

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 8, 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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:10p.m.

APPROVAL OF MINUTES

The minutes of the meeting of April 10, 2017 were approved on the motion made by Mr. DiPietro, seconded by Dr. Westermann and unanimously passed.

APPROVAL OF THE WARRANTS

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

54 - April 20, 2017 - 62,775.99
55 - May 4, 2017 - 37,327.47
56 - May 8, 2017 - 15,975.81
57 - May 8, 2017 - 18,734.19
58 - May 8, 2017 - 7,252.12

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 displayed increases and decreases in the use of library materials.

MOVIE SHOWING – Mrs. Coughlin suggested showing movies at night. Mr. McKenna agreed to discuss this idea with Librarian Kristen Jording for future consideration.

TUTOR.COM – A discussion was held on the statistics for the Tutor.com. Mr. McKenna reported that the usage is going down overall for all libraries according to the Online Services at Nassau Library System. As a result, NLS will try to re-negotiate the contract with Tutor.com for the next fiscal year. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available. At the same time, Mr. McKenna will follow-up with Teen Services Jillian Pelliccia regarding promoting this online service to different schools in the district.

MUSEUM PASSES – Mrs. Grub reported that the Friends of the Library agreed to sponsoring the new additional museum pass for the “Nassau County Museum of Art” in the amount of an annual fee of \$500. A discussion was also held on getting another museum pass for the “New York Historical Society” for an annual fee of \$150. On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board unanimously agreed to add this new museum pass starting July 1st.

ENTERTAINMENT FOR A SUMMER EVENING (EFASE) – A discussion was made on the summary chart for the EFASE. A total of six events will be scheduled for this summer and Mr. Ruffner suggested Mr. McKenna making contact to all groups to confirm their sponsorship.

RAILROAD TRESTLE BANNER - Mr. Ruffner talked about a potential railroad trestle banner to be put up for the next summer to promote the EFASE. This will be a great publicity for both the library and the community groups who sponsor our programs. Mr. McKenna agreed talking to Librarian Eric Wasserman regarding this suggestion.

TREASURER’S REPORT

The Treasurer’s Report for the month of April 2017 was unanimously approved on the motion by Mrs. Grub, seconded by Dr. Westermann.

Amy Law also reported that as of April 1st, interest rate for all Money Market Accounts at TD Bank was up from 0.30% to 0.39%.

DIRECTOR’S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT– The restroom renovation project started on Thursday, April 27th. They started the demolition on the second-floor men’s room first. The dumpster was delivered on Wednesday, April 26th. A construction meeting was also held to go over the logistics and any outstanding items for this project. Mr. McKenna has been sending out daily email to all Trustees for up-to-date status of the project. Mr. McKenna also gave out a Men’s Room Outlook Construction Schedule for the Trustees’ review. According to the schedule, the goal is to finish both Men’s room by Monday, May 22nd. A trailer will be delivered for storage purposes. Mr. McKenna reported that BBS Architect, Mr. Schupner will attend the next meeting for more discussion regarding the status of the project.

BETTER WORLD BOOK BIN – The Better World Book Bin has been relocated to the sidewalk near the flagpole due to the construction. A discussion was made whether the bin should be at the location permanently.

SPRINKLER SYSTEM - An annual inspection of the sprinkler system was conducted on April 19th. A concealed sprinkler on the Main Level need to be removed and replaced. This work is scheduled on Wednesday, May 10th. On April 24th, Modern Sprinkler was called for an emergency service due to a pin hole was found by the seam of the pipe in the tenant space. A temporary repair was performed.

TYCO INTEGRATED SECURITY – On Monday, May 1st Tyco began the installation of the new Fire and Burglar Alarm for the building. Staff training session on this new system will be scheduled soon.

FRIENDS BOOK SALE – The Friends Book Sale is scheduled on Friday, June 23th and Saturday, June 24th.

VOLUNTEER RECOGNITION BREAKFAST – The Volunteer Recognition Breakfast is scheduled on Wednesday, September 27th.

HISTORICAL ITEMS – A Seaford patron came in and donated three (3) tickets for a “Card Party & Bunco” event from September 19, 1941 that was sponsored by the Seaford Merchants Association. Mr. Ruffner suggested donating one ticket to the Seaford Historical Society and one to the Seaford Chamber of Commerce, the forerunner of the Seaford Merchants Association.

BRICKWORK – Mr. DiPietro questioned about the status of the brickwork on the north side of the building. A discussion was held on the potential danger of the brick work and suggestion of completely taking out, replacing and resurfacing all the bricks. Since part of the property is owned by the Town of Hempstead, Mr. McKenna agreed contacting Town of Hempstead Councilwoman Erin King Sweeney regarding this concern and will report at the next meeting.

LIBRARY CARD USAGE – Mr. McKenna reported that there were 10,374 registered resident borrowers of Seaford, and 3,827 were active borrowers as of January 1, 2016. After a discussion, Mr. Ruffner requested making a card usage comparison chart with other libraries for review. Mr. McKenna agreed and suggested comparing these numbers within Area 4 Libraries (Island Trees, Levittown, Massapequa, Plainedge and Wantagh). More discussion will follow at the next meeting.

STAFF MEETING – Minutes for the Staff Meeting that was held on Wednesday, April 12th was reviewed. A discussion was also held regarding new painting for the Staff Room. Mr. McKenna agreed getting a proposal for this job and will be discussed at the next meeting.

TELEPHONE SYSTEM – Mr. McKenna spoke about the outdated telephone system in the library. A discussion was held on the three proposals for a new telephone system. On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board unanimously approved the proposal submitted by Eastern American Technologies, Inc. for a new telephone system for the library with a total cost of \$6,989.77. At the same time, if there is any problem with Eastern American Technologies, Inc., the Board has also approved the second lowest bidder, DMGT Telecomm, Inc as back up.

FOIL REQUEST – The Library has received a FOIL request from CSEA, Inc. on April 20th. They requested information of all non-confidential, non-managerial employees of the library who are not currently represented by a collective bargaining agent. Records including name, job title, department of all employees. Mr. McKenna reported that all libraries received this same letter. He also spoke with Jackie Thresher, Director of NLS and confirmed that information they requested is legal as long as no home address or salary information is requested.

FALL SERIES – There will be 3 presentations for the Fall Series. Mr. McKenna will discuss with Adult Librarian, Kristen Jording regarding this and will report at the next meeting. Mr. Ruffner suggested reaching out to more sponsors around town for this series. Mr. McKenna raised a question regarding legality of taking donations from private organizations and for-profit companies for the library. After a discussion, the Board asked Mr. McKenna to consult with Library Attorney, Laruen Bristol regarding this issue. Mr. McKenna will also find out whether other libraries obtain donations from private companies for programs. Mr. Ruffner also requested getting written confirmation from the Library Attorney for all the answers. Mr. McKenna agreed.

TENANT LEASE RENEWAL – Mr. McKenna suggested making an amendment on the lease renewal and eliminate Item# 27 “Landlord shall provide Tenant with parking facilities for one car on the south side of the building designated by an appropriate reserved sign” in the lease agreement for the 2017-2018 lease term. After a discussion, the Board unanimously agreeable to his suggestion and asked Mr. McKenna to consult with Library Attorney Lauren Bristol before sending out the new lease renewal to all tenants. Mr. McKenna agreed.

TRUSTEE ITEM

LEGAL NOTICES – The cost comparison with the Herald Citizen and Long Island Business News regarding the posting of the budget legal notices was reviewed. After a discussion, the Board unanimously agreed publishing the legal notices through Long Island Business News starting fiscal year 2017/2018.

STATISTICAL REPORTS FROM BOLD SYSTEMS – A discussion was held on the statistical reports from Bold Systems regarding the Budget Vote on April 5th.

CORRESPONDENCE

Letter from Assemblyman David G. McDonough
Re: New York State Assembly Summer Reading Challenge

PERSONNEL - None

OLD BUSINESS

WINDOW REPLACEMENT – Mr. McKenna spoke with BBS Architect, Ken Schupner regarding his proposal and advice on the window replacement for the building. More discussion will be held at the next meeting.

DEFIBRILLATOR – A discussion was made on an article regarding Seaford Fire Department with help from Nassau County Legislator Steve Rhoads has purchased the life-saving devices - an automatic external defibrillator. Mr. McKenna suggested sending a letter to Legislator Rhoads and hope to get a defibrillator from his office for the library as well.

DISASTER PLAN FOR COMPUTER AND DATA RECOVERY POLICY – After the 30-day waiting period and with no questions from the public, it was agreed to formally incorporate the Disaster Plan for Computer and Data Recovery Policy as policy of the library.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

60th ANNIVERSARY CELEBRATION – It was discussed as to whether to hold a 60th Anniversary Celebration on Sunday, October 15, 2017. A discussion was also held regarding scheduling a Friends Book Sale on the same weekend with the 60th Anniversary Celebration. More discussion will follow.

GASB 75 – The Government Accounting Standards Board (GASB) issued Statement No. 75 in June 2015, which will replace GASB Statement No. 45. GASB Statement No. 75 is entitled “Accounting and Financial Reporting by Employers for Postemployment Benefits Other than Pensions”. Libraries with a June 30th fiscal year will need a new valuation prepared for fiscal year ending June 30, 2018 and all plans will be required to be revalued at least once every two years. As a result, the Suffolk Cooperative Library System will be coordinating an order for the newly mandated Actuarial Valuation with USI Consulting Group. An agreement has been sent to all participating libraries. Mr. McKenna has consulted with Library Auditor, Dave Tellier. Mr. Tellier confirmed that their information is correct and the fee is appropriate the services and guidance. After a discussion, it was agreed to accept the proposal from USI Consulting Group for providing actuarial service for fiscal year 2018 and 2019 for a base price of \$2,500 and a one-time \$100 fee to cover the cost of transitioning to the new Government Accounting Standard No. 75.

NYS CONSTRUCTION AID FOR 2017-2018 – Mr. McKenna reported that he will attend the 2017-2018 Construction Aid Information Session at the NLS on Wednesday, June 14th. Possible projects to be considered for this round of Construction Aid are the replacement of our windows and the sprinkler system. He also mentioned that paperwork is due at NLS by August. More discussion will follow depending on Mr. Schupner’s recommendation on the window replacement.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 9:35pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 12, 2017 at 7:00 p.m.

Respectfully submitted by
Amy Law