

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 17, 2013

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

Absent: Eileen Montalbano, Secretary

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:09p.m.

MOMENT OF SILENCE

After the Pledge of Allegiance, Mr. Ruffner asked all present to observe a moment of silence for the victims of explosions at the Boston Marathon.

APPROVAL OF MINUTES

The minutes of the meeting of March 25, 2013 were approved on the motion made by Mrs. Coughlin, 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:

# 54 - March 28, 2013	- 59,921.40
# 55 - April 11, 2013	- 35,832.60
# 56 - April 17, 2013	- 12,322.73
# 57 - April 17, 2013	- 10,455.17
# 58 - April 17, 2013	- 11,927.64

Mr. Coughlin suggested a \$5.00 increase pay rate for election workers at the next budget vote. After a discussion, on the motion made by Mr. Coughlin, seconded by Mr. Rall and unanimously agreed paying \$90.00 for all election workers starting next budget vote.

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedule were reviewed by the Board.

TREASURER'S REPORT

The Treasurer's Report for the month of March 2013 was approved on the motion by Mrs. Coughlin, seconded by Mr. Rall, which unanimously passed.

A suggestion was made by Mr. Ruffner regarding offering direct deposit option for Medicare Reimbursement for retirees. Amy Law will contact the Bank regarding this issue and will report back to the Board of Trustees at the next meeting.

DIRECTOR'S REPORT

Mr. McKenna reported that:

SHELVING – The project for installing additional shelving for audiobooks and DVDs section was completed and television series on DVDs will be added to the collection soon.

TABLES BY COPY MACHINE – A table has been placed next to the copy machine on the Main Level for patrons to organize their copied materials.

TUTOR.COM CHANGES - Since Friday, March 1, 2013, patrons are required to create a Tutor.com account using the library card number and a password. Patrons will be notified about this change either by email from Tutor.com or by a message on the Tutor.com website on the login page. Also, Tutor.com To Go for iPad, iPhone & iPod Touch is a free mobile companion for Tutor.com. The user can connect for live one-to-one help, review past sessions, or store documents or photos in the Tutor.com Locker.

STATE AID FOR LIBRARIES AND LIBRARY SYSTEMS – Thanks for the collective efforts of library advocates, the final fiscal year 2013/2014 NYS Budget will include a \$4 million restoration in Library Aid. This is an important step in the continuing goal of the restoration of full Library Aid back to 2007 levels.

COMPUTERS IN LIBRARIES CONFERENCE – Mr. McKenna talked about his attendance at the Annual Computers in Libraries Conference in Washington D.C. After a discussion, the Board of Trustees agreed sending Head of Reference, Ida Zaharopoulos to the same conference next year. In order to cover the expenses, Mr. Ruffner suggested allocating more money in budget line “Professional Improvement - Staff” for the future 2014/2015 budget. The Board of Trustees agreed.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

LIBRARY BUDGET VOTE – The library budget vote for 2013/2014 was approved. The vote total was 115, 94 yes and 21 no. Mr. Ruffner was re-elected Trustee with a total of 99 votes. The rest of the Board of Trustees also expressed appreciation to Mr. Ruffner for his continuation of willingness to serve on the Board of Trustees.

LIBRARY USAGE

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.

A discussion was made regarding the downward trend on the circulation for Adult Fiction and Non-Fiction Books. Mr. Ruffner suggested Mr. McKenna requesting a county-wide 12 months circulation statistics for Adult Fiction and Non-Fiction Books from ALIS for comparison. Mr. McKenna agreed.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

LIBRARY WEBSITE – Mr. Ruffner stated that an upgrade of the library website is necessary. After a discussion, it was agreed to re-design the entire website, including posting of the monthly newsletter, archives of the Budget and Board Minutes, Audit Reports and etc. Mr. McKenna also suggested using either Word Press or Dreamweaver to design the website and training in-house personnel to use the software for future updates. The goal for introducing the new designed website is September 1, 2013. Mr. McKenna agreed with this timeline and will proceed with this project.

TENANT LEASE – After a discussion, on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin and unanimously approved the rental increase of fifty cents (\$0.50) per square foot (\$23.00 per square foot) for all tenants. Mr. Ruffner asked Mr. McKenna to draft a letter to all tenants regarding this increase that he and Mr. McKenna will review. Mr. McKenna agreed.

PUBLIC RELATIONS/MEDIA COVERAGE - 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 8:30pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 13, 2013 at 7:00 p.m.

Respectfully submitted by
Amy Law