

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 14, 2018

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

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 Dr. Westermann, seconded by Mrs. Coughlin, the Board officially excused the absence of Mr. DiPietro from the meeting.

APPROVAL OF MINUTES

The minutes of the meeting of April 9, 2018 were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Grub and unanimously passed.

APPROVAL OF THE WARRANTS

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

General Fund Account:

- # 51 - April 19, 2018 - 62,398.18
- # 52 - May 3, 2018 - 38,945.94
- # 53 - May 14, 2018 - 29,682.32
- # 54 - May 14, 2018 - 7,265.56
- # 55 - May 14, 2018 - 14,040.86
- # 56 - May 14, 2018 - 6,767.52

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

Capital Improvement Fund Account:

- # 02 - May 14, 2018 - 52,128.95

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. **MONTHLY OPERATING SCHEDULE** - Mr. Ruffner asked Mr. McKenna to contact with Library Auditor, Dave Tellier regarding the correct way to accommodate a deficit on a specific budget line. There was also a question on the budget line "Program – Outdoor". Mr. McKenna will clarify that at the next meeting.

INCOME SCHEDULE – Mr. Ruffner asked Mr. McKenna to look into the status for the receipt line – Commission, since we did not get any receipt for this line yet.

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 March 2018.

TREASURER’S REPORT

The Treasurer’s Report for the month of April 2018 was unanimously approved on the motion by Mr. Grub, seconded by Mrs. Coughlin.

A discussion was held regarding the comparison chart of interest rates by various time periods for CDs at TD Bank. It was agreed to get the paperwork for a resolution to open up one or more CD Accounts at TD Bank prepared for the next meeting.

DIRECTOR’S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT – A final payment of \$14,270.95 is pending receipt of the close-out documents from RCX, Inc. When the library makes this final payment, Mr. Ruffner asked Mr. McKenna to prepare a Final Cost/Payment Statement for this project. In the future, any similar projects should have a monthly Cost/Payment Schedule prepared for the Trustees review.

WINDOWS AND DOORS REPLACEMENT PROJECT – EnviroScience’s Consultants, Inc. conducted the hazardous materials testing on April 12th. As of today, we do not have the test results yet. The letter sent previously to the NYS Education Department regarding ownership of the building may speed up the approval process. As of now, there is no specific information on the timeline of this project.

DUCT CLEANING – All exhaust systems and ductwork have been cleaned between April 24th and April 26th by Cunningham, Inc.

PANIC BUTTONS – Four Panic Alert Buttons were installed on May 2nd by Tyco/Johnson Controls. The panic buttons were installed in the following areas: Director’s Office, Reference Desk, Circulation Desk and Children’s Department. An installation of a fifth panic button was suggested for the back-clerical office. Mr. McKenna also clarified that upon activation, Tyco Security would be notified and they will alert 911. A discussion ensued regarding the space issue in the clerical area of the library. Dr. Westermann suggested getting self-checkout and check-in stations, which should save time and space. Mr. McKenna agreed to look into this topic.

HAND RAILINGS – Bob Lahey came and secured the hand railings along the main foyer staircase on April 12th.

ALIS/NLS AGREEMENT – A discussion was held on the NLS ALIS Services Agreement. Mr. McKenna confirmed, on a query from Mr. Ruffner, that the Participating Libraries/ Schedule of Fees remained the same from the current fee schedule. The deadline for returning signed copies of the agreement is July 27, 2018. A final copy of the agreement will be ready at the next meeting for Board approval and signature.

CIVIL SERVICE MEETING – On May 1st, an open meeting was held in the Nassau County Executive Office Building with County Executive Laura Curran, members of Nassau County Civil Service staff and many Nassau directors and trustees. Among the seven speakers from the library community was trustee Dr. Westermann.

DEFIBRILLATORS – We have received two defibrillators from Zoll, Inc. Mr. McKenna will contact Red Cross for installation and staff training.

EFASE – A discussion was held on the 18th Annual “Entertainment for a Saturday Evening” outdoor summer series.

FRIENDS OF THE LIBRARY – The Friends of the Library held their Book and Bake Sale on April 20th and April 21st. A total of \$1,400 was raised. Mr. McKenna also reported that the Friends may host an author event “Paul Lynde: A biography” by local author Cathy Rudolph in September or October 2018. The Friends will meet on June 5th at 10am to elect new officers and move ahead with new projects. Mr. McKenna also suggested honoring late President, Dolores Humphreys, at the July 7th Outdoor Summer Concert which will be hopefully sponsored by the Friends of the Library. The Board was agreeable to his suggestion.

FRANK J. HOSCHEK MEMORIAL SERVICE AWARD – Mr. McKenna suggested Mr. Stephen Gaughran as the next recipient of the award. The Board was unanimously in agreement with this suggestion. It was agreed that this award will be presented at the second 2018 Summer Outdoor Concert if that date was agreeable to Mr. Gaughran. Mr. Ruffner asked Mr. McKenna to send a letter to Mr. Gaughran regarding this award presentation.

INCIDENT – A discussion was held on an incident regarding disruptive behavior of several patrons in the computer area on May 9th. Dr. Westermann asked if we have a policy for Patron Behavior and was advised the Library does. She stated that the patrons should know there are consequences if they violate the policy.

LIBRARY TRUSTEES ASSOCIATION INSTITUTE – Mr. McKenna and Dr. Westermann attended the Annual New York State Library Trustee Association Institute on April 28th at the Marriott Hotel in Uniondale.

SEAFORD’S 375th CELEBRATION – Mr. McKenna attended the second 375th Seaford Anniversary Planning Meeting on May 7th. Two events will be designated for this celebration at the library. A speaker program will be presented by a lifetime Seaford resident Fred Roth. He will talk about the history of Seaford in September, with a possible second speaker program to be scheduled in October. Mr. McKenna also indicated that Jim Hayden from Seaford Scouting proposed renting a trolley for a tour of Seaford. More discussion will follow.

TRUSTEE ITEM

LIBRARY BUDGET VOTE – The library budget vote for 2018/2019 was approved. The vote total was 74, 67 yes and 7 no. Mr. Ruffner was re-elected Trustee with a total of 71 votes.

CORRESPONDENCE - None

PERSONNEL

The following personnel change was approved by the Board:

Promotion: Ida Zaharopoulos, Librarian III, eff. 4/6/2018

OLD BUSINESS

SPONSORSHIP POLICY - After a discussion, on the motion by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously approved the Sponsorship Policy, effective May 14, 2018. A copy of the Sponsorship Policy is annexed to these Minutes.

RAVE ALERT SYSTEM – We are still waiting for the response from the Nassau Police Commissioner Ryder regarding the “Rave” system.

CLAIM PROCEDURES – Mr. McKenna reported that he is still waiting for a response from library auditor, Mr. David Tellier, regarding his advice on our policy “Resolution to Pay Bills with Prior Approval” and if warrants approved and signed by all trustees at each meeting is sufficient in light of the recent State Comptroller’s audit report of the East Meadow Public Library. Mr. Ruffner asked Mr. McKenna to do some research on the New York State Comptroller’s website to see if there are suggested procedures on how claims should be paid. There will be more discussion on this issue at the next meeting. Mr. McKenna also suggested inviting the Director of Nassau Library System, Jackie Thresher, who is retiring after the summer, to attend our meeting for any questions and advice. The Board was agreeable to his suggestion.

TENANT LEASE RENEWAL – Mr. McKenna will issue memos to all tenants and prepare necessary leases regarding the 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. The Trustees approved this increase at the April 9, 2018 meeting.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

REQUEST FOR PROPOSAL (RFP) LEGAL SERVICES – Mr. McKenna reported that we have received responses to two out of four Request of Proposals for Legal Services issued. The returnable date for the legal services RFPs is June 1, 2018. A discussion was held regarding setting up interviews for all returned proposals. A request for a comparison chart of all responding firms for review by the Board was made. Dr. Westermann also suggested Mr. McKenna preparing a list of questions for the interview. Mr. McKenna agreed and will keep the Board updated on this topic.

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 Dr. Westermann, which unanimously passed, the meeting was adjourned at 9:15pm.

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

Respectfully submitted by Amy Law