

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 15, 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: Michael Gillman

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:18p.m.

ORGANIZATIONAL MEETING

John Rall was sworn in as elected trustee by Mr. Ruffner for a 5-year term commencing July 1, 2009 and ending June 30, 2014.

On the motion made by Mr. Rall seconded by Mr. Gaughran, the Board unanimously voted the following slate of officers:

Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Eileen Montalbano, Secretary
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary

The following designations were approved on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran:

LIBRARY AUDITOR -	R. S. Abrams & Co. LLP
LIBRARY ATTORNEY -	Furey, Kerley, Walsh, Matera & Cinquemani, P.C.
INSURANCE COMPANY -	Utica National Insurance Co. provided by HomeTown Insurance
OFFICIAL NEWSPAPER-	Wantagh Seaford Citizen South Bay's Neighbor
DEPOSITORY BANK -	TD Bank

APPROVAL OF MINUTES

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

# 74 - June 11, 2009	- 36,095.74
# 75 - June 25, 2009	- 56,259.45
# 76 - June 29, 2009	- 7,701.40
# 77 - June 29, 2009	- 13,960.25
# 01 - July 1, 2009	- 20,913.66
# 02 - July 1, 2009	- 2,415.00
# 03 - July 9, 2009	- 38,400.72
# 04 - July 13, 2009	- 12,877.91
# 05 - July 13, 2009	- 21,422.10
# 06 - July 23, 2009	- 59,403.87
# 07 - August 6, 2009	- 39,221.83
# 08 - August 10, 2009	- 11,417.84
# 09 - August 10, 2009	- 18,635.13
# 10 - August 10, 2009	- 12,251.65
# 11 - August 20, 2009	- 59,794.19
# 12 - September 3, 2009	- 39,200.30
# 13 - September 14, 2009	- 11,782.71
# 14 - September 14, 2009	- 7,271.74
# 15 - September 14, 2009	- 14,025.12

MONTHLY OPERATING SCHEDULE

The Monthly Operating Schedule was reviewed by the Board. Mr. Gaughran discussed the graphs he distributed prior to the meeting.

The Monthly Income Schedule was discussed and reviewed by the Board. After a discussion, suggestions and recommendations were noted.

TREASURER'S REPORT

Amy Law reported that as of August 1, 2009, TD Bank has reduced the interest rate on all bank accounts. These rates were changed with the approval of the LIMB Consortium. For the General Fund Account, considered as an operating account, the rate is 0.45%. All other accounts are earning 0.73%.

Amy Law also reported that a bill of \$1,857.69 for the NYS MTA Tax Payment was received by Accu Data Payroll. This lump sum payment covers the period from March 1, 2009 to September 30, 2009, and will be paid with the third quarter 2009 NYS payroll tax return.

The Treasurer's Reports for the months of June, July, August and September 2009 were approved on the motion by Mr. Rall, seconded by Mrs. Coughlin, which unanimously passed.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

PARKING LOT RENOVATION – The Town of Hempstead Parking Lot S-1 renovation proceeded expeditiously from start to finish. All work has been completed except for the planting of trees and shrubs. This work is planned for the fall. Parts of the memorial brick garden which were temporarily removed due to surrounding cement replacement, were returned to their original location. The possibility of refurbishing the remainder of the memorial bricks was also discussed.

EMERGENCY LIGHTING – On June 30, 2009, the office of the Fire Marshall conducted an after hours test of the emergency lighting system in the building. Deficiencies were observed and a report detailing the corrective actions to be taken was sent to us. The necessary work including the installation of exterior emergency lighting fixtures, was performed by Always Electric. A complete record of the work performed was mailed back to the Office of the Fire Marshall.

HVAC PROJECT – Phase 3 of the project includes the addition of a 20 ton air condensing unit on the exterior of the building and the removal of the outside water tower. The cement equipment pad has been installed and the condensing unit has been delivered. The installation of an electrical disconnect box and other backup electrical work will be scheduled. Phase 4 includes the complete removal of old water cooled equipment which is located in the basement and replacing the old units. All necessary paperwork and documentation necessary to apply for New York State construction grant money for phase 4 of the HVAC project was completed this summer and submitted to the Nassau Library System.

PAINTING OF THE LIBRARY TOWER – There was a discussion on the proposals for the exterior preparation and painting of the front tower of the library with a vote of 4 to 1 in favor of W. H. Sullivan Painting Co. to perform this job. Mr. Ruffner also reminded Mrs. Griffin to ask for a copy of the insurance certificate from Mr. Sullivan.

SUMMER CONCERT SERIES – Due to the parking lot reconstruction, all summer concerts were held at the gazebo location. All concerts were blessed with beautiful weather and were well attended. We are looking forward to returning to the new and improved TOH S-1 parking lot in summer 2010.

OVERDRIVE AND THE NASSAU DIGITAL DOORWAY – We are now a member of the Nassau Digital Doorway “Overdrive” consortium, bringing downloadable audio books to patrons via the web site. Our participation in the Nassau Digital Doorway is also promoted through Sony’s e-book web site.

MEDIA DROP BOX – Due to the generosity of the Friends of the Library, a media box which allows for the safe and convenient after hours return of audio visual items has been installed at the front entrance of the building.

CORRESPONDENCE

Correspondence between Tenants and Library Attorney

Thank you letter from John Theissen Children’s Foundation

Re: Thank you for playing host to the donation box in their 2009 Back to School Program

Letter from Senator Charles J. Fuschillo, Jr.

Re: Securing a \$3,000 grant for the purchase of new educational technology

Mr. Ruffner asked Mrs. Griffin to call and find out if the fund is approved.

Thank you letter to the Friends of the Library

Re: Thank you for gift of the Media Drop Box

Thank you letter to Assistant Superintendent, Brian Conboy

Re: Thank you for the supply of summer reading books for the collection

Letter from the County of Nassau Department of Senior Citizen Affairs

Re: Influenza Immunization Program

PERSONNEL

The following personnel changes were approved by the Board:

Retirement: Marylu Phelan, Librarian II, eff. 7/31/09

Appointment: Kristen Jording, PT Librarian Trainee, eff. 7/10/2009

Tyler Andriano, Page, eff. 9/9/09

Mr. Rall suggested that on behalf of the Board of Trustees, a best wishes letter should be sent out to Marylu Phelan for her retirement.

A brief discussion on the increasing cost of the NYS Retirement Plan, Health Insurance, GASB 45 and the MTA Payroll Tax. Mrs. Griffin agreed and will keep the Board updated on these issues.

OLD BUSINESS

NAMED AWARD FOR PUBLIC RECOGNITION – A name for this particular award was discussed. The concept for this award is to honor significant individuals in the Seaford community that have a special relationship to the Library. Mr. Ruffner also asked the Board of Trustees to give some thought to this topic and more discussion will follow at future Board of Trustees Meetings.

WINTER SPEAKER SERIES – Mr. Ruffner explained that this project is moving forward and more details will follow at future Board of Trustees Meetings.

NEWSLETTER – Regarding the proposal for the F40 Standard Booklet Maker, it was agreed that the machine is too big and did not meet the needs of the library. Mr. Ruffner suggested finding ways to print the library's monthly newsletter as a more professional product. Mrs. Griffin explained that the library's monthly newsletter is printed internally by library staff in order to keep the cost low. She also reported that some libraries are looking into the process of printing as a group. She will keep the Board of Trustees up-to-date regarding this issue. After a discussion, the Board of Trustees agreed and asked Mrs. Griffin to collect more newsletter samples from other libraries for comparison. More discussion will follow at the next Board of Trustees Meetings. There was a discussion regarding the Children's Summer Program Calendar, and Mrs. Griffin explained that the calendar is available for the public to pick up at the library at the beginning of June and is included on the library website.

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. Gaughran also suggested including the statistics for Tutor.com in future charts. Mr. Ruffner thanked Mr. Gaughran for the analysis.

Mrs. Griffin reported that the Museum Pass Program has been well received by the public and it is expected that there will be continued interest and success with the passes. She also reported that the Nassau County Firefighters Museum has started a membership program and that information was presented to the Board of Trustees. After a discussion, on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, it was agreed to join the Firefighters Museum membership program. Mr. Ruffner reminded Mrs. Griffin to announce this new addition museum pass in the upcoming library newsletter.

NLS AND OTHER ORGANIZATIONS

AUTOMATED LIBRARY INFORMATION SYSTEM (ALIS) – In preparation for the new network upgrade which will increase the library's bandwidth to 10 Mbps, needed electrical work was completed in house in late August. All electrical costs related to this upgrade, including follow up work to be performed by Verizon, is to be paid by ALIS.

NYLIBS – PAC (NEW YORKERS FOR BETTER LIBRARIES POLITICAL ACTION COMMITTEE) – An invitation was distributed to all the Board of Trustees for the fundraising event on Tuesday, October 27, 2009 at Stuart Thomas Manor in Farmingdale, if they wish to attend.

NEW BUSINESS

CHANGE OF BOARD OF TRUSTEES MEETING – On the motion made by Mr. Rall, seconded by Mrs. Coughlin, the following changes for Board of Trustees Meetings were approved:

For November 2009 - from Monday, November 9th to Monday, November 16th.

For December 2009 - from Monday, December 14th to Tuesday, December 15th

CALENDAR FOR THE YEAR 2010 AND PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2010 – After a discussion, it was agreed to postpone further discussion until the next Board of Trustees Meeting.

FUTURE PLANS/NEW TECHNOLOGIES - None

PUBLIC COMMENT

Mr. Gillman had questions which were answered by Mr. Ruffner.

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Coughlin, the Board entered into Executive Session at 9:14pm to discuss tenant issues.

The Board reconvened in open session at 9:35pm on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano.

LEASE RENEWAL – The following extension lease renewals were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano:

Christine Weber PhD. Psychological Services PLLC for a one year term commencing July 1, 2009 and ending June 30, 2010.

Wantagh Associates for a one year term commencing July 1, 2009 and ending June 30, 2010.

Matos & Associates, LLC for a ten month term commencing September 1, 2009 and ending June 30, 2010.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. Montalbano, which unanimously passed, the meeting was adjourned at 9:37pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, October 5th at 7:00 p.m.

Respectfully submitted by
Amy Law