

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**April 9, 2018**

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

Absent: James DiPietro, Financial Secretary

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:08p.m.

**A FORMAL EXCUSE FOR MR. DIPIETRO TO BE ABSENT FOR THE BOARD MEETING**

On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board officially excused the absence of Mr. DiPietro from the meeting.

**BUDGET HEARING**

No public attended this meeting. Therefore, the Budget Hearing was not conducted.

**APPROVAL OF MINUTES**

The minutes of the meeting of March 12, 2018 were approved on the motion made by Mrs. Grub, seconded by Mrs. Coughlin, and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

# 46 - March 22, 2018	- 60,725.60
# 47 - April 5, 2018	- 38,551.03
# 48 - April 9, 2018	- 18,588.77
# 49 - April 9, 2018	- 14,694.55
# 50 - April 9, 2018	- 6,732.40

**MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

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

**LIBRARY USAGE**

Mr. Ruffner discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of February 2018.

## **TREASURER'S REPORT**

The Treasurer's Report for the month of March 2018 was unanimously approved on the motion by Dr. Westermann, seconded by Mrs. Grub.

Amy Law reported that she has made a transfer of \$80,000.00 from General Fund Checking Account to General Fund Money Market Account in order to earn more interest. Mr. Ruffner asked Amy Law to contact TD Bank to get advice on how to get more interest in other investment accounts.

**ANNUAL AUDIT** - Our next annual audit for fiscal year 2017-2018 is scheduled on July 11<sup>th</sup> and July 12<sup>th</sup>.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** - According to BBS Architects, RCX still has not submitted the final requisition of the required closeout documents to their office. As a result, BBS Architects has not been able to certify RCX's final check. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

### **WINDOW AND DOORS REPLACEMENT PROJECT –**

- a. A letter to the New York State Public Library Construction Aid Program to confirm that the building and property, in which the Seaford Public Library is located is owned by the Seaford Public Library Board of Trustees, not by the Seaford School District, will be signed by Mr. Ruffner.
- b. Mr. McKenna spoke with Ken Schupner from BBS regarding the concern from the last meeting on whether we can do the bid ahead of time while waiting for approval from NYSED. Mr. Schupner confirmed that we cannot do that until we get all the approvals from the NYSED first. Mr. McKenna also mentioned that with the verification of the building is owned by the Board of Trustees, there is a possibility that the wait time may cut from 12 months to 7 months.
- c. Another way that may reduce the time is to outsource the review part to an outside company, but this will incur additional costs and may not be eligible for the State Construction Aid funding. The Board decided not to do this.

**DUCT CLEANING** – Mr. McKenna spoke with Ken Schupner from BBS Architect about the timing of the duct cleaning. It will not have any effect on the Windows and Doors Replacement Project later on. As a result, the duct work will be scheduled for cleaning in the evenings of April 24<sup>th</sup> to April 26<sup>th</sup>. A memo was also sent out to Tenants regarding this project.

**PANIC BUTTONS** – A quote from the Fire/Burglary Alarm company, Tyco/Johnson Controls, has been solicited for a Panic Button Alarm System with four buttons. This system will electronically notify police if there is an incident that poses severe danger to employees or patrons inside the building if pressed by a member of the library's staff. These activation units will be located in different locations within the library. Mr. Ruffner asked Mr. McKenna to clarify, upon activation, if the alert will be sent directly to the Nassau County Police Department or to the Alarm company first. Mr. McKenna agreed and will report back to the Board at the next meeting.

**FRIENDS OF THE LIBRARY** – The application for the 501(c)(3) status for the Friends of the Library is in the process of being resolved. The Friends annual Book and Bake Sale is set for April 20 – 21<sup>st</sup>. The Friends may host an author event "Paul Lynde: A biography" by local author Cathy Rudolph on May 19<sup>th</sup>.

**NARCAN** – Mr. McKenna reported he went to a training session on the use of Narcan at the Levittown Fire Department in Levittown. He is also planning to schedule this Narcan training session at Seaford around June.

**INCIDENT** – On February 8<sup>th</sup>, there was a bank robbery at the Roslyn Savings Bank in the Stop & Shop supermarket on Merrick Road in Seaford. The suspect came into the library immediately after the robbery. NYPD Detective Lyndon John contacted Mr. McKenna to inquire about the security footage on that day. A discussion was held if this violates any privacy laws. Mrs. Grub suggested getting a security sign outside the library that alert patrons to the use of 24 hours video surveillance in the building. Mr. McKenna also suggested posting pictures of “people of interest” at the back office to alert staff.

**LIBRARY ADVOCACY** – The New York State Fiscal Year 2018-19 enacted budget reversed the proposed cut and allocated an additional \$1M – the total State Library Aid will be \$96.6M. The State Public Library Construction Aid will be \$34M – \$10M more than last year. This may mean that we will get a bigger portion of the construction aid for the Window and Doors Replacement Project.

**PROPERTY TAX CAP** – Mr. McKenna reported that he has submitted the Property Tax Cap form to the Office of the New York State Comptroller.

**SEAFORD’S 375<sup>th</sup> CELEBRATION** – According to Mr. McKenna, a tentative date for a library bus trip which include a tour of Seaford with a tour guide and dinner at a local restaurant is set for Monday, September 17<sup>th</sup>.

**CORRESPONDENCE** - None

### **PERSONNEL**

**STAFF MEETING** – A staff meeting was held on Wednesday, April 4<sup>th</sup> to update the staff on the new Window and Doors Replacement project and other matters of importance.

### **OLD BUSINESS**

**DEFIBRILLATOR** – Mr. McKenna reported that he has ordered two defibrillators from the American Red Cross. It was decided that a defibrillator on each level is desirable. The American Red Cross will train all interested staff on how to use it and will periodically re-train them as needed.

**SPONSORSHIP POLICY** – A discussion was held on the revised Sponsorship Policy prepared by the sub-committee made up of Dr. Westermann and Mrs. Coughlin. A copy of that policy is annexed to the Minutes. On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the vote was deferred until the next meeting as that is the Boards standard procedure. The final vote for this policy will take place at the next Board of Trustees meeting. This will allow a 30-day waiting period to give the public the opportunity to read through it before the vote by the Board of Trustees. Mr. Ruffner suggested posting library policies on library website.

**RAVE ALERT SYSTEM** – Mr. McKenna has made contact with Nassau Police Commissioner Ryder regarding the “Rave” system and will follow up with him again. Mr. Ruffner suggested that the Nassau Library System should coordinate this issue and represent all public libraries to stress that libraries have the same threat environment as to school districts. All libraries should have the same access to the Rave Panic Button system that allows library staff to notify authorities about an active-shooter situation with the push of a button. Mr. McKenna reported that he will be the Chair for the Security Committee at NLS and is planning to discuss this topic. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

**RAILING AT THE FRONT LOBBY** – The hand rail at the front lobby came loose from the wall, a call has been made to Bob Lahey to fix this problem.

**MINEOLA PUBLIC LIBRARY “24/7” PROGRAM** – A discussion was held regarding Library’s 24/7 program. Mr. Ruffner suggested promoting this program at the July Newsletter, allowing residents to get access of information and materials when the library is closed. Mr. Ruffner requested that samples of the new two-color six-page newsletter be presented to the Trustees at the May meeting. The newly designed newsletter will be rolled out for July.

**NLS AND OTHER ORGANIZATIONS** – None

**NEW BUSINESS**

**TENANT LEASE RENEWAL** – After a discussion, on the motion by Mrs. Grub, seconded by Dr. Westermann, the Board unanimously agreed to a 2.5% increase on the per square foot charge for rental space in the building for the lease term which runs from July 1, 2018 to June 30, 2019.

**CLAIM PROCEDURES** – A discussion was held regarding the state audit of the East Meadow Public Library. The State auditors alleged that the EMPL Board did not review the library’s bills before paying them. At Seaford, we have adopted the “Resolution to Pay Bills with Prior Approval” and warrants were approved and signed by all trustees at each meeting before sending out checks. Mr. Ruffner asked Mr. McKenna to contact library auditor, Mr. Tellier to confirm if this procedure is sufficient and for other advices on this issue. Mr. McKenna agreed and further discussion will be conducted at the next Board Meeting.

**PUBLIC RELATIONS/MEDIA COVERAGE**

A few articles were distributed to the Board of Trustees.

**PUBLIC COMMENT**

There was no public in attendance.

**ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Dr. Westermann, which unanimously passed, the meeting was adjourned at 8:35pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 14, 2018 at 7:00 p.m.

Respectfully submitted by  
Amy Law