

SEAFORD PUBLIC LIBRARY
Seaford, New York

**MINUTES OF THE MEETING OF THE
SEAFORD BOARD OF LIBRARY TRUSTEES**

February 4, 2013

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

Trustees Absent with prior notice: John Rall, Financial Secretary

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:10p.m.

A FORMAL EXCUSE FOR MR. RALL TO BE ABSENT FOR THE BOARD MEETINGS

On the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano the Board approved the excuse for Mr. Rall to be absent for the February 2013 Board of Trustees meeting.

APPROVAL OF MINUTES

The minutes of the meeting of January 14, 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 Mrs. Montalbano, which unanimously passed:

# 36 - January 3, 2013	- 36,146.60
# 41 - January 17, 2013	- 58,707.14
# 42 - January 31, 2013	- 41,251.18
# 43 - February 4, 2013	- 10,426.19
# 44 - February 4, 2013	- 10,208.28
# 45 - February 4, 2013	- 2,511.11

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 January 2013 was approved on the motion by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

Amy Law reported that the first installment for the PILOT (Payment in Lieu of Taxes) from the Massapequa Nissan dealership on Sunrise Highway in the amount of \$1,918.56 was received through the Seaford School District on January 16th. The second and final installment should be received around June 2013.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES:

- a. New lights for Front Entrance: Allways Electric has been contacted and the new light is scheduled to be installed this Wednesday, February 6th.
- b. Shelving: Additional shelving for audiobooks and DVDs section have been ordered through A.R. Kropp and Sons, Inc. It is also scheduled to be installed on Wednesday, February 6th.

ACTIVE SHOOTER BRIEFING – Mr. McKenna reported that he will attend the Active Shooter Briefing specifically for public libraries at the Morelley Homeland Security Center in Bethpage on February 19th.

ALIS – ALIS has been struggling since the migration to Sierra on November 26th. There has been deterioration in system performance, such as widespread slow performance, freezing of the circulation platform and culminating in client crashes system wide. ALIS has already requested support from the company. A meeting is also scheduled on March 7th to discuss this issue.

LIBRARY ADVOCACY DAY – The Library Advocacy Day is scheduled on March 5th in Albany. An info and prep session for Library Advocacy Day is also scheduled on Friday, February 22nd and Tuesday, February 26th.

NEWSLETTER DISTRIBUTION – The chart for the mailing routes were distributed to the Board of Trustees. Mr. McKenna reported that he contacted the Seaford School District, and they are facing the same problem with the Seaford Post Office. After a discussion, based on Mr. McKenna's suggestion, it was agreed to send out the newsletter using the bigger route schedule in order to make sure that all Seaford residents receive them. The postage cost would approximately be \$760 a month.

TENANT – Mr. McKenna spoke with the Fire Inspector, Kevin Herbst regarding the request from Tenant Christine Weber about installing a wall that will separate one of her offices into two. Mr. Herbst confirmed that a building permit from the Town of Hempstead is required. After a discussion, the Board of Trustees asked Mr. McKenna to contact Ms. Weber and tell her to get approval from the Town of Hempstead first; the Board of Trustees will then consider her request. Mr. McKenna agreed and will continue to keep the Board of Trustees informed as more information becomes available.

STATE CONSTRUCTION GRANT – Since the total cost of the HVAC Project for the Lower Level was lower than what was reported for the grant application, submission of additional paperwork on another library project during the same period will be needed to keep the unused fund. Mr. McKenna suggested submitting the paperwork for Upper Level Floor project that fixed the weakened flooring on the 2nd level in order to make up the differences. The Board of Trustees agreed.

TAX CAP - Mr. McKenna reported that the Property Tax Cap form has been submitted to the Office of the State Comptroller.

STAFF MEETING – The next staff meeting has been scheduled on Wednesday, February 27th.

CORRESPONDENCE

Thank you letter from Ms. Kiefer

Re: Thank you for offering "Post-Traumatic Stress Disorder" Program

Mr. McKenna reported that we are in the process of scheduling a 2nd PTSD program at the library. Mrs. Montalbano also mentioned about the Seaford Guidance Center on Jackson Avenue and wondered if the center offering same kind of service to residents. Mr. McKenna agreed contacting them for more information.

Thank you letter from Calandra Family

Re: Printer for the family

PERSONNEL

The following personnel change was approved by the Board of Trustees:
Resignation: Justin Law, Page, eff. 2/1/2013

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.

NLS AND OTHER ORGANIZATIONS

Schedule for 2013 for Member Library Director and Trustees Attendance at NLS Board Meetings was distributed to the Board of Trustees. Seaford has been scheduled for November 25th meeting, and Mr. Ruffner encouraged the Board of Trustees to attend that meeting.

NEW BUSINESS

PEW STUDY ABOUT PUBLIC LIBRARIES 2013 – In a new survey of Americans' attitudes and expectations for public libraries, the Pew Research Center's Internet & American Life Project finds that many library patrons are eager to see libraries' digital services expand, yet also feel that print books remain important in the digital age.

PUBLIC RELATIONS/MEDIA COVERAGE

NEWSLETTER – Newsletter from Hampton Bays Public Library were distributed to the Board of Trustees for review. A possible of expansion of the library's newsletter will be discussed at future Board of Trustees meeting.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:35pm to discuss personnel issues.

The Board reconvened in open session at 8:40pm on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran.

OLD BUSINESS

PROPOSED BUDGET FOR 2013/2014 – After discussion, on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran, the Board of Trustees unanimously approved the 2013/2014 library budget. This reflects a 0.67% increase over the 2012/2013 budget in the balance to be raised by taxation.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 8:45pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, March 25, 2013 at 7:00 p.m.

Respectfully submitted by
Amy Law