

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 10, 2017

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

Guest: Ken Schupner, Marcia Olsen

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:08p.m.

APPROVAL OF MINUTES

The minutes of the meeting of March 27, 2017 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann and unanimously passed.

PRESENTATION BY KEN SCHUPNER FROM BBS

Mr. Ken Schupner from BBS reported that RCX Construction has made three follow up measurements at the library regarding the bathroom renovation project. He also reported that RXC Construction has submitted 85% of the shop drawings to BBS. Payment/Performance Bonds and Insurance Certificate were also reviewed with a few corrections required. BBS will make sure that proper insurance is in place. Mr. Schupner also confirmed that the project will start on April 24th and the demolition will take place during off hours. Mr. McKenna also informed RCX Construction that a library key will be provided and they can start the project early (5am). Mr. Schupner will remind RCX Construction to be conscious about throwing out garbage too early in the morning that may disrupt the neighbors. A question regarding whether the existing electrical circuit load capacity is sufficient for this project, Mr. Schupner confirmed that it is not a problem. He added that a new circuit will be installed for the hand driers in the bathrooms.

Mr. McKenna also asked Mr. Schupner for advice on the window replacement for the building. Mr. Schupner agreed checking out the existing windows first and will prepare a proposal for the Board to review. Mr. Ruffner thanked Mr. Schupner for his presentation.

APPROVAL OF THE WARRANTS

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

# 50 - April 6, 2017	- 37,470.50
# 51 - April 10, 2017	- 20,767.01
# 52 - April 10, 2017	- 13,355.09
# 53 - April 10, 2017	- 5,843.65

LEGAL NOTICES - Mr. Ruffner suggested checking the cost of publishing the legal notices through Long Island Business News for future notices as many school districts and public libraries are posting their legal notices in that publication.

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Income Schedules were reviewed by the Board.

LIBRARY USAGE

MUSEUM PASSES – A discussion was made on the Chart for Museum Passes. There was a suggestion to publicize the new museum pass “New York Transit Museum” in the newsletter. Mr. Ruffner also asked to add the “Retail Cost” for each museum on the chart for comparison. Amy Law agreed.

TUTOR.COM – A discussion was made on the statistics for the Tutor.com. Mr. McKenna pointed out that Head of Teen Services Jillian Pelliccia has been promoting this online service through different public schools. In order to bring up the number of usage, Mr. Coughlin suggested contacting the two Catholic schools around town, and making presentation to the Principal/PTA of each school to promote this service. Mr. McKenna agreed and more discussion will follow.

NEWSLETTER – A new column, “Hidden Gems in the Library” for the monthly newsletter was suggested by Dr. Westermann. The purpose of this column would be to introduce different library services to the public. Dr. Westermann agreed to assume responsibility of this column. Mr. McKenna pointed out that the newsletter often features new services and offerings to the public and this new column will supplement that. Space is often tight in the monthly newsletter, but it will be worked in.

TREASURER’S REPORT

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

DIRECTOR’S REPORT

Mr. McKenna reported that:

BUILDING REPAIRS – Contractor Bob Lahey came and fixed the corner behind the audio books collection that was damaged due to the installation of the new water fountain. He also repaired the handle on the window in the Children’s Room.

2017 COMMERCIAL EFFICIENCY PROGRAM – Mr. McKenna reported that he has submitted the PSEGLI Energy Consultation Request Form for an energy consultation for the building. They will provide free services for facilities to assess their energy demands and analyze energy conservation measures. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

TYCO INTEGRATED SECURITY – After a discussion, on the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously approved the replacement of the Fire Alarm Panel for the amount of \$3,068.30 with an annual maintenance charge of \$4,557.30 and the Burglar Alarm for the amount of \$655.00 with an annual maintenance charge of \$876.58. Mr. Ruffner and Mr. DiPietro questioned about the “Critical Condition Monitoring” as mentioned in the proposal service contract. Mr. McKenna will find out and report back at the next Board meeting.

ADVOCACY – After nine days of delay, the FY 2017/2018 New York State Budget has passed. There is no increase in Library Operating Aid; however, the \$4M cut proposed by the Governor was restored. And a total of \$24M was also approved for the Public Library Construction Aid, a \$5M increase from last year’s amount.

LONG ISLAND CARES FOOD DRIVE – A total of 242 pounds of food was collected at the library for the Long Island Cares, Inc., The Harry Chapin Food Bank. This event is coordinate by Head of Teen Services Jillian Pelliccia.

NASSAU COUNTY MUSEUM OF ART – Librarian Eric Wasserman inquired about the cost of the museum pass for Nassau County Museum of Art which is \$500 annually. On the motion made by Dr. Westermann, seconded by Mrs. Coughlin, the Board unanimously agreed to add this new museum pass. Mrs. Grub suggested asking the Friends of the Library to sponsor this museum pass. Mr. McKenna agreed talking to Dolores Humphreys, President of the Friends of the Library regarding this. In addition, the Long Island Maritime Museum pass will not be reserved after May 31, 2017 due to lack of use.

STAFF MEETING – A staff meeting will be held on Wednesday, April 12th to update the staff on the renovation project and other matters of importance.

TELEPHONE SYSTEM – Mr. McKenna proposed getting a new telephone system for the library. He also reported that two quotes have been received thus far. More discussion will be held at the next Board meeting.

NCLA SUPPORT STAFF DIVISION – As current President of the NLCA Support Staff Division, Head of Technical Services Cathy Cincotta was instrumental in the success of the NCLA “Trivia Night Library Style” event at the East Meadow Public Library on March 30th. Over 50 attendees participated.

TRUSTEE ITEM

LIBRARY BUDGET VOTE – The library budget vote for 2017/2018 was approved. The vote total was 98, 86 yes and 12 no. Mrs. Coughlin was re-elected Trustee with a total of 86 votes

TALKING POINTS OF LIBRARY’S BUILDING NEEDS – A discussion was made on retaining an architect to get involve with the project of the vacant 2nd office space and the existing Director Office. The Board would like to get some feedback from Mr. McKenna on the space for a Teen room. More discussion will follow.

LIBRARY CARD USAGE – Mr. Ruffner asked if we can get the statistics of how many patrons actually using their library cards to check out materials at the library. Mr. McKenna will investigate this through ALIS and will report at the next Board meeting.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

DISASTER PLAN FOR COMPUTER AND DATA RECOVERY POLICY – On the motion made by Mr. DiPietro, seconded by Mrs. Grub, the vote was deferred until the next 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 approval by the Board of Trustees.

DEFIBRILLATOR – This discussion was deferred to the next Board meeting.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the February 27th were distributed to the Board of Trustees for review.

NEW BUSINESS - None

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Olsen has a few questions which were answered by Mr. Ruffner.

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin, seconded by Mr. DiPietro, the Board entered into Executive Session at 8:30pm to discuss lease renewal.

The Board reconvened in open session at 8:40pm on the motion made by Mrs. Coughlin, seconded by Dr. Westermann.

NEW BUSINESS

TENANT LEASE RENEWAL – On the motion made by Mrs. Grub, seconded by Mrs. Coughlin and unanimously approved a 2% rent increase for all tenants.

ADJOURNMENT

Via a motion made by Mr. DiPietro and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:41pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 8, 2017 at 7:00 p.m.

Respectfully submitted by
Amy Law