

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 11, 2010

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary
Marilyn Griffin, Director

Absent: Eileen Montalbano, Secretary

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:07p.m.

APPROVAL OF MINUTES

The minutes of the meeting of December 15, 2009 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 Mr. Gaughran, which unanimously passed:

# 35 - December 24, 2009	- 59,346.31
# 36 - January 7, 2010	- 38,726.22
# 37 - January 11, 2010	- 10,473.72
# 38 - January 11, 2010	- 9,239.82
# 39 - January 11, 2010	- 18,332.92
# 40 - January 11, 2010	- 4,971.98

Mr. Ruffner asked Amy Law to investigate and see if the NYS Employment Tax can be submitted electronically like the Federal Tax payment through the library's payroll company, Accu Data Payroll. A. Law will follow up with this matter and will report back to the Board of Trustees for the next meeting.

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 January 2010 was approved on the motion by Mr. Gaughran, seconded by Mr. Rall, which unanimously passed.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

NYS RETIREMENT SYSTEM – TIER STATUS AND TIER 5 REFORM – On December 10, 2009, the Governor signed legislation amending the Retirement and Social Security Law, resulting in changes to the New York State and Local Employees' Retirement System (ERS). The legislation established a Tier 5 plan for members of the system. New members who join ERS on or after January 1, 2010 will be in Tier 5 and will be affected by these changes. The Tier 5 plan will require ten years on the job to vest with the retirement system and an employee contribution rate of 3%. It will raise the minimum retirement age to 62 and increase the penalty for retirement before age 62 to a maximum of 38%.

DOWNLOADABLE AUDIO BOOKS AND E-BOOKS – The Seaford Public Library is now one of the participating libraries in the Nassau Digital Doorway, an agreement of 43 libraries within the Nassau Library System. Mrs. Griffin explained that in order to join the consortium, there is a one time \$500 set up fee, and as of July 1, 2009, each library paid a hosting fee of \$540. The minimum required expenditure on materials is \$1,500 per library. Patrons are able to make use of this service by selecting "Download Audio books" on the Library's home page. "Books" can be downloaded and "checked out" immediately when available. If the item is not available, it can be reserved. Once the material is downloaded to the patron's computer it will remain on their computer for a period of 7 days. After the 7 days, items can no longer be opened on the original borrowing patron's computer.

FRAUD CHECK – There have been no further incidences, the bank did offer a "positive pay service", but we will not consider this service unless the problem reoccurs.

CORRESPONDENCE

Thank you letter to Life Enrichment

Re: \$25 gift in appreciation and for the use of the library staff

A reminder from Mr. Ruffner regarding sending out request letters to the community organizations for co-sponsorship of the 2010 outdoor summer concerts.

PERSONNEL

The following personnel changes were approved by the Board of Trustees:

Reassignment: Kristen Jording, FT Librarian Trainee, eff. 1/8/2010

Mr. Ruffner suggested and asked Mrs. Griffin to talk to Ms. Jording about stopping by at the next meeting to introduce herself to the Board of Trustees.

OLD BUSINESS

NAMED AWARD FOR PUBLIC RECOGNITION – After a discussion, Mr. Ruffner suggested using the First President of the Board of Trustees as the name of the award for public recognition and the Board of Trustees unanimously agreed. Mrs. Griffin will look into this matter for the next Board of Trustees meeting.

PROPOSED BUDGET FOR 2010/2011 – Mrs. Griffin explained the changes and adjustments in the Operating Budget. The revised proposed Operating Budget and Projected Revenue for fiscal year 2010/2011 were discussed. The Personnel Budget was discussed at Executive Session. As a result, a final draft copy of the Proposed Budget for 2010/2011 will be presented at the next Board of Trustees meeting. The Proposed Salary Schedule was also discussed. Suggestions, recommendations and changes were noted.

RESOLUTION – Based upon a recommendation from Mr. Ruffner, on the motion made by Mr. Gaughran, seconded by Mr. Rall, the Board of Trustees approved the following resolution:

RESOLVED that the Board of Trustees approve the transfer of \$34,468.00, a total surplus from the Salaries and Mandatory Charges for the fiscal year end of 2008/2009 to the Capital Improvement Fund Account.

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.

NLS AND OTHER ORGANIZATIONS

An email message from Bernard A. Margolis, New York State Librarian and Assistant Commissioner for Libraries, regarding how challenging the year 2009 has been for libraries and library programs.

NEW BUSINESS – None

PUBLIC RELATIONS/MEDIA COVERAGE

A discussion on the press release about the Teddy Bear Tea program appearing both in the Wantagh-Seaford Citizen and the South Bay's News. Mr. Ruffner suggested submitting a press release for the Mad Hatter's Tea Party which will be held on Thursday, February 18th. The Board of Trustees agreed and asked Mrs. Griffin to publicize library programs in local newspapers at least once a month as a means of reaching out to the public.

Interesting report from the New York Times about the "New and Creative Leniency for Overdue Library Books" was discussed.

FUTURE PLANS/NEW TECHNOLOGIES

A Kindle Review Report about the "10 Biggest Challenges eBooks Face" was distributed to the Board of Trustees for their reading pleasure.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Coughlin, the Board entered into Executive Session at 8:30pm to discuss the personnel budget.

The Board reconvened in open session at 9:25pm on the motion made by Mrs. Coughlin, seconded by Mr. Rall.

LEASE RENEWAL – The lease for Prospect Marine Repair, Inc. for a five month three weeks term commencing January 11, 2010 and ending June 30, 2010 was approved on the motion made by Mr. Rall, seconded by Mr. Gaughran.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 9:30pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 8, 2010 at 7:00 p.m.

Respectfully submitted by
Amy Law