

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**December 4, 2017**

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: David Tellier

**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.

**AUDIT REPORT BY LIBRARY AUDITOR, DAVID TELLIER**

A presentation on the fiscal year ending June 30, 2017 audit was made by Mr. Tellier of Nawrocki Smith LLP. Mr. Tellier is the CPA partner in charge of our audit. He reported no material weaknesses or significant deficiencies in internal controls and that the library is strong financially. There were no stated recommendations based on the audit of the financial statements. Mr. Tellier also talked about the new standard GASB 75, which is a complete replacement of GASB 45. The effective date for reporting is for fiscal year beginning after June 15, 2017. GASB 75 requires the entire net Other Post-Employment Benefits (OPEB) liability reported on the face of the financial statements rather than in the footnotes. As a result, this liability will appear on our Financial Statements and will continue to grow each year. Mr. Tellier explained that it will not have a negative impact. A question was also asked by Mr. McKenna regarding the Office of the New York State Comptroller's Division of Local Government and School Accountability conducts performance audits of local governments. Mr. Tellier confirmed that all local agencies, including public libraries, should prepare and may get audited by the State Comptroller at anytime. Mr. Ruffner thanked Mr. Tellier for his analysis and for his assistance throughout the year.

**APPROVAL OF MINUTES**

Due to a few corrections that need to be made, the approval of the minutes of the meeting of November 13, 2017 will be postponed until the next meeting.

## **APPROVAL OF THE WARRANTS**

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

# 24 -	November 13, 2017	- 16,753.52
# 25 -	November 16, 2017	- 57,825.10
# 26 -	November 30, 2017	- 43,771.71
# 27 -	December 4, 2017	- 15,213.93
# 28 -	December 4, 2017	- 5,807.78

## **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 and data sheets that displayed increases and decreases in the use of library materials.

## **TREASURER'S REPORT**

The approval of the Treasurer's Report for the month of November 2017 will be delayed until the next meeting in January 2018 as the November report could not be compiled this early in the month.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** – As of today, the issue with the “New York State Department of Labor Notice to Department of Jurisdiction to Withhold Payment” has not been resolved yet. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

**DUCT CLEANING** – After a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Grub and unanimously approved the proposal submitted by Cunningham Air Duct + Chimney Services in the amount of \$8,475. It was also agreed that this expense will be charged against the “Building Repairs” budget line. Mr. McKenna confirmed that this job will be done off hours.

**VACANT OFFICE SPACE** – A meeting was held with Ken Schupner of BBS Architects on October 17<sup>th</sup> to review the office renovation. He is still working on the schematic of the plan. Mr. Ruffner cautioned not to proceed too far into the project before consulting the Trustees.

**ALIS** – Mr. McKenna reported that the fees for per item, circulation and patron has increased from \$0.10 cents to \$0.12 cents. This change is required partially due to the fewer number of items, patrons and circulation within the system. This rate of increase would assist in funding necessary equipment purchases. This increase will be considered when the 2018/2019 Budget is developed.

**DIGITIZATION PROJECT** – Mr. McKenna will attend a workshop on “How to Develop a Digital Project” on Thursday, December 14<sup>th</sup>. This program is sponsored by the Long Island Library Resources Council's Committee on Local History. Mrs. Grub expressed interest in attending this workshop also.

**BETTER WORLD BOOKS** – A commission check of \$304.56 was received from the Better World Books for the period of December 2016 to September 2017 and deposited in the Library's General Fund.

**INCIDENT REPORT** – A discussion was held regarding a urination incident at the library on December 4<sup>th</sup>. Mr. DiPietro suggested contacting the Nassau County Health Department (NCHD) for advice as there may be health issues involved. Mr. McKenna will report back to the Board regarding his discussions with the NCHD.

**TRUSTEE ITEM**

**LIBRARY TRUSTEES ASSOCIATION (LTA)** – The 2018 Trustee Institute will be held on Friday, April 27 and Saturday, April 28, 2018 at Long Island Marriott at Uniondale. All Trustees are welcome to attend. A discussion was held regarding the Group Discounted Insurance to all LTA members as a cooperative program. Mr. Ruffner suggested Mr. McKenna getting quotes through LTA for comparison and reporting back to the Board at the next meeting.

**CORRESPONDENCE** - None

**PERSONNEL** - None

**OLD BUSINESS**

**PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2018** – After a discussion, the Schedule for Board Meeting Dates of the Year 2018 was approved on the motion made by Dr. Westermann, seconded by Mrs. Grub, which unanimously passed. A copy of the schedule is annexed to these Minutes.

**WINDOW REPLACEMENT** – Mr. McKenna reported that Mr. Schupner of BBS Architects is still working on the drawings for this project. Mr. McKenna hoped to get this project started in early Spring 2018.

**DEFIBRILLATOR** – Mr. McKenna has made contact to Senator John Brooks office to procure a grant for the defibrillator. Mr. McKenna will keep the Board updated on this issue.

**BUSINESS TRAVEL REIMBURSEMENT POLICY** – Mr. Ruffner distributed a proposed revision in the Business Travel Policy for the Board to review. The revised document will be discussed at the next meeting.

**NLS AND OTHER ORGANIZATIONS**

The Proposed Nassau Library System Operating Budget for Year 2018 were distributed to the Board of Trustees for their review and information.

**NEW BUSINESS**

**PROPOSED BUDGET FOR 2018/2019** – Mr. McKenna presented the Proposed Operating Budget for 2018/2019. The budget was reviewed line by line. Suggestions, recommendations and changes were noted.

**PUBLIC RELATIONS/MEDIA COVERAGE**

A few articles were distributed to the Board of Trustees for their reading.

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION**

On the Motion made by Mr. DiPietro seconded by Mrs. Coughlin the Board entered into Executive Session at 8:35pm to discuss personnel budget.

The Board reconvened in open session at 8:40pm on the motion made by Mrs. Coughlin, seconded by Mrs. Grub

**ADJOURNMENT**

Via a motion made by Mr. DiPietro and seconded by Mrs. Coughlin, which unanimously passed, the meeting was adjourned at 8:41pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 8, 2018 at 7:00 p.m.

Respectfully submitted by  
Amy Law