

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 28, 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: Joe McMahan, Ken Schupner

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:03p.m.

PRESENTATION BY KEN SCHUPNER FROM BBS

Mr. Schupner from BBS reported that the Bathroom Renovation project is progressing well, and as of today, three out of the four bathrooms are operational. They are still working on the 2nd Floor Ladies Room, and hope to be ready by end of next week. There was a delay on some of the materials delivery due to a sub-contractor's tardy materials ordering. Parts/materials such as programmable exhaust fans, changing tables, handrails, toilet paper dispensers, receptacle bins, hand dryers are still waiting for installation. During the project, they have found and replaced corroded pipes in the ladies' room. Mr. McKenna complimented the working crew at RCX Construction as the project has gone relatively smooth. He reported that RCX has also volunteered to replace the overflow condensate tube for the HVAC system in the maintenance office. They also gave us leads for the removal and replacement of the tree located at the outdoor reading area. Mr. McKenna also expressed that it has been a pleasure to work with Mr. Schupner. Mr. Ruffner thanked Mr. Schupner for his presentation.

APPROVAL OF MINUTES

Due to a few adjustments that need to be made, the approval of the minutes of the meeting of May 8, 2017 will be postponed until the next meeting.

APPROVAL OF THE WARRANTS

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

Capital Improvement Fund Account:

04 - June 1, 2017 - 74,171.25

General Fund Account:

- # 59 - May 18, 2017 - 62,357.74
- # 60 - June 1, 2017 - 37,734.59
- # 61 - June 12, 2017 - 61,043.83
- # 62 - June 12, 2017 - 33,373.55
- # 63 - June 12, 2017 - 6,039.80
- # 64 - June 12, 2017 - 12,779.78
- # 65 - June 29, 2017 - 51,039.88

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

LIBRARY USAGE

Mr. Ruffner discussed the Statistical Report for the months of March, April and May 2017. Among other things it showed that the circulation of materials has increased compared to last year's figures.

TUTOR.COM – Mr. McKenna reported that the overall usage for this online service had gone down for all libraries. The re-negotiated contract with Tutor.com for next fiscal year will be reduced to \$400 a year, a significant decrease.

MUSEUM PASSES – Mrs. Grub reported that the Friends of the Library decided not to sponsor the new museum pass for the “Nassau County Museum of Art”. After a discussion, the Board agreed to purchase this new museum pass for an annual fee of \$500 thru the General Fund. Mr. McKenna also reported that Librarian, Eric Wasserman is in the process of updating the “Museum Pass” pamphlets.

TREASURER’S REPORT

The Treasurer’s Report for the month of May 2017 was unanimously approved on the motion by Mrs. Grub, seconded by Mr. DiPietro.

Amy Law also reported that as of May 1st, the interest rate for all Money Market Accounts at TD Bank was up from 0.39% to 0.45%.

DIRECTOR’S REPORT

Mr. McKenna reported that:

MEMORIAL BRICKS – The memorial bricks were taken up and reset in concrete by Bob Lahey on June 15th.

SPRINKLER SYSTEM – An emergency call was made to remove and replace a defective 2.5 inches piping on the dry system from a tenant’s office. This was the third incident within a year for the same pipe.

TREE – The tree at the outdoor reading area was cut down and stump removed on June 22nd. A smaller tree was planted.

ENTERTAINMENT FOR A SATURDAY EVENING (EFASE) – The lineup for the EFASE 2017 was reviewed. Mr. McKenna commented that both Librarians, Eric Wasserman and Kristen Jording worked hard on the EFASE programs. The Trustees were pleased with the way this summer program has evolved over the years.

FRIENDS OF THE LIBRARY – The Friends Books Sale is scheduled on Friday, September 29th and Saturday, September 30th. The Volunteer Recognition Breakfast will be held on Wednesday, September 27th.

INCIDENT WITH PATRON – Mr. McKenna reported about the June 7th incident he had with patron Mr. Wallace. Mr. DiPietro suggested Mr. McKenna writing a formal letter to the Police Commissioner regarding this incident and get this on file. Mr. McKenna agreed.

SEAFORD HARBOR SCHOOL READ-ALOUD - The Annual Read Aloud/Career Day was held at the Seaford Harbor School on May 31st. Trustees Mrs. Grub, Mrs. Coughlin and Director Mr. McKenna participated as representatives of the library.

SPONSORSHIPS – Research by Library Attorneys Lauren Bristol and Jim Cronin concerning the legality of accepting donations from private organizations and for-profit companies for library programs is still ongoing. Mr. Ruffner requested written confirmation from the Library Attorney with all the answers for discussion at the next Board meeting.

SUMMER READING CLUBS - The theme for this year’s Summer Reading Clubs is “Build a Better World”. There were over 200 children signed up for the reading program at the Children’s Summer Kick-Off day on Monday, June 26th.

TELEPHONE SYSTEM – A contract has been signed with DMGT Telecom for a new telephone system. The system will be installed in August and the staff will be appropriately trained.

TENANTS –The issue of tenant parking was discussed with Library Attorneys Lauren Bristol and Jim Cronin on June 15th. The attorneys reviewed the lease and concurred that there is no inclusion of language guaranteeing any tenant a parking spot. Therefore, assigned tenant parking will be discontinued as of July 1, 2017. The new leases with a 2% increase for fiscal year 2017/2018 have been sent out to all tenants. As a courtesy, Mr. Ruffner asked Mr. McKenna to author a memo to all tenants clarifying the parking situation. Mr. McKenna agreed.

TRUSTEE ITEM

LIPA PILOT/ PILOT FROM TOWN OF HEMPSTEAD FOR PROPERTY ON SUNRISE HIGHWAY (NISSAN) – Since Nissan of Massapequa has relocated from the old Bast Chevrolet property to Amityville, Mr. Ruffner questioned what will happen to the PILOT that was in place. Mr. McKenna reported that he contacted the Town of Hempstead Assessment Office, and they have no information as of now, but will keep us up to date on this issue. After a discussion, Mr. Ruffner will write a letter to the Town of Hempstead Industrial Development Agency (IDA) making inquiries regarding the tax structure on that property. More discussion will follow.

CORRESPONDENCE

Letter from Assemblyman David McDonough

Re: Congratulation to Mr. McKenna for his Alumnus of the Year Award by Queens College Graduate School of Library & Information Studies

PERSONNEL

Mr. McKenna reported that PT Librarian Trainee, Sara Alcorn has just notified us that her last day of work will be July 1st. Due to the start of summer reading club, replacement of this position will be delayed until Mid-August.

OLD BUSINESS

DEFIBRILLATOR – Mr. McKenna confirmed that Nassau County Legislator Steve Rhoads has agreed to purchase an automatic external defibrillator for the library. They suggested an official letter should be sent to his office regarding this request. Mr. McKenna will issue this letter by the end of this week.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the March 27th and April 24th were distributed to the Board of Trustees for review.

NEW BUSINESS

60th ANNIVERSARY CELEBRATION – Mr. McKenna reported that plans are coming along for holding the 60th Anniversary Celebration on Sunday, October 15, 2017.

NYS CONSTRUCTION AID FOR 2017-2020 – A discussion was made on the proposal for replacing all windows in the building prepared by Ken Schupner from BBS Architects. Due to the repeating problem with the sprinkler system in the building, Mr. Ruffner asked Mr. McKenna to contact Ken Schupner to come and present us a proposal and evaluation on the sprinkler system. The Board will further discuss which project should go forward for the next cycle of the State Construction grant at a future meeting.

EXISTING CONDITIONS PROPOSAL – On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously approved the proposal to create floor plans depicting the existing floor plan conditions by BBS with an upset maximum fee of \$7,660.00.

COMMUNITY ASSISTANCE CENTER/PMA – The minutes of the Project Kick Off Meeting of the proposal the Governor's Office of Storm Recovery (GOSR) NY Rising Community Reconstruction (NYRCE) program had presented was discussed. The goal of this project is to make the library functional as a community center during any future emergencies. The proposal is to install an emergency generator for the library and the scope of work includes a natural gas generator, WIFI equipment and power connections. A discussion ensued regarding a need for soil borings and an aerial view of the facility with the proposed generator location. The generator will be located at the northwest parking space of the Library parking lot. A confirmation of both the need for a high pressure natural gas power source and of running the unit an hour every week needs to be addressed. Mr. Ruffner questioned about the maintenance of the unit in case there is a problem. Mr. McKenna confirmed that the State will take care of that. Since the library has no existing conditions drawings of the building, including electrical plans, the State will need to finance the creation of one for the whole building. As a result, we may be getting a smaller generator if funds are used for other things. A proposed delivery date of the generator is September 22nd. Mr. McKenna also reported that the Project Management Agreement has been reviewed by the library attorney, and they did not see any issues with this agreement.

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 Mr. DiPietro and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:40pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, September 19, 2017 at 7:00 p.m.

Respectfully submitted by
Amy Law