

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

November 9, 2015

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Dr. Mary L. Westerman, Secretary
Patricia Coughlin, Financial Secretary
James DiPietro, Asst. Financial Secretary
Frank McKenna, Director

Guest: Margaret Grub, Dave Tellier, Jamie Tortorella

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:08p.m.

AUDIT REPORT BY LIBRARY AUDITOR, DAVID TELLIER & JAMIE TORTORELLA OF NAWROCKI SMITH LLP

A brief presentation on the fiscal year ending June 30, 2015 audit was made by Mr. Tellier. He reported that no material weaknesses or significant deficiencies were found. Mr. Tellier also reported that the library has adopted the new provisions of GASB Statement No. 68. GASB 68 governs the specifics of accounting for public pension plan obligations for participating employers. The two key technical concepts of GASB 68 are calculations of pension expenses and a determination of how Net Pension Liability and Pension Expense will be recognized. At June 30, 2015, the Library reported a pension liability of \$112,593 for its proportionate share for the NYSERS (New York State Employees' Retirement System), and with a deferred outflows of resources of \$39,001, a net liability amount of \$73,592 was reported. Mr. Tellier explained that this is considered a small long term liability and confirmed that the library is in compliance with the new GASB regulation. Mr. Ruffner questioned whether the Board of Trustees has the right to pull the money out from the restricted fund as indicated in the audit report. Mr. Tellier explained that as long as a motion is made and recorded, the Board of Trustees has the right to move around or use the money as needed. A discussion was also held regarding GASB Statement No, 77 which requires state and local governments to disclose information about tax abatement agreements that effect local taxing districts such as the Library. This Statement is effective for reporting periods beginning after December 15, 2015. Mr. Tellier explained that detailed information regarding the tax abatements will be provided directly from the Hempstead Town and Nassau County when the time comes. Mr. Tellier also acknowledged the courtesy and assistance they received from library office personnel during the July 13th library audit. Mr. Ruffner thanked Mr. Tellier and Ms. Tortorella for the analysis.

APPROVAL OF MINUTES

The minutes of the meeting of October 5, 2015 were approved on the motion made by Dr. Westermann, seconded by Mr. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

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

Unemployment Insurance Account:

01 - October 15, 2015 - 729.00

General Fund Checking Account:

21 - October 8, 2015 - 34,933.00

22 - October 22, 2015 - 57,403.96

23 - November 5, 2015 - 34,887.82

24 - November 9, 2015 - 25,440.94

25 - November 9, 2015 - 5,959.32

26 - November 9, 2015 - 15,847.24

27 - November 9, 2015 - 13,859.43

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

TREASURER'S REPORT

The Treasurer's Report for the month of October 2015 was unanimously approved on the motion by Mrs. Coughlin, seconded by Mr. DiPietro.

Amy Law reported that the interest rate for the Money Market Account is down from 0.15% to 0.10%. A transfer of \$30,000 was made on November 2nd from the General Fund Checking Account to the Money Market Account in order to generate some interest. A refund check of \$217.50 was also received from the JPMorgan Chase Bank for the account settlement fee that was charged in May 2015.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATIONS

- a. A meeting was held on October 26th with Dr. Mary Westermann, Margaret Grub, Ida Zaharopoulos, Tracy Hansen of BBS Architects and a representative from ASI Integrated Solutions to review the final designs for the restrooms. A copy of tile color and tile size was distributed to the Board of Trustees to review. A discussion was held on items such as paper dispenser/hand dryer/receptacle all in one unit, baby-changing tables in each restroom, soap dispensers, full-plate mirrors, hooks on back of doors, door entrances with keys, faucets, urinals in mens room, lights, height of toilet and other matters.
- b. Regarding questions from the last meeting to find out or pretest the pipe insulation in wall cavities for asbestos before the actual work starts, it was decided to carry an allowance in the project if asbestos materials are discovered in concealed locations. If none exist then that value is returned to the library.
- c. State Education Department will require this project be submitted with signed and sealed drawings. A project control number will be required by completing a Letter of Intent form.
- d. Approval from the SHPO (State Historic Preservation Office) is required unless previous project(s) had been submitted to NYS Office of Parks. This is not included in the Architect scope of services.
- e. Budget cost of the project - BBS Architects agreed to provide a construction cost estimate for our budget purposes.

- f. Mechanics of closing off bathrooms – it's best to do one first floor toilet room and one second floor toilet room right above it since contractors will need to access the ceiling of the first floor room for modification of the plumbing pipes at the second floor room.
- g. Time frame of the project – Mr. Ruffner requested an estimated time frame for this project from BBS Architects.

Mr. McKenna agreed to keep the Board updated and more discussion will be made at the next Board of Trustees meeting.

SIDE ENTRANCE DOORS – On October 15th, Massapequa Key Shop came and installed two rim cylinders on both the inner and outer doors on the side entranceway. New keys were ordered and distributed to employees and tenants. On October 16th, a heavy duty Norton Adi Door Closer on the outer door of the side entranceway was also replaced.

AREA 4 MEETING – On October 27th Steve Dalton was nominated at an Area 4 meeting to stand for re-election at the NLS Annual Meeting on December 14th. The proposed new Resource Sharing Code was reviewed and discussed. Three additional all-area meetings will be scheduled and all trustees are welcome to attend. Dates and locations are still to be determined. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

CHARGING STATION – A location has been determined for the EBSCO EVIVE Charging Station in Reference Area. After a discussion, it is agreed for EBSCO Professional Partnership Group (EPPG) to secure a sponsor in our community to donate the station to the library for 2 years, with a 2 year warranty. On the motion made by Mrs. Coughlin, seconded by Dr. Westermann, which unanimously agreed becoming a recipient of the EBSCO EVIVE Charging Station at the library.

COMPUTERS AND TECHNOLOGY – Five outdated Online Public Access Catalogs (OPACs) have been replaced. A new Brother Color Laser Printer was also purchased at Reference Area. Mr. McKenna also indicated that a list of all obsolete equipment will be ready at the next Board of Trustees meeting in order to get the approval for recycling.

FRIENDS OF SEAFORD LIBRARY – At the Book and Bake sale on September 25th and 26th, it was reported that nearly \$1,000 was raised. On Wednesday, November 4th the library held its thank you breakfast for the Friends and volunteers for their time given during the year. Trustees Mr. DiPietro, Mr. Gaughran and Dr. Westermann were among the 35+ attendees.

ORAL HISTORY PROJECT – A ZOOM Digital Voice Recorder will be requested through the LILRC (Long Island Library Resources Council) Equipment Loan Program in order to record additional interviewees.

3D PRINTER – Mr. McKenna reported that YA Librarian, Jillian Pelliccia and Ida Zaharopoulos will join him to visit libraries in Nassau County who have Markerspaces/3D Printers. Dr. Westermann suggested Mr. McKenna asking the cost of supplies and service contract agreement for this printer while they visit other libraries. Mr. McKenna agreed and more discussion will follow at future Board of Trustees Meetings.

TEEN AREA – YA Librarian, Jillian Pelliccia is in the process of creating a Teen Advisory Group with the teens of Seaford. This group would make suggestions on what programs they would like the library to have and other aspects of the Young Adult Department, and hope to attract more teens to come to the library.

SOUTH BAY ENERGY – A discussion was held regarding the natural gas plan proposal from South Bay Energy. Mr. Ruffner suggested Mr. McKenna prepare a cost analysis for discussion at the next Board of Trustees meeting. Mr. McKenna agreed.

PUBLIC ACCESS SCANNER – After a discussion, it was agreed getting the usage statistics from other libraries at the next Board of Trustees meeting for more discussion.

ELECTRONIC VOTING MACHINES – A discussion was made with the Director at Wantagh Library regarding this matter and they decided to use paper ballots instead of the electronic voting machines for their next Budget Vote. Mr. McKenna also proposed using paper ballots for the coming budget vote. More discussion will be made at the next Board of Trustees meeting.

VACANT OFFICE SPACE – A discussion was held regarding whether the library will use the space instead of renting it out. Mr. Ruffner asked Mr. McKenna to lay out a proposal and recommendations for discussion at the next Board of Trustees meeting. Mr. McKenna agreed.

TRUSTEE ITEM

FINANCIAL ASSISTANCE FOR BATHROOM RENOVATION – Mr. McKenna had an email exchange with Mr. Kevin Crean, Deputy Director of Nassau County Office of Community Development, regarding applying for HUD’s Community Development Block Grant (CDBG) for the restrooms renovations. Since the library is located in the Town of Hempstead, we would need to apply for funding directly to the Town. If accepted, the Town would apply to the county for funding on behalf of the library. Mr. McKenna also confirmed that he will put in paperwork for applying the NYS Construction Grant thru the Nassau Library System for this project. At the same time, Mr. Ruffner also suggested investigating/inquiring a grant through the State Senator Venditto’s office. Mr. McKenna agreed and more discussion will follow at the next Board of Trustees meeting.

NASSAU COUNTY PANIC ALARM PROGRAM – A Newsday article titled “Nassau boosts alarms” which the Nassau County is planning to expand delayed panic-device program to public schools. Mr. McKenna reported that he has made contact with County Legislator Steve Rhoads concerning the inclusion of public libraries in the initiative. His response was that libraries weren’t specifically mentioned in the language of the bill but not many places were. Commissioner Krumpster has stated that virtually all public buildings will be included as “critical infrastructure”. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

CORRESPONDENCE - None

PERSONNEL

The following personnel changes were approved by the Board of Trustees:

Appointment: Isabella Valentino, Page, eff. 10/13/15

Nathalie Gruber, Librarian Trainee, eff. 10/14/15

OLD BUSINESS

DECLINATION OF HEALTH CARE COVERAGE – An email exchange with library auditor, Dave Tellier, regarding budget concerns on the health declination payout. It was recommended to budget as if everyone taking the insurance for the first two years in order to build a trend for a more accurate budget for this line. A sample form for declination of insurance was also included. Mr. Ruffner asked Mr. McKenna to propose a formal Health Care Declination policy for the next Board of Trustees for discussion. It was noted that this policy, if approved, would not commence until July 1, 2016. Mr. McKenna agreed.

CASH INVESTMENT POLICY – COLLATERAL – After a discussion and a first reading at the October Trustee meeting, on the motion made by Mr. Gaughran, seconded by Dr. Westermann, which unanimously approved the change on the Cash Investment Policy as follows:

- a. Under Part III. Conditions: (A) Collateral, under #1 –
“Savings accounts, money market accounts, time deposit accounts and certificates of deposit will be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State, the United States, New York State school districts and federal agencies whose principal and interest are guaranteed by the United States. The market value of collateral will at all times exceed the principal amount of the certificate of deposit. Collateral will be monitored whenever the amount on deposit in any bank exceeds \$250,000.00.

b. Under Appendix B - DESIGNATION OF DEPOSITORIES

The banks and trust companies authorized for the deposit for monies are:

<u>Depository Name</u>	<u>Maximum Amount</u>
Chase Manhattan Bank	No Set Limit – Secured by Segregated Collateral
TD Bank	No Set Limit – Secured by Letter of Credit

LONG RANGE PLAN – Discussion will be tabled to the next Board of Trustees Meeting.

LIBRARY USAGE

Discussion will be made at the next Board of Trustees meeting.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the August 24th were distributed to the Board of Trustees for review.

Mr. McKenna reported that there was a discussion at the ALIS Executive Meeting regarding the possibility of integration of ALIS and NLS. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

NEW BUSINESS

ELEVATOR – On October 10th, a service call was made to ThyssenKrupp Elevator regarding a jolt problem as the elevator made abrupt stops between levels. A pump overload motor mechanism was replaced. A recommendation of installing an Electronic Door Edge was also discussed. It is highly recommended to reduce the potential of elevator door hitting and injuring a passenger. This upgrade will also reduce the potential liability that may be resulted from an injury. The proposal is to furnish and install a new infrared safety edge on the front and side elevator doors of the elevator for a total of \$4,900. After a discussion, on a motion made by Mrs. Coughlin, seconded by Mr. DiPietro the Board unanimously approved the installation of the Electronic Door Edges for the elevator.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Grub has a few questions which were 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 9:15pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, December 15, 2015 at 7:00 p.m.

Respectfully submitted by
Amy Law