

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 14, 2013

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

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:15p.m.

APPROVAL OF MINUTES

The minutes of the meeting of December 10, 2012 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Rall and unanimously passed.

APPROVAL OF THE WARRANTS

The following warrant was approved on the motion made by Mrs. Coughlin, seconded by Mr. Rall, which unanimously passed:

Unemployment Insurance Account:

02 - January 14, 2012 - \$ 856.66

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

General Fund Account:

35 - December 20, 2012 -\$ 59,235.39

37 - January 14, 2013 -\$ 8,725.86

38 - January 14, 2013 -\$ 20,958.59

39 - January 14, 2013 -\$ 9,259.00

40 - January 14, 2013 -\$ 128,998.25

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 December 31, 2012 was approved on the motion by Mr. Gaughran, seconded by Mrs. Coughlin, which unanimously passed.

Amy Law reported that an invoice of \$128,998.25 for the employer contribution to the NYS Retirement System was received from the Seaford School District. This would cover the period from April 1, 2011 to March 31, 2012.

DIRECTOR'S REPORT

Mr. McKenna reported that:

NEWSLETTER DISTRIBUTION – Mr. Ruffner questioned why the cost of the postage for the monthly newsletter is so high. After a discussion and based on Mr. Ruffner's suggestion Mr. McKenna will prepare an analysis on the mailing routes for the next Board of Trustees meeting.

SHELVINGS – Additional shelving has been ordered from A.R. Kropp, Inc. to increase collection space for television series on DVDs and audiobooks in response to demand for these materials.

ACTIVE SHOOTER BRIEFING – In an ongoing effort to address possible Active Shooter scenarios in Nassau County, an "Active Shooter Briefing" was held on January 7th at Adelphi University. This briefing included need-to-know information for administrators, and approximately 25 directors from the Nassau Libraries were in attendance. Follow-up training and planning will be conducted. Mr. McKenna also is a member of the newly formed MLD Security Committee, and its first meeting will be held on January 16th at NLS. Mr. McKenna reported that he has made contact with the 7th Precinct; a presentation regarding this topic will be scheduled at the next staff meeting.

LIPA AND LIME ENERGY – The proposal that was submitted by LIPA regarding switching to more energy efficient lighting for the whole building was discussed. Traditional fluorescent lights will be replaced by LED lighting. This will provide a cost effective and a more environmentally friendly and better lighting to the building. It is estimated that the annual cost savings for the library will be \$19,864. This project will be done by LIPA's contractor, Lime Energy. The proposal indicated that the library will pay approximately 30% (\$15,159.49) of the project cost and LIPA will pay 70% (\$35,372.15), with a total cost of \$50,531.64. After a discussion, on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran, the Board of Trustees unanimously accepted the proposal with the cost not to exceed \$15,159.49.

TENANT – Tenant Christine Weber asked for the permission to install a wall to separate her inner offices into two at her own expenses. After a discussion, it was agreed for Mr. McKenna to check with the Fire Inspector for any technical issues regarding this project and will research to see if a Town of Hempstead Building Permit would be required. More discussion will be made at the next Board of Trustees meeting.

RETIRED DIRECTOR – Retired director Jackie Salvato (served 1968 – 1973) passed away on January 5, 2013.

VOLUNTEER BREAKFAST – The Friends' volunteer breakfast is scheduled to be held on Wednesday, March 6th at 10am in the library's meeting room.

VANDALISM – The 9/11/2001 Memorial Stone next to the flag pole was overturned. Police Officer Doherty came and took a statement and a Victim's Crime Report was also issued.

CORRESPONDENCE

Letter to Nawrocki Smith LLP

Re: Acknowledgement to the recommendations resulting from the audit for fiscal year 2011/2012

Thank you letter from Ms. Barbara Petito

Re: Appreciation of the hospitality after Hurricane Sandy

PERSONNEL

UNEMPLOYMENT INSURANCE APPEAL BOARD – A decision was made on the request of the hearing that our account should not be charged for benefits paid to the claimant, Christopher Cincotta. The Administrative Law Judge overruled the library's objection on January 7th and the claimant is allowed to receive benefits.

OLD BUSINESS

PROPOSED BUDGET FOR 2013/2014 - The revised proposed Operating Budget, Projected Revenue and the Personnel Budget for fiscal year 2013/2014 were discussed. As a result, a final draft copy of the Proposed Budget for 2013/2014 will be presented at the next Board of Trustees meeting.

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

The NLS Board of Trustees Minutes was distributed to the Board of Trustees for their review.

NEW BUSINESS - None

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mr. Gaughran and seconded by Mrs. Coughlin, which unanimously passed, the meeting was adjourned at 9:36pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 4, 2013 at 7:00 p.m.

Respectfully submitted by
Amy Law