft. to function as storage space for the library. Carpet has been ordered, possible installation by the end of this month.

TRUSTEES DEVELOPMENT WORKSHOP – On Thursday, November 5th, Mr. Gaughran and Mrs. Griffin attended the trustee development session at the Nassau Library System (NLS). Marketing and communications expert Libby Post was the speaker. She spoke about public libraries making use of branding and marketing techniques to position themselves as an essential service in their communities. A new online grassroots advocacy network is also being developed for NLS. NLS is also planning to introduce a “Libraries are great” marketing element to their basic website.

FRIENDS OF THE LIBRARY FORUM – On Friday, November 6th, Peggy Butler and Mrs. Griffin attended the fifth annual Friends of the Library Forum and Luncheon at NLS. This was an opportunity to meet and mingle with fellow “Friends” of Nassau libraries and learn how Friends groups can make all the difference for their library and their community.

ANNUAL FRIENDS/VOLUNTEER APPRECIATION BREAKFAST – On Wednesday, November 4th, the library held its annual Friends/Volunteer Appreciation Breakfast. A group of about 45 -50 including staff and trustees attended this breakfast.

CORRESPONDENCE

Thank you letter to Seaford Lions Club

Re: Sponsoring the Children’s Halloween Show on 10/26/09

Thank you letter to Professor Frank Pommersheim

Re: Donation of his book, Broken Landscape

Thank you letter from Allways Electric Corp.

Re: Appreciation of business

Congratulation letter to M. Phelan

Re: Congratulations on her retirement

PERSONNEL – None

OLD BUSINESS

NEWSLETTER – The survey which details how other public libraries in Nassau County handle newsletter production was discussed. It was agreed that in order to further the discussion Mrs. Griffin would obtain seven copies of the most recent Newsletter from at least 5 libraries. Mrs. Coughlin suggested that Mrs. Griffin highlight our new free museum passes and the new downloadable audio books in future newsletters as a reminder for the public.

INCREASING LIBRARY EFFECTIVENESS

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library material. Mr. Ruffner thanked Mr. Gaughran for the analysis.

BUDGET NEWSLETTER – Since our Fiscal Year 2010-2011 budget vote will be held on April 21, 2010, the Board of Trustees agreed that the “budget issue” of the newsletter appear in April instead of March 2010.

SUMMER OUTDOOR CONCERTS LETTER – Mr. Ruffner reminded Mrs. Griffin about reaching out to community groups regarding co-sponsorship of the 2010 outdoor summer concerts.

NLS AND OTHER ORGANIZATIONS

NLS ANNUAL MEETING – Mrs. Griffin informed the Board of Trustees that the NLS Annual Meeting will be held at NLS on Thursday, December 3rd at 7pm. Mr. Ruffner and Mr. Rall agreed to represent the Board of Trustees at this meeting.

NEW BUSINESS

NLS’ REQUEST FOR FINANCIAL SUPPORT FOR DELIVERY SERVICES FOR CALENDAR YEARS 2010 AND 2011 – After a discussion, the Board of Trustees voted to approve NLS’ request for financial support of delivery services for calendar year 2010 in the amount of \$4,736 and for calendar year 2011 in the amount of \$5,572.

FUTURE PLANS/NEW TECHNOLOGIES

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:36pm to discuss tenant leases.

The Board reconvened in open session at 8:50pm on the motion made by Mr. Rall, seconded by Mrs. Montalbano.

TENANT LEASES

On the motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board of Trustees unanimously agreed to keep the current tenant lease terms for an additional year (7/1/2010 to 6/30/2011).

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:55pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, December 15, 2009 at 7:00 p.m.

Respectfully submitted by
Amy Law