

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 3, 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

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 April 12, 2010 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 Mrs. Coughlin, seconded by Mr. Gaughran, which unanimously passed:

# 58 - April 15, 2010 -	56,343.64
# 59 - April 29, 2010 -	39,693.01
# 60 - May 3, 2010 -	9,999.51
# 61 - May 3, 2010 -	8,599.86
# 62 - May 3, 2010 -	8,869.43

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

Amy Law informed the Board of Trustees that all checks have been cleared at the Old General Fund Account (Acct# 7915737394). She is planning to close the account, and the ending balance of this account will be transferred to the New General Fund Account (Acct# 4245910743.) The Board was agreeable to her suggestions.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

HVAC REPLACEMENT PROJECT – A total of \$7,747 in aid for phase 3 of the project has been received from New York State Aid for Library Construction. Additional forms will be submitted to the State in order to receive the final 10% of the \$8,608 grant award. Phase 3 of the project, completed in the fall of 2009, involved both the installation of an outdoor condensing unit which covers service to the top floor of the building and the removal of the exterior water tower. Phase 4, which is planned for the fall of 2010, completes the transition to an air cooled system and involves the replacement of 2 air handlers in the basement mechanical room which service the top floor of the building. Sound Refrigeration and Air Conditioning Service Manager Arthur Gerow performed an onsite inspection of the existing unit in order to begin preparing his recommendation for the replacement of the boiler in the building. Conversion from oil to gas for the building was also discussed. Mrs. Griffin will continue to keep the Board of Trustees informed as more information becomes available.

LIBRARY BUDGET VOTE AND TRUSTEE ELECTION - The library budget vote for 2010/2011 was approved. The vote total was 132, 103 yes and 29 no. Mrs. Montalbano was re-elected Trustee with a total of 119 votes.

MAGAZINE COLLECTION – The periodical “Inside Lacrosse” has been ordered and will be added to the library’s magazine collection. A question was raised by the Board of Trustees regarding the total number of magazines in the library’s collection. Mrs. Griffin will look into that and report for the next Board of Trustees meeting.

DOWNLOADABLE AUDIO BOOKS – The audience for downloadable audio books continues to grow in popularity. Seaford’s “Overdrive” service boasts 55 registered participants, with 10 of them being added over the last month.

CONGRESSIONAL VISIT – Mrs. Griffin participated in a congressional visit to the office of Peter King on Monday, April 12th and spoke with District Representative Kevin DeLury on the issue of federal and state library advocacy.

CORRESPONDENCE

Thank you letter from Seaford Harbor School

Re: Annual Harbor School Read Aloud/Career Day Celebration

Thank you letter from Long Island Blood Services

Re: Sponsorship of the Blood Drive at the Library on April 7, 2010

PERSONNEL - None

OLD BUSINESS

NAMED AWARD FOR PUBLIC RECOGNITION – There was a discussion on the design of the citation and Mr. Ruffner will look into the wording and graphics of the citation and will communicate with Mrs. Griffin. More discussion about the citation will follow at the next Board of Trustees meeting.

Mr. Ruffner made reference to an early stage discussion which had taken place in the community regarding an “All Seaford Day” to be held on December 4, 2010. Should this event materialize the Seaford Public Library would seek to be involved. More discussion will follow.

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.

LIBRARY CARDS – A question was raised by Mr. Ruffner regarding the policy on issuing library cards. Mrs. Griffin explained that, to obtain a library card, the resident must show two valid forms of identification. Mr. Ruffner asked if there are any statistics regarding the number of patrons who have library cards and the usage of library cards. Mrs. Griffin will look into this issue. In order to get more residents to apply for library cards, Mrs. Coughlin suggested promoting it in the library's newsletter.

NLS AND OTHER ORGANIZATIONS

LOCAL LIBRARY SERVICES AID (LLSA) – The re-arranged LLSA chart in descending order according to the amount appropriated was discussed.

TRUSTEES FOR AREA 4 LIBRARIES – The memo from the Director of NLS, Jackie Thresher regarding the term for the Area 4 NLS Trustee, Harrison Hunt, which will expire December 31, 2010, was discussed.

NEW BUSINESS

Trustee Stephen Gaughran shared information about the book entitled "This Book is Overdue: How Librarians and Cybrarians Can Save Us All" by Marilyn Johnson. It is a recent title which he believes has a lot to say about the new world of information professionals.

PUBLIC RELATIONS/MEDIA COVERAGE

A press release in the Wantagh Seaford Citizen was discussed. The subject was the re-election of Mrs. Montalbano to the Seaford Public Library Board.

The advertisement for the office space that was published in the Seaford Chamber of Commerce Newsletter was discussed. Mrs. Griffin also reminded the Board of Trustees that the office space ad will be placed in the June Newsletter. Mrs. Coughlin suggested placing the office space through a real estate agency. Mrs. Griffin will investigate more and will go forward with the plan.

FUTURE PLANS/NEW TECHNOLOGIES - None

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:20pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 14, 2010 at 7:00 p.m.

Respectfully submitted by
Amy Law