

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**January 16, 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 7:05p.m.

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

On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board approved the absence of Mr. DiPietro from the meeting.

**APPROVAL OF MINUTES**

The minutes of the meeting of November 13, 2017 and December 4, 2017 were approved on the motion made by Mrs. Coughlin, 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 Mrs. Grub, which unanimously passed:

# 29 -	December 13, 2017	- 13,432.62
# 30 -	December 14, 2017	- 58,218.10
# 31 -	December 28, 2017	- 42,986.96
# 32 -	January 11, 2018	- 42,016.96
# 33 -	January 16, 2018	- 17,825.15
# 34 -	January 16, 2018	- 6,518.81
# 35 -	January 16, 2018	- 7,872.87

**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.

**TUTOR.COM** – A discussion was held regarding the statistics for Tutor.com. Mrs. Coughlin suggested contacting school principals regarding this service. Mr. McKenna responded that the Head of Teen Services Jillian Pelliccia has been trying to promote this service to different schools and their students.

### **TREASURER’S REPORT**

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

Amy Law reported the approval of the Treasurer’s Report for the month of December 2017 will be delayed until the next meeting in February 2018 due to the absence of Mr. DiPietro. She also reported that as of December 1<sup>st</sup>, interest rate for all Money Market Accounts at TD Bank was up from 0.65% to 0.69%.

### **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** – The quote from Cunningham Air Duct + Chimney Services for cleaning all air ducts throughout the building has been revised due to the compliance to the NYS Prevailing Wages requirement for this job. After a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Grub and unanimously approved the revised proposal from Cunningham Air Duct + Chimney Services in the amount of \$9,475.

**SPRINKLER SYSTEM** – A new compressor and low-pressure switch have been installed on January 8<sup>th</sup> by Modern Sprinkler System. Always Electric and Tyco Security also came to connect the wiring for this compressor. And January 9<sup>th</sup>, Modern Sprinkler came to remove and replace a 2.5” deteriorated sprinkler pipe in the 2<sup>nd</sup> floor storage room.

**ALIS** – On December 22<sup>nd</sup>, ALIS staff came and replaced the ALIS router and switch.

**DIGITIZATION PROJECT** – Due to inclement weather, Mr. McKenna and Mrs. Grub did not attend the LILRC workshop on “How to Develop a Digital Project” on December 14<sup>th</sup>. Another workshop will be scheduled later. Mr. McKenna reported that he spoke with Head of Teen Services, Jillian Pelliccia and is planning to work with him on this project. Dr. Westermann talked about courses regarding this topic that is often offered at colleges, and she will find out more information and suggested sending Ms. Pelliccia to audit the course. The Board unanimously agreed and more discussion will be made at the next meeting.

**LIBRARY ADVOCACY DAY** - The NCLA’s Annual Advocacy Day bus trip to Albany is scheduled on Wednesday, February 28<sup>th</sup>. All library staff, administrators, trustees, friends’ groups and members of the public are welcome to attend.

**LIBRARY ATTORNEY ON RETAINER BASIS** – Mr. McKenna initiated a discussion regarding contracting an attorney on a retainer basis. The Board asked Mr. McKenna to gather more information such as how many libraries have their attorneys on retainer, cost of the service, any single provider offering services on a per case basis, etc. Dr. Westermann also suggested checking with the Seaford School District on this matter. More discussion will be made at the next meeting.

**PUBLIC LIBRARY ASSOCIATION** – The biennial Public Library Association Conference will be held in Philadelphia, PA from March 20<sup>th</sup> to March 24<sup>th</sup>, 2018.

**2017 ADULT READING PROGRAM** – The 2017 Adult Reading Program – “Some Books are Worth Melting For” started on Tuesday, January 8<sup>th</sup>. As of today, a total of 87 patrons have signed up for the Adult Winter Club Program.

**2018 SPRING SPEAKER SERIES** – A discussion was held on the 2nd Annual Spring Speaker Series summary chart. Mr. Ruffner asked Mr. McKenna to draft sponsorship letters to past community groups and Sterling National Bank regarding the Series.

**SPONSORSHIP POLICY** – Mr. Ruffner asked about the response from the Library Attorney regarding the legality of taking donations from private organization and for-profit companies for libraries. Mr. Ruffner also asked for the proposed Sponsorship Policy at the next meeting for discussion.

**MEETING ROOM USAGE** – A discussion was held regarding the meeting room policy. Questions raised by Mr. Ruffner on which types of organizations of the Seaford Community may use our library’s meeting room, the number/percentage of participants of the meeting that must reside within the Seaford School District, etc. Mr. McKenna agreed getting more data and information regarding this for review and discussion at the next meeting.

### **TRUSTEE ITEM**

**LIBRARY TRUSTEES ASSOCIATION (LTA)** – Mr. McKenna is in the process of submitting required information to LTA in order to get a quote for the Group Discounted Insurance to ascertain whether the Library can save money.

**CORRESPONDENCE** – None

### **PERSONNEL**

The following personnel changes were approved by the Board:

Resignation : Nathalie Levin, Librarian Trainee, eff. 12/27/2017

### **OLD BUSINESS**

**WINDOW REPLACEMENT** – Mr. McKenna reported that Mr. Schupner of BBS Architects is continuing to work on the drawings for this project and it is anticipated that the drawings will be completed in a couple of weeks. Mr. McKenna also pointed out there will be two timing factors to be determined for this project. This includes the issuance of permit and bids and the manufacturing of the actual windows. Upon issuance of the permit from the New York State Education Department, the project will go to bid. After the award of the bid, the contractor will prepare shop drawings for window fabrication. Current fabrication period is approximately 12 to 16 weeks after the approval of the shop drawings. The project needs to be completed after July 1, 2018 in order to apply for a the NYS Construction Grant. It is anticipated that at least 40% of the project cost will be covered by this grant. Mr. McKenna will keep the Board updated on this project.

**BUSINESS TRAVEL REIMBURSEMENT POLICY** - On the motion made by Dr. Westermann, seconded by Mrs. Grub, the vote was deferred until the next meeting as that is the Board standard procedure. The final vote for this policy will take place at the next Board of Trustees meeting. Mr. Ruffner explained that this is a long-standing procedure in order to allow a 30-day waiting period to give the public the opportunity to read through it before the vote by the Board of Trustees.

**PROPOSED BUDGET FOR 2018/2019** - The revised proposed Operating Budget for fiscal year 2018/2019 was discussed. The Personnel Budget was discussed at Executive Session.

**NLS AND OTHER ORGANIZATIONS** - None

**NEW BUSINESS**

**NEW YORK STATE PAID FAMILY LEAVE (PFL)** – The New York State Paid Family Leave Law, which become effective January 1, 2018, will provide insurance for employees with job-protected, paid leave to bond with a new child, care for a loved one with a serious health condition or to help relieve family pressures when someone is deployed abroad on active military service. This insurance will be funded entirely through employee payroll deductions. The 2018 payroll contribution is 0.126% of an employee’s weekly wage. All New York State public employers may opt into PFL by submitting an application and plan to the NYS Workers’ Compensation Board. Mr. McKenna reported that many Nassau libraries are not providing PFL coverage upon the advice of their attorneys. Mr. McKenna will participate in a Paid Family Leave Employer Webinar presented by the NYS Workers’ Compensation Board on Tuesday, January 23<sup>rd</sup>. More discussion will be made at the next meeting.

**PUBLIC RELATIONS/MEDIA COVERAGE** - None

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION**

On the Motion made by Dr. Westermann seconded by Mrs. Grub the Board entered into Executive Session at 9:05pm to discuss the personnel budget for fiscal year 2018/2019.

The Board reconvened in open session at 9:10pm on the motion made by Mrs. Grub, seconded by Dr. Westermann.

**ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 9:15pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 12, 2018 at 7:00 p.m.

Respectfully submitted by  
Amy Law