

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 12, 2010

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 7:03p.m.

BUDGET HEARING

Peter J. Ruffner, President, reviewed the 2010/2011 Proposed Library Budget and discussed the percentage increase for each item over last year's budget. The taxable amount to be voted upon is \$1,807,763 which represents a 1.93% increase over last year's budget.

APPROVAL OF MINUTES

The minutes of the meeting of March 8, 2010 were approved on the motion made by Mr. Rall, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 52 - March 18, 2010	- 56,933.46
# 53 - April 1, 2010	- 37,066.72
# 54 - April 12, 2010	- 30,169.48
# 55 - April 12, 2010	- 4,822.14
# 56 - April 12, 2010	- 8,979.17
# 57 - April 12, 2010	- 10,129.83

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule was reviewed by the Board.

TREASURER'S REPORT

The Treasurer's Report for the month of March 2010 was approved on the motion by Mrs. Coughlin, seconded by Mr. Gaughran, which unanimously passed.

Amy Law also reported that the ACH Debit for NYS Withholding Tax has been approved for April 2010. As for the current TD Bank interest rates, the Operating Account was earning a rate of 0.45% and the Investment Account rate was 0.70%.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

RADIO FREQUENCY IDENTIFICATION (RFID) – Charts detailing the projected start up and operating costs for ALIS and two member libraries were discussed. This information is being shared with the Board of Trustees to keep them apprised of new technologies being introduced in area libraries.

NEW YORK STATE PUBLIC LIBRARY CONSTRUCTION GRANT – On March 19, 2010, the library was given approval for a New York State Public Library construction grant award in the amount of \$9,437. This money will be used toward the completion of the HVAC project, the replacement of 2 air handlers located in the basement mechanical room. Actual work will be scheduled for Fall 2010. There was also a discussion on the next project which would be the replacement of the boiler. Mrs. Griffin will contact Sound Refrigeration for an estimate of the boiler replacement. Mrs. Coughlin also asked Mrs. Griffin to investigate if there is any energy efficiency incentive program that the library may qualify and apply for. Further discussion will be postponed to future Board of Trustees meetings.

NASSAU COUNTY LIBRARY ASSOCIATION (NCLA) CLERICAL DIVISION – On Wednesday, April 7th, the library was the site for the April meeting of the Clerical Division of NCLA. Head of Circulation, Cathy Cincotta played host. Mr. Ruffner suggested that the library should host this kind of meeting more often if needed.

ANNUAL READ ALOUD/CAREER DAY – The Annual Read Aloud/Career Day was held at the Seaford Harbor School on Thursday, April 8th. Trustees Mr. Gaughran and Mrs. Coughlin as well as Mrs. Griffin and Mrs. Schaaf participated as representatives of the library.

RENTAL-READY VERSION OF DVDs – A limited number of DVDs are now being released in a rental ready version. We are purchasing this version to satisfy patron demand at a cost of about \$5 additional per DVD. A consensus could not be reached by member library directors regarding not purchasing the rental-ready versions. A majority of directors indicated that it was important for libraries to have the latest titles in a timely manner to meet public demand.

CORRESPONDENCE

Letter to Grace Pommersheim

Re: Notifying her that she will be the first recipient of “The Frank J. Hoschek Memorial Service Award”

Letter from the State Education Department

Re: Approval of the Public Library Construction Grant for 2009-2012

Letter from Town of Hempstead Department of Highways

Re: The plowing of snow in Town Parking Lot S-1

Letter to Roberta Grogan

Re: SEPTA's Book Discussion

Thank you note from Ms. Madeline Abbene

Re: Appreciation for the library's film program

PERSONNEL - None

OLD BUSINESS

NAMED AWARD FOR PUBLIC RECOGNITION – Grace Pommersheim as the first recipient of this award has been notified that she is to be presented with this honor on July 3, 2010. The Friends of the Library have also been informed about this event. The mock up for the citation was also discussed. Putting the seahorse and using the color green for the border of the citation was discussed. Mr. Ruffner will look into the wording and graphics of the citation again and will communicate with Mrs. Griffin. More discussion about the citation will follow at the next Board of Trustees meeting.

A discussion also took place on the article regarding “Library Budgets Deserve Scrutiny Too.”

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.

Mrs. Montalbano notified the Board of Trustees that she was interviewed by the Wantagh Seaford Citizen as the incumbent for the seat for the Board of Trustees.

NLS AND OTHER ORGANIZATIONS

LOCAL LIBRARY SERVICES AID (LLSA) – The library has received the final payment of LLSA for the year 2009, a total of \$4,459. LLSA is the pass-through component of the Nassau Library System's State Aid that is designated for member libraries. It is based on population chartered to serve. A summary of the 2009 LLSA Payments for Member Libraries was discussed. Mr. Ruffner requested that the LLSA chart be listed from highest to lowest amounts received for member libraries for better comparison. Mrs. Griffin will contact NLS and ask for the list. The new chart will be distributed at the next Board of Trustees meeting.

Mr. Ruffner asked Mrs. Griffin to check if there is an Area 4 Trustees Meeting scheduled and the status of Area 4 Trustee Harrison Hunt.

NEW BUSINESS

RESOLUTION TO ADOPT "RECORDS RETENTION AND DISPOSITION SCHEDULE MI-1" – Based on the recommendation by the New York State Education Department, after a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, the Board unanimously adopted the "Records Retention and Disposition Schedule MI-1".

FUTURE PLANS/NEW TECHNOLOGIES

A discussion took place on the article regarding "From Wisdom to Wi-Fi", "Libraries for the Information Age" and "The Future of Reading."

PUBLIC COMMENT

Mr. Ruffner answered general questions regarding the Blood Drive that were raised by Mr. Gillman.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:30pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 3, 2010 at 7:00 p.m.

Respectfully submitted by
Amy Law