

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 9, 2016

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
James DiPietro, Financial Secretary
Margaret D. Grub, Asst. Financial Secretary
Frank McKenna, Director

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.

APPROVAL OF MINUTES

The minutes of the meeting of April 11, 2016 were approved on the motion made by Mrs. Westermann, seconded by Mr. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

The following warrants were approved on the motion made by Mrs. Grub, seconded by Mrs. Coughlin, which unanimously passed:

Capital Improvement Fund Account (Transfer of Funds):

01 - May 9, 2016 - 13,507.83

General Fund Checking Account:

58 - April 21, 2016 - 60,646.93

59 - May 5, 2016 - 36,227.53

60 - May 9, 2016 - 25,248.93

61 - May 9, 2016 - 8,177.95

62 - May 9, 2016 - 15,782.37

63 - May 9, 2016 - 13,507.83

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

LIBRARY USAGE

Mr. Ruffner discussed the Comparison Chart for Museum Passes. Mr. Ruffner suggested putting the maximum admittance for each pass on the chart for better comparison. Amy Law agreed to do so in the future.

Mr. McKenna reported that since the Children's Museum is so popular and highly demanded by patrons, we are in the consideration of getting a second museum pass for the Children's Museum. Mr. McKenna has asked the Friends of the Library to pay for the second pass but has not received a reply yet. Mr. McKenna will keep the Board updated on this topic.

TREASURER'S REPORT

The Treasurer's Report for the month of April 2016 was unanimously approved on the motion by Mrs. Grub, seconded by Mr. DiPietro.

Amy Law reported that a transfer of \$13,507.83 from Capital Improvement Fund Money Market Account to General Fund Checking Account will be made upon approval from the Board. This will cover payment for the Professional Expenses billed by Burton, Behrendt, Smith (BBS) for the Restroom Reconstruction Project. Amy Law also reported that she has ordered checks from TD Bank for the Money Market Accounts to avoid transfer of money back and forth between bank accounts. The Board of Trustees were in agreement with that action.

LIBRARY BUDGET VOTE – The library budget vote for 2016/2017 was approved. The vote total was 98, 84 yes and 14 no. Mrs. Grub was elected Trustee with a total of 75 votes.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS – The Restroom Renovation project has been submitted and logged in with the State Education Department. A question was raised regarding whether this project is able to meet the Construction Grant Cycle. Mr. McKenna confirmed that we will meet the deadline and this Construction Grant should be able to cover approximately 40% of the total cost of the project.

ALIS – The ALIS-NLS Planning Committee has developed the proposed terms and conditions for the transfer ALIS functions to NLS. On April 25th, Core BTS, Inc. conducted an onsite visit to perform an assessment of the ALIS equipment at the library.

CHARGING STATION – An invoice of \$535 was sent to the Seaford Chamber of Commerce pursuant to a previous verbal arrangement. As of today, no payment has been received. Mr. Ruffner asked Mr. McKenna to make contact with the President of the Seaford Chamber of Commerce regarding the payment status.

eREADER LENDING PROGRAM POLICY AND AGREEMENT – The proposed eReader Lending Program Policy and Agreement was reviewed. The Replacement Charges on the policy will be filled completely before it starts circulation. Mr. McKenna agreed.

PUBLIC LIBRARY ASSOCIATION CONFERENCE – Mr. McKenna reported that he is still working on the report regarding this conference and will present at the next Board of Trustees meeting.

SUMMER OUTDOOR MOVIES – “Entertainment for a Saturday Evening” outdoor movie showing will be held on Saturday, July 23rd at 8:30pm at the Seaford Railroad Station. Title of the movie will be “Ghostbusters” (the original from 1984). Flyers and posters are being prepared.

TRUSTEE ITEM

NY RISING COMMUNITY RECONSTRUCTION PROGRAM (NYRCR) – A discussion was made regarding the minutes from the initial meeting with the Governor's Office of Storm Recovery (GOSR) and consulting firm, Hunt, Guillot & Associates (HGA) on April 18th. The proposed project is to reinforce the library with a backup power generator. Mr. McKenna announced that a walk through with the architectural firm H2M will be held on May 17th at 2pm. H2M architects + engineers are selected as the design firm for this project by the State and they will develop a proposed scope of work for the design phase. At the same time, additional paperwork will be required and submitted to GOSR, which includes the Project Agreement, NY Rising Community Reconstruction Program Questionnaire, documentation regarding the ownership of the building and information regarding the second floor tenants. Mr. Ruffner asked Mr. McKenna to contact the library's attorney if necessary. Mr. McKenna also reported that a representative from the Community Assistance Center (CAC) agreed to make a presentation regarding this project at our next Board Meeting.

BANK RECONCILIATION – After a discussion, it was agreed and put a “Help Wanted” message in the Library’s Newsletter to hire someone to prepare the bank reconciliations on a monthly basis as recommended by the New York State Comptroller. Mr. McKenna agreed and will keep the Board updated on this topic.

LIPA PILOT(PAYMENT IN LIEU OF TAXES) – The Seaford School District indicated in its Budget newsletter that certain LIPA properties were removed from the 2015-2016 tax rolls and implemented as PILOTs by the County. Mr. Ruffner questioned if this LIPA property removal reflected in our total tax levy. Mr. McKenna stated that there was an email exchange with the School District Treasurer, Cristina Spinelli back in February. She explained that only the school district levy was reduced by the LIPA PILOT, and there will be no impact on the Library Tax Levy. Mr. McKenna also confirmed that a few Library Directors responded the same. Mr. Ruffner asked Mr. McKenna to make contact with Nassau County Legislature, Steven Rhoads and the Nassau County Assessor to verify this information. Mr. Ruffner also asked Amy Law to get in touch with the School District and request of a copy of the School PILOT agreement with LIPA for the Board of Trustees review. Amy Law agreed.

CORRESPONDENCE

Thank you letter to Chris and Susan Ruona
Re: Donation of \$50 in memory of Martha Murphy
Letter to Town of Hempstead Supervisor, Anthony Santino
Re: Requesting and repainting of crosswalk on Jackson Avenue

PERSONNEL - None

OLD BUSINESS - None

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

CHANGE OF BOARD OF TRUSTEES MEEETING DATES –

Meeting for June 2016 - On the motion made by Mrs. Coughlin, seconded by Mr. DiPietro, the Board of Trustees unanimously agreed to change the meeting date from Monday, June 13th to Monday, June 6th 2016.

Meeting for September 2016 - On the motion made by Mrs. Westermann, seconded by Mrs. Grub, the Board of Trustees unanimously agreed to change the meeting date from Monday, September 12th to Tuesday, September 13th, 2016.

CLOSING EARLY FOR THANKSGIVING DAY EVE - On the motion made by Mrs. Coughlin, seconded by Mr. DiPietro, the Board of Trustees unanimously agreed closing at 5pm on Thanksgiving Day Eve from now on.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Westermann and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:25pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 6, 2016 at 7:00 p.m.

Respectfully submitted by Amy Law