

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 6, 2014

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

Guest: Margaret Grub, Lawrence Salvesen

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:05p.m.

LAWRENCE SALVESEN FROM BBS ARCHITECTS

Architect, Lawrence Salvesen of BBS Architects came and discussed the project regarding the renovation of the bathrooms for both levels. He explained that since we are a school district library, a permit is required from the New York State Education Department (NYSED), and that the process of getting the permit from NYSED may take up to 6 months. Mr. Salvesen also talked about the service they provide from his company, which includes preparing written proposal, planning, programming, interior design, energy-efficient design and project construction administration. They will also provide all planning and design services in-house without having to engage a third party consultant. The architectural fee is a percentage of construction costs, which will be around 7 to 7.5% of the total project cost. Mrs. Coughlin asked about the timeline of this project, and Mr. Salvesen projected that it will take around 4 months for the actual renovation of bathrooms on each level. After a discussion, Mr. Ruffner asked Mr. Salvesen to prepare a proposal for this project at the next Board of Trustees meeting.

APPROVAL OF MINUTES

The minutes of the meeting of September 9, 2014 were unanimously approved on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano.

APPROVAL OF THE WARRANTS

The following warrants were approved on the motion made by Mr. Gaughran, seconded by Mr. DiPietro, which unanimously passed:

# 15 -	September 11, 2014	- 37,804.86
# 16 -	September 25, 2014	- 62,746.44
# 17 -	October 6, 2014	- 20,513.72
# 18 -	October 6, 2014	- 11,631.43
# 19 -	October 6, 2014	- 8,349.30

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. Based upon a recommendation from Mr. Ruffner, on the motion made by Mr. DiPietro, seconded by Mrs. Coughlin, the Board of Trustees approved the following resolution:

RESOLVED that the Board of Trustees approve to put \$99,173, which is the total surplus from the Mandatory Charges and Operating Budget for the fiscal year end of 2013/2014 to reduce the tax levy for fiscal year 2015/2016.

RESOLVED that the Board of Trustees approve to put the total excess in the revenue of \$26,928 for the fiscal year end of 2013/2014 to Capital Improvement Fund Account.

TREASURER'S REPORT

The Treasurer's Report for the month of September 2014 was unanimously approved on the motion by Mr. DiPietro, seconded by Mrs. Montalbano.

Amy Law has distributed a memo to all Trustees regarding her comments on the Auditors' findings and recommendations for the fiscal year ended June 30, 2014.

DIRECTOR'S REPORT

Mr. McKenna reported that Edward Horton passed away on September 26th. He was a director at the library from 1973 to 1986.

Mr. McKenna also reported:

PLANT AND FACILITIES –

- a. Parking Lot – New wheel-stops have been installed for the handicapped-accessible spaces on September 27th. Paperwork will be submitted for the NYS Public Library Construction Grant.
- b. Automatic Doors – Four quotes were solicited for replacing both automatic doors. Two have been received and still waiting for the other two. More discussion will be made at the next Board of Trustees meeting.
- c. Water Meter – The NYS Public Service Commission requires New York American Water to periodically change and test all water meters. A new water meter for the building was replaced on October 1st.

COMPUTERS & TECHNOLOGY –

- a. Four new Dell computers/ monitors for public use were ordered and received. Installation of these computers will be scheduled for the week of October 6th by Librarian Ida Zaharopoulos.
- b. Dedicated Computer Grant: A Social Services Block Grant from Governor Cuomo's Office for a computer dedicated for patrons that are still experiencing distress as a result of Superstorm Sandy was installed on October 1st. The program is titled "iHelp: Sandy Stress Relief" which gives you access to free, confidential online programs to help regain a sense of emotional well-being.

BOOK AND BAKE SALE – A Friends of the Library book and bake sale was held on Friday, September 26th and Saturday, September 27th. A suggestion was made regarding getting more book donations by putting a message in the library monthly newsletter and a press release in local newspapers.

MEMORIAL/DONATION PLAQUE –A \$1,000 donation was made by Mary & Karl Westermann in memory of Laura N. Goudket. Laura worked at the library from 1972 to 1985 and she passed away on September 18th. A brief get-together to show the new plate on the plaque was held on October 3rd.

WHISTLEBLOWER AND CONFLICT OF INTEREST POLICY – A copy of the Nassau Library System’s Whistleblower Policy was distributed to all Trustees. After a discussion, it was agreed that eventually adopting the document as part of our library’s policy was a prudent idea. Since the Nassau Library System is still working on the Conflict of Interest Policy, we will wait until it is finalized at NLS. More discussion will follow at the next Board of Trustees Meetings.

TRUSTEE ITEM

WINTER SPEAKER SERIES – Mr. Ruffner requested a memo from Adult Reference, K. Jording explaining her plan on this 2014 Winter Speaker Series.

OUTDOOR SUMMER MOVIE – Mr. McKenna reported that Adult and Young Adult department has started the discussion on this program for the summer 2015. More details will follow at future Board of Trustees Meetings.

CORRESPONDENCE

Donation from Mary and Karl Westermann

Re: Memorial Gift in memory of Laura Goudket

Memo from L.I. Coalition for the Homeless

Re: Seeking assistance from public libraries for homeless count

PERSONNEL

The following personnel changes were approved by the Board:

Resignation: Lauren Cusumano, Page, eff. 8/31/14

OLD BUSINESS

MEETING ROOM POLICY – Discussion was held and will be continued 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 materials. Mr. Ruffner thanked Mr. Gaughran for the analysis.

NEW LIBRARY CARD – Mr. Ruffner suggested sending a press release to local newspaper regarding our new library cards before releasing cards to the public. Mr. McKenna agreed.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes were distributed to the Board of Trustees for review.

NEW BUSINESS

TEEN AREA – The proposal from Janice Davis Design was distributed and the Board of Trustees also had a “walk thru” of the Teen Area in order to understand the situation. After a discussion, in order to create a more teen-friendly atmosphere for the Young Adult Section, it was agreed to buy some benches for that area and get new colorful painting of the walls as a start. Mr. Ruffner suggested Mr. McKenna talking to YA Librarian, G. Patronaggio regarding this plan and more discussion will follow at future Board of Trustees Meetings.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Grub had a question which was answered by Mr. Ruffner.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 9:40pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 10, 2014 at 7:00 p.m.

Respectfully submitted by
Amy Law