

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 12, 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 7:03p.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 officially excused the absence of Mr. DiPietro from the meeting.

APPROVAL OF MINUTES

The minutes of the meeting of February 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 Dr. Westermann, seconded by Mrs. Grub, which unanimously passed:

# 41 - February 22, 2018	- 61,126.43
# 42 - March 8, 2018	- 37,533.92
# 43 - March 12, 2018	- 16,952.60
# 44 - March 12, 2018	- 151,296.64
# 45 - March 12, 2018	- 23,083.85

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 January 2018.

TREASURER'S REPORT

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

PILOT - Amy Law reported that a total of \$606.66 for the PILOT (Payment in Lieu of Taxes) was received from the Seaford School District on February 13th. This PILOT is from Nassau County from property known as the Neptune project in Hicksville.

NYS RETIREMENT SYSTEM – The Library recently paid the NYS Retirement System pension contribution for the 4/1/16 – 3/31/17 fiscal period in the amount of \$132,409.41. The Board received a report entitled “Summary for NYS Retirement System Contribution Rates”. This summary details a history of Library pension contributions from FY 2003/2004 through current. A copy of this summary report is annexed to these Minutes.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT - We have received a “Notice to Department of Jurisdiction to Release Payment” from the New York State Department of Labor for RCX on February 12, 2018. According to BBS Architects, RCX has not submitted the final requisition of the required closeout documents to their office. As a result, BBS Architects have not certified RCX's final check yet. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

WINDOW AND DOORS REPLACEMENT PROJECT – A discussion with BBS Architects regarding the estimated time schedule for this project:

- a. New York State Education Department (NYSED) has a current 19–21 weeks review period.
- b. After NYSED reviews and approves the project, it will go to bid which will take 3–4 weeks.
- c. After bid/award, the contractor will prepare shop drawings for window fabrication. The current fabrication period is approximately 12–16 weeks.
- d. Installation will take around 3-4 weeks.

The Board was concerned about the timing of this project. Mr. Ruffner asked Mr. McKenna to ascertain from BBS Architect if we can do the bid ahead of time while waiting for approval from NYSED, so as to move the project along. Mr. McKenna will speak to Ken Schupner from BBS Architects.

The Board reviewed and unanimously authorized the President to sign the “Window and Doors Renovation Resolution”. This resolution was required to be executed under the New York State Environmental Quality Review Act (SEQRA). The motion was made by Mrs. Coughlin and seconded by Mrs. Grub.

DUCT CLEANING – The Duct Cleaning which was to be conducted by Cunningham Air Duct + Chimney Services, Inc. in April has been postponed. A discussion was held on whether we should postpone this job until after the Windows and Doors Replacement Project is done. Mr. McKenna will contact Ken Schupner from BBS Architect regarding this concern. Mr. McKenna will keep the Board updated on this topic.

ELECTRICAL WORK – On February 19th, Allways Electric performed repair work on one of the electrical panels for the library. Mr. McKenna also in the process of getting a quote for replacing the electrical panel for the second floor of the library.

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. Mr. McKenna will keep the Board updated on this issue. The Friends annual Book and Bake Sale is set for April 20 – 21st.

LIBRARY ATTORNEY ON RETAINER BASIS – Mr. McKenna reported that he is in the process of creating a Request for Proposal (RFP) for Attorney Services. Mr. McKenna will present the RFP to the Board for their review and consultation at the next meeting.

SUMMER READING CLUBS – The theme for this coming year is “Libraries Rock!”. The Adult, Teen and Children’s Departments are collaborating on a Summer Reading Club Kick-Off Party to be held on Monday, June 25th in the Library’s parking lot.

DEFIBRILLATOR – Inasmuch as the Library has been unsuccessful in its attempts to get the County Legislature or New York State Senate to furnish it with an AED (defibrillator), the Board authorized Mr. McKenna to purchase one at an approximate cost of \$3,500. The American Red Cross will train the Staff on how to use it and will periodically re-train them as needed.

SEAFORD’S 375th CELEBRATION – Mr. McKenna and Mr. Ruffner attended the March 5th meeting at the Seaford Historical Society to brainstorm on ways to celebrate the 375th Anniversary of Seaford with the community. Mr. McKenna talked to Children’s Department and agreed creating some programs to tie in with this celebration. Mr. McKenna also suggested arranging a library bus trip which include a tour in Seaford with a tour guide and dinner at a local restaurant. The Board was amenable to his suggestion and requested further details, when available.

TENANTS – Tenant Ken Jacobsen inquired about the possibly of subletting a room of his office. A discussion was held on this topic relative to the tenant lease agreement and it was agreed that Mr. Jacobsen should write a formal letter to the Board regarding this request before any further discussion. Mr. McKenna also reported that he has also notified Tenant Stewart Matos regarding the library not paying for the repair of his computer due to the January 31st incident.

PROPERTY TAX CAP – Mr. McKenna presented his March 8, 2018 Property Tax Cap report, a copy of which is annexed to these Minutes. The report indicated that the proposed FYE June 30, 2019 budget is within the allowable tax cap of 2% as it calculates at 1.53%.

LIBRARY ADVOCACY – Mr. McKenna attended the two-day Library Advocacy program in Albany on February 27-28, 2018. The programs promoted increased public library funding in the Governor’s proposed budget. In addition to Mr. McKenna, Betty and Frank Philip, members of the Friends, attended the February 28th meeting with various State Legislators.

CORRESPONDENCE

Donation of \$50 in memory of Jerry Richardson

Re: A donation of \$50 for purchasing books in memory of Jerry Richardson

Mr. McKenna reported that books have been ordered and book plate will be placed on those books.

PERSONNEL

The following personnel change was approved by the Board:

Appointment: Kristina Fuessler, FT Librarian Trainee, eff. 3/9/18

OLD BUSINESS

SPONSORSHIP POLICY – After a discussion, it was decided to set up a sub-committee made up of Dr. Westermann and Mrs. Coughlin. They will formulate a draft Sponsorship Policy and Procedures document for the Board to consider at its next meeting.

PROPOSED BUDGET FOR 2018/2019 - After discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board of Trustees unanimously approved the 2018/2019 library budget. This reflects a 1.53% increase over the 2017/2018 budget in the balance to be raised by taxation.

2018 ENTERTAINMENT FOR A SATURDAY EVENING (EFASE) - The line-up for the 2018 Summer Concerts (4), a comedy night and an outdoor movie night were discussed. A total of six events will be scheduled for this coming summer. Mr. Ruffner instructed Mr. McKenna to draft the sponsorship letters to past community groups and Bethpage Federal Credit Union regarding the 2018 Summer Concert Series. Mr. McKenna agreed.

NLS AND OTHER ORGANIZATIONS

A flyer regarding the program “Transformative Trends in Libraries with James Larue” will be held at NLS on Wednesday, March 14, 2018. Dr. Westermann and Mr. Ruffner expressed interest in attending this program.

NEW BUSINESS

2017 ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES – The 2017 New York State Annual Report was reviewed and accepted by the Board of Trustees.

LETTER TO NASSAU COUNTY EXECUTIVE ABOUT CIVIL SERVICE ISSUES – A discussion was held regarding sending a letter to the Nassau County Executive about library-related Civil Service issues. On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board unanimously agreed to do so.

RAVE ALERT SYSTEM – The Rave Alert System is a mass notification system that directly connects school districts with local law enforcement in the event of an emergency. A touch of a button of a smartphone application alerts police to an active emergency situation and immediately dispatches police to the scene. Mr. Ruffner suggested Mr. McKenna contacting the 7th Precinct regarding this system for the library. Mr. McKenna will report back to the Board at the April meeting.

MINEOLA PUBLIC LIBRARY “24/7” PROGRAM – A discussion was held on the article regarding the Mineola Public Library’s 24/7 initiative through the use of a new app. This allows Mineola residents to get access of information and materials when the library is closed. Mr. McKenna agreed checking this out with other libraries and discussing this at the next 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. Grub and seconded by Mrs. Coughlin, which unanimously passed, the meeting was adjourned at 8:40pm.

The next meeting of the Board of Library Trustees and Budget Hearing was scheduled for Monday, April 9, 2018 at 7:00 p.m.

Respectfully submitted by
Amy Law