

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

November 14, 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

Guest: Joel McMahon

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 October 11, 2016 were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Grub and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 21 – October 20, 2016	- \$61,887.99
# 22 – November 3, 2016	- 37,157.88
# 23 - November 14, 2016	- 17,462.28
# 24 - November 14, 2016	- 6,918.32
# 25 - November 14, 2016	- 15,637.40
# 26 - November 14, 2016	- 7,528.73

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

LIBRARY USAGE

Mr. Ruffner discussed the graphs that showing increases and decreases in the use of library materials.

MUSEUM PASS – Mrs. Coughlin suggested checking if any local small museums, such as Tackapausha Museum, offer the museum passes program. Mr. McKenna agreed and will look into this matter.

TUTOR.COM – A discussion was made on the low usage of the Tutor.com, and it was agreed to promote this free online help regularly on the newsletter. Mr. McKenna also agreed talking to both Head of Teen Services, Ms. Pelliccia, and Head of Children’s Department, Mrs. Lopez on promoting this service through different schools within the district.

TREASURER'S REPORT

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

Amy Law reported that the questionable numbers for the Restricted Fund Balances were corrected after a discussion with the library auditor. It was a misprint on the report and an Amended Audit Report has been received and issued to each Trustee.

There was also a bank error on the General Fund Account for the month of October. The bank has posted twice on two paychecks, and a credit of \$2,558.65 has been issued back to our account on November 1st.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS – New York State Education Department officially approved the bathroom renovation project. A meeting will be scheduled with BBS Architects on either November 29th or December 1st to discuss what the next step is going to be. Mr. Ruffner requested a time line of this project from BBS Architects.

PROPOSED COMMUNITY ASSISTANCE CENTER – There was no further activity regarding this project.

PLANT & FACILITIES –

- a. Fence – Natural Beauty Fence came and repaired the fence on the south facing side in the private lot on October 13th.
- b. Tower Clock – Elderhorst Bells Inc. repaired the clock mechanism by replacing the motor stop switch on October 19th.
- c. Water Fountain – The side entrance water fountain was out of order. Roland Reeves Plumbing was called to shut off the water on November 7th. Mr. McKenna would like to replace the water fountain with a new one, and a proposal will be presented at the next meeting. Mrs. Grub asked if the new water fountain will be able to refill water bottle; Mr. McKenna confirmed that the model he is quoting will include this function.
- d. HVAC Service Contract – Mr. McKenna is still working on getting quotes from other HVAC companies for comparison.

ALIS –

- a. Proposed Fees - A discussion was made on the Proposed Fees for Library Circulation, Item Fees and Library Patron Fees with ALIS. Mr. Ruffner asked Mr. McKenna to find out when these new rates would be in effect. He also requested making a summary chart of these fees for comparison at the next meeting. Mr. McKenna agreed.
- b. Assistant Director of Technology – The interview process for the Assistant Director of Technology at NLS/ALIS has begun.

BETTER WORLD BOOKS – The drop box was delivered on October 25th. Questions from the last meeting regarding on how the library declares the surplus from the books it has purchased of no value before transferring to Better World Books, Mr. McKenna reported that he is in the process of gathering other library's policies and will present to the Board at the next meeting.

BULLET AID – We have received the 2016 Bullet Aid of \$11,500 from State Senator Michael Venditto on October 24th.

NARCAN - Mr. McKenna attended the “Narcans: Opioid Overdose Prevention Information Session” at NLS on Wednesday, October 26th. He is planning to invite the speaker for the staff training session in early 2017. Since this new law is not mandatory for either the library or library staff, there was a discussion on whether the library should administer the Narcan. With this reason, the Board asked Mr. McKenna to get some input from the Staff before the Board makes any decision on this topic.

NASSAU LIBRARY SYSTEM ANNUAL MEETING – The next NLS Annual Meeting is scheduled on Monday, December 5th at 7pm.

NEW YORK LIBRARY ASSOCIATION – Mr. McKenna attended the NYS Library Association Annual Conference in Saratoga Springs. He has been elected President of the NYLA Intellectual Freedom Roundtable.

STAFF MEETING – A discussion on the minutes of the staff meeting held on Wednesday, October 26th was made.

LIBRARY POLICIES – Mr. Ruffner asked the status of the Business Travel Reimbursement Policy and Disaster Recovery Plan as recommended by the Library Auditor from last year’s audit. Mr. McKenna is in the process of working on those two policies and they will be presented at the next meeting.

SPRINKLER SYSTEM - Since the leak was fixed as reported from the last meeting, Mr. DiPietro questioned if the Fire Marshall came back for the hydrostatic pressure test yet. He also asked if there is any document to certify that the system is in working order. Mr. McKenna will look into this matter and will report at the next meeting.

BRICKWORK -With a potential danger of the brick work on the north side of the building, Mr. McKenna reported that letters have been sent to the Town of Hempstead for clarification on the ownership of that side of the property. Mr. McKenna will continue to keep the Trustees informed and this matter will be discussed at the next meeting.

VACANT OFFICE SPACE – Mr. McKenna is still trying to get an architect to look at the vacant space on the second floor. It is suggested to look at social networking groups for professionals in Architects in order to get some contacts. Since this will be the next project after the bathroom renovation project is complete, Mr. Ruffner suggested to get an architect as soon as possible to give the Board some ideas and cost of converting that space. Mr. McKenna agreed.

TRUSTEE ITEM

LIPA PILOT – There is no further information regarding this issue, still awaits research Mr. Joseph Eisner of NLS is conducting. Mr. McKenna agreed making contact with Mr. Eisner for more updates.

CORRESPONDENCE

Thank you letter from Jill and Thomas Doersam
Re: Thank for the help and service from the library

PERSONNEL

A discussion was made on the notice of determination from the NYS Department of Labor regarding an unemployment insurance claim by a PT Librarian.

OLD BUSINESS

LONG RANGE PLAN – Discussion will follow at future Trustees Meetings.

PAYING RECURRING EXPENSES WITH PRIOR APPROVAL – The Board of Trustees voted to approve the policy for the “Paying Recurring Expenses with Prior Approval”

All Ayes
Motion Carried

SURPLUS FROM OPERATING FUND AND EXCESS IN THE REVENUE FOR FISCAL YEAR 2015/2016 – A discussion was made on how to distribute the surplus from the fiscal year 2015/2016. A total surplus of \$136,010 - which included a surplus of \$118,456 from the Operating Budget and \$17,554 from the total excess in the revenue for fiscal year 2015/2016. Based upon a recommendation from Mr. Ruffner, on the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board of Trustees approved the following resolution.

RESOLVED that the Board of Trustees approve the transfer of \$68,005 to the Capital Improvement Account.

RESOLVED that the Board of Trustees approve to allocate \$68,005 to reduce the tax levy for fiscal year 2017/2018.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the August 29th were distributed to the Board of Trustees for 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. DiPietro 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, December 12, 2016 at 7:00 p.m.

Respectfully submitted by
Amy Law