

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**February 11, 2019**

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

Guests: Tom Perri

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:02p.m.

**APPROVAL OF MINUTES**

The minutes of the meeting of January 14, 2019 were approved on the motion made by Mrs. Grub, seconded by Mrs. Coughlin:

Peter J. Ruffner -	Aye
Patricia Coughlin -	Aye
Margaret Grub -	Aye
Catherine DiPietro -	Aye
Mary Westermann -	Abstain
	Motion carried

**APPROVAL OF THE WARRANTS**

The following warrant was approved on the motion made by Mrs. DiPietro, seconded by Dr. Westermann, which unanimously passed:

General Fund Account:

# 38 - January 24, 2019	- \$ 62,272.10
# 39 - February 7, 2019	- \$ 38,249.30
# 40 - February 11, 2019	- \$156,242.26
# 41 - February 11, 2019	- \$ 7,061.85
# 42 - February 11, 2019	- \$ 30,910.98
# 43 - February 11, 2019	- \$ 6,134.30

**MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

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

## **LIBRARY USAGE**

Mrs. DiPietro discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of December 2018.

## **TREASURER'S REPORT**

The Treasurer's Report for the month of January 2019 was unanimously approved on the motion by Mrs. Grub, seconded by Dr. Westermann.

**PILOT PAYMENTS** - Amy Law reported that we have received the 2<sup>nd</sup> payment of the recapture of PILOT payment from the Town of Hempstead in the amount of \$623.99 on January 16<sup>th</sup>.

**CD ACCOUNT WITH TD BANK** – A new 90 Days CD in the amount of \$1,200,000.00 was opened on January 15<sup>th</sup> with interest rate of 2.28%. This CD will expire on April 15, 2019.

**NYS RETIREMENT SYSTEM CONTRIBUTION** - An invoice of \$134,534.53 for the library's contribution to the NYS Retirement System was received from the Seaford School District. This would cover the period from April 1, 2017 to March 31, 2018.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** –We have received one proposal for the new signage for the restrooms. Mr. McKenna reported that he will get two more proposals for comparison. Since we have underspent on this project with around \$5,000 left from on this State Construction Aid, Mr. McKenna suggested getting new security cameras for the 2nd floor. Mr. Ruffner asked if this would be considered as the same project. Mr. McKenna confirmed that we can use these left-over monies for this project.

**WINDOW AND DOOR REPLACEMENT PROJECT** – Mr. McKenna reported that the Letter of Intent has been sent to Arrow Steel Window Corp. on January 15<sup>th</sup>. The Library Attorney, Tom Volz, will review the proposed contract that was sent by BBA Architects. It is anticipated that the construction will commence around June 2019. Mr. McKenna also reported that a Project Manager from Arrow Steel Window Corp. came this morning to take measurements of the windows. He will be back on Wednesday, February 13<sup>th</sup> to measure windows at the Tenant Level.

**PARKING SPOTS FOR TENANTS** - A memo has been sent out to all Tenants reminding that there are no longer any designated parking spots for them. A discussion was also held regarding removing any names on the parking spot skid.

**UPSTAIRS VACANT OFFICE** – Mr. McKenna reminded that the next round of NYS Construction Aid will be coming soon. He recommended to apply the grant for the relocation of the Administrative Office to the vacant office on the top level and create a Quiet Study Area in the present Administrative Office. After a discussion, it was agreed to start the space planning process with Architect, Ken Schupner in May 2019, right after the Budget Vote. Mr. Ruffner also asked Mr. McKenna to re-circulate the current floor plan for the second floor to all trustees for review. Mr. McKenna agreed.

### **PLANT AND FACILITIES:**

- a. On Friday, February 8<sup>th</sup>, Modern Sprinkler removed and replaced a leaking tee joint pipe in the 2<sup>nd</sup> floor Valve Room.
- b. Always Electric replaced the Tork Time Clock and reconnected existing wiring on seven fixtures on Wednesday, January 9<sup>th</sup>. On Wednesday, January 23<sup>rd</sup>, they came and retrofitted nine existing wall packs to LED Bypass Ballast for the outside lights.

**EFASE 2019** – The line-up of the EFASE Outdoor Summer Concert Series were distributed to all Trustees for review. Due to low attendance, the Outdoor Movie and Comedy Night will not be held this summer. Mr. Ruffner reminded Mr. McKenna to write letters to all four community groups and Bethpage Federal Credit Union regarding the co-sponsorship of the summer outdoor concerts.

**FRIENDS OF THE LIBRARY** – The 501(c)3 status is still in process. The next Book and Bake sale will be scheduled for Friday, May 3<sup>rd</sup> and Saturday, May 4<sup>th</sup>, and the next Friends meeting is scheduled on Friday, February 22<sup>nd</sup> at 4pm.

**FUNDING ADVOCACY** – Governor Andrew Cuomo released his FY 2019-2020 Executive Budget proposal and it includes a third straight year of drastic cuts to library funding. The Governor has proposed a 5% cut for library aid and a cut to the Library Construction Aid back to \$14 million. Mr. McKenna reported that as the Chair of the Member Library Directors Funding Advocacy Committee, he has been coordinating meetings with several other directors and NLS Executive Director Caroline Ashby with all State Assembly and Senate members representing Nassau County.

**ADVOCACY DAY** – The NCLA’s Annual Advocacy Day bus trip to Albany is scheduled on Wednesday, February 27<sup>th</sup>. In addition to Mr. McKenna, Betty and Frank Philip, members of the Friends, also agreed to attend.

**RAVE APP** – The in-house training of the RAVE app alert system was conducted by three members of the NCPD on Wednesday, January 6<sup>th</sup>. A staff training workshop will be scheduled in the Spring on how to respond to “Imminent Threats”.

**SECURITY CAMERA** – Mr. McKenna has collected a few security cameras policies from different libraries and Library Attorney, Tom Volz, for the board to review. After a discussion, Dr. Westermann agreed setting up meeting with Mr. McKenna to review all the policies and will draft a proposed policy for discussion at the next meeting. A discussion was also held regarding posting Video Surveillance Signage throughout the property.

**STATE AND MUNICIPAL (SAM) GRANT** – According to State Assemblyman David McDonough’s office the application for the \$60,000 SAM Grant is at the Dormitory of the State of New York’s (DASNY) Office awaiting action. Mr. McKenna was assured of its eventual receipt by the Library and will keep the Trustees informed.

**SPRING SPEAKER SERIES** – Although the Library will have speaker presentations during the Spring, but this time, it was decided that no “sponsorship” will be solicited.

**ACCIDENT REPORT** – An accident report regarding Librarian, Kristen Jording was reviewed by the Board. Ms. Jording tripped and fell down the center staircase of the library on Thursday, February 7<sup>th</sup>. The Seaford Fire Department and 911 were called and they responded immediately.

**TRUSTEE ITEM** – None

**CORRESPONDENCE**

Thank you letter from Freeport INN

Re: Thank you for allowing a collection box to be put in the Library

Letter of Intent to Arrow Steel Window Corp.

Re: Window and Exterior Door Replacement Project in the Library

Thank you letter to Mr. Brucia

Re: Donation of \$500 to Children’s Department in honor of “Miss Cindy”

## **PERSONNEL**

The following personnel changes was approved by the Board:

Resignation: Michele Rouse, PT Clerk, eff. 2/5/2019

## **OLD BUSINESS**

**REVISING LIBRARY BYLAWS** – Discussion will be deferred to the next meeting.

**PROPOSED OPERATING BUDGET 2019/2020** –After discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board of Trustees unanimously approved the 2019/2020 library budget. This reflects a 1.09% increase over the 2018/2019 budget to be raised by taxation. The public will vote on this budget on April 17, 2019.

## **NLS AND OTHER ORGANIZATIONS**

The 2019 Schedule for Member Library Director & Trustees Attendance at NLS Board Meetings and the Minutes of the Nassau Library System for the November 19 and December 17, 2018 meetings were distributed to the Board of Trustees for their review and information.

**NEW BUSINESS** - None

**PUBLIC RELATIONS/MEDIA COVERAGE** - None

## **PUBLIC COMMENT**

Mr. Perri, a resident of Seaford, came and distributed more information regarding the magnetic fluid conditioners specifically manufactured by GMX. Mr. Ruffner responded that the Library's Architect/Engineers issued an opinion that there is not enough scientific research to indicate that this type of product works. They couldn't find any valid testing done by any of the mainline testing agencies to show the benefits of this type of product. As a result, the Library's Architect/Engineers would not be able to recommend the use of this type of MFC system for the library.

## **EXECUTIVE SESSION**

On the Motion made by Mrs. Coughlin seconded by Dr. Westermann the Board entered into Executive Session at 8:45pm to discuss personnel budget.

The Board reconvened in open session at 8:50pm on the motion made by Mrs. Coughlin, seconded by Mrs. Grub.

## **ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Mrs. Grub which unanimously passed, the meeting was adjourned at 8:51pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, March 11, 2019 at 7:00 p.m.

Respectfully submitted by  
Amy Law