

**SEAFORD PUBLIC LIBRARY
Seaford, New York**

**BUDGET HEARING
&
MEETING OF THE BOARD OF LIBRARY TRUSTEES**

April 11, 2016

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
James DiPietro, Financial Secretary
Frank McKenna, Director

Absent: Margaret D. Grub, Asst. 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 7:10p.m.

A FORMAL EXCUSE FOR MRS. GRUB TO BE ABSENT FOR THE BOARD MEETING

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

BUDGET HEARING

No public attended the meeting.

APPROVAL OF MINUTES

The minutes of the meeting of March 14, 2016 were approved on the motion made by Mrs. Coughlin, seconded by Mr. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

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

Unemployment Insurance Account:
3 - April 11, 2016 - 324.00
General Fund Checking Account:
53 - March 24, 2016 - 61,295.79
54 - April 7, 2016 - 36,261.11
55 - April 11, 2016 - 21,790.52
56 - April 11, 2016 - 6,094.16
57 - April 11, 2016 - 17,055.66

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 showing increases and decreases in the use of library materials.

TREASURER'S REPORT

The Treasurer's Report for the month of March 2016 was unanimously approved on the motion by Dr. Westermann, seconded by Mr. DiPietro.

A sample of the paper ballot for the next Library Budget and Trustee vote was reviewed. Suggestions were made and noted.

Amy Law reported that, due to the last month's payment of \$159,407.10 to Seaford UFSD for the NYS Retirement System Contribution, a transfer of \$28,000 from General Fund Money Market Account to General Fund Checking Account was made on April 4th. This is to ensure that the General Fund Checking Account has a minimum balance of \$400,000 as required by TD Bank. And on April 7th, the \$28,000 was returned to the Money Market Account upon the receipt of the monthly tax levy from the Seaford UFSD.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS – Mr. McKenna reported that the adopted resolution, along with the SHPO and SEQRA forms has been forwarded to the NYS Education Department. Drawings and specifications regarding this project were also received from BBS Architects.

CHARGING STATION – The charging station has been set up at Reference Area for the public on March 23rd. Since Seaford Chamber of Commerce has offered to pay for this station, a bill of \$535 will be sent out to them.

eREADER LENDING PRORAM POLICY AND AGREEMENT – The proposed eReader Lending Program Policy and Agreement was reviewed. Suggestions were made and noted. An iPad will be purchased for this purpose, and ten titles will be pre-loaded (both fiction and non-fiction) on this device. Final approval for this policy will be deferred to the next Board of Trustees meeting. Mr. Ruffner suggested publicizing this device in the monthly newsletter when it is ready for circulation.

NEW YORK STATE BUDGET FOR LIBRARIES – The Governor and Legislature have come to an agreement on the FY 2016-2017 New York State budget, resulted in a 4.3% increase in total for the State Library Aid, and a 5 million increase in the allocation for the State Library Construction Aid program.

NEWSLETTER – A discussion was made in regarding the inclusion of our monthly newsletter with the South Bay's Newspaper pursuant to their recent presentation. Since a few items still need to be clarified, further discussion will be made at the next Board of Trustees meeting.

PUBLIC LIBRARY ASSOCIATION CONFERENCE – Mr. McKenna reported that he attended the biennial National Public Library Association Conference in Denver, Colorado from April 5th to April 9th. Mr. Ruffner suggested Mr. McKenna writing a report regarding this conference and presented at the next Board of Trustees meeting. Mr. McKenna agreed.

SUMMER OUTDOOR MOVIES – "Entertainment for a Saturday Evening" outdoor movie showing will be scheduled on Saturday, July 23rd at 8:30 at the Seaford Railroad Station. Title of the movie will be determined. Mr. Ruffner suggested working on the line-up for the coming 2016 Summer Concert Series and the Summer Outdoor Movie, and preparing a sketch of the poster for discussion at the next Board of Trustees meeting. Mr. McKenna agreed.

TEEN SERVICES – Teen Services Librarian Jillian Pelliccia wrote a grant proposal that was submitted to the Seaford Wellness Council (SWC) for consideration of a \$1,000 grant for Teen Services. Mr. Ruffner informed the Board of the SWC's approved of the grant.

TRUSTEE ITEM

BANK RECONCILIATION – After a discussion, it was agreed to hire a person who is independent of the accounting functions to review bank reconciliations on a monthly basis. More discussion will follow.

NY RISING COMMUNITY RECONSTRUCTION PROGRAM (NYRCR) – Jeanmarie Buffett from the Governor’s Office of Storm Recovery (GOSR) has made contact with Mr. McKenna, regarding a proposal to establish a community assistance center at the library through the New York Rising Community Reconstruction Program (NYRCR). NYRCR is funding multiple infrastructure projects to make communities on the South Shore more resilient from future storms. Mr. McKenna reported that a meeting has been scheduled on Monday, April 18th at noon with Ms. Buffett to discuss this project. Mrs. Coughlin expressed interest in attending this meeting and Mr. McKenna also agreed and will keep the Board updated on this program.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

DECLINATION OF HEALTH CARE COVERAGE – After a discussion, on the motion made by Dr. Westermann, seconded by Mrs. Coughlin, which unanimously approved the Policy for Declination of Health Care Coverage, effective 7/1/2016.

VACANT SPACE – A discussion was made regarding a possibility of converting the space into library usage. A proper preparation of this room will need a professional architecture or draftsman. Further discussion will ensue at the next Board of Trustees meeting.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS - None

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 8:15pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 9, 2016 at 7:00 p.m.

Respectfully submitted by
Amy Law