

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**April 8, 2019**

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

Absent: Margaret D. Grub, Financial Secretary

Guest: Pat Murphy

**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 MRS. GRUB TO BE ABSENT FOR THE BOARD MEETING**

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

**BUDGET HEARING**

Peter J. Ruffner, President, reviewed the 2019/2020 Proposed Library Budget and discussed the percentage increase for each item over last year's budget and noted that there is a total increase of 1.09% over last year's budget. He remarked that our services and programs had increased in number from the previous year. He expressed his appreciation to the Board, Administration and Staff for developing a very viable budget for the Seaford community. He asked for comments and questions from those present. There were none.

**APPROVAL OF MINUTES**

The minutes of the meeting of March 11, 2019 were approved on the motion made by Dr. Westermann, seconded by Mrs. Coughlin and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

Capital Improvement Account:  
# 08 - April 8, 2019                    - \$ 462.00

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

General Fund Account:

# 50 - March 21, 2019	- \$61,773.69
# 51 - April 4, 2019	- \$37,791.12
# 52 - April 8, 2019	- \$17,487.19
# 53 - April 8, 2019	- \$10,916.98
# 54 - April 8, 2019	- \$12,120.07
# 55 - April 8, 2019	- \$ 9,344.35

### **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point in the Library's fiscal year, the expenses were slightly under for the Operating Budget and Income was right on the mark.

### **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 February 2019.

Mr. Ruffner suggested publicizing the Museum Passes again in our May Newsletter as the summer months and vacation time was approaching.

### **TREASURER'S REPORT**

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

**CD ACCOUNT WITH TD BANK** – Amy Law reported that since our next meeting will be held on May 13<sup>th</sup>, a decision should be made regarding the 120 Days CD maturing on April 15<sup>th</sup>. With the delay on the Window and Door Replacement Project until Fall 2019, on the motion made by Mrs. Coughlin, seconded by Mrs. DiPietro, the Board unanimously agreed to renew the CD in the amount of \$1,200,000.00 for 150 days.

**RETRIEE CHECK** - Amy Law reported that the last check for paying out the unused vacation and sick leave will be issued to Maria LeRose on April 18, 2019. As discussed at previous meeting, it was agreed for Amy Law to transfer money from account "Compensated Absences Account" to the "General Fund Account" to cover this expense.

### **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** – The installation of new signage for the restrooms on both floors and two new security cameras for the 2<sup>nd</sup> floor hallway and an exterior one imaging the external Dumpster area were completed. The final paperwork of the FS-10-F form will be sent to the NYS Education Department in order to request for the final 10% of the State Construction aid for this project (\$11,015.00).

**WINDOW AND DOOR REPLACEMENT PROJECT** – Mr. McKenna reported that this project will be delayed until Fall 2019.

**ALLWAYS ELECTRIC** – Due to the power outage in the Community Room, Allways Electric came and checked the circuits and reset the breakers. An update of the electric panel is recommended by the electrician. Mr. McKenna will keep the Board updated on this topic and it will be further discussed at the next meeting.

**FRIENDS OF THE SEAFORD LIBRARY** – The next Book and Bake Sale will be scheduled on Friday, May 3<sup>rd</sup> and Saturday, May 4<sup>th</sup> from 10 to 4pm The Friends also agreed to fund the following programs: Teen Game Truck for the Summer Reading Kick-off, Fun Stuff Express for the Children’s Department, Adult Summer Reading Club prizes, and \$750 to cover half the of membership for The Museum of Modern Art. Mr. Ruffner asked Mr. McKenna to discuss this contribution level with the Friends to ascertain if they can contribute \$1,000 for the museum membership to reduce the Library’s portion.

**FISCAL YEAR 2019/2020 NYS BUDGET RESULTS** – According to Mr. McKenna, this year’s process was the most difficult, opaque, and contentious in recent memory. Concerns over budget shortfalls and the inaccuracy of future revenue projections cast an increasingly long shadow over negotiations, and the legislature wasn’t able to hold together on many of their priorities in spite of Advocacy efforts up in Albany and locally with our legislators. Two of the Friends of the Seaford public Library attended the trip to Albany – Frank and Betty Philipp.

**State Library Aid: \$96.6M**

Governor Cuomo proposed a \$5M cut in Library Aid in this year’s Executive Budget. The FY2019-20 enacted budget rejected this proposed cut – total State Library Aid will be \$96.6M.

**State Public Library Construction Aid: \$14M**

The Governor proposed a \$20M cut in capital funding – from \$34M back to \$14M. Despite the efforts of thousands of library advocates, this cut was the first time in the Governor’s last nine proposed cuts we were unable to repel - these funds were not reinstated in the final product

**2020 Census Efforts**

The budget includes \$20m for complete count efforts, with efforts by “public libraries” noted in the appropriation language.

**RFID (RADIO FREQUENCY IDENTIFICATION) TAG ITEMS VOTE** – The vote for the proposal to allow libraries to RFID tag ILL items was passed.

**SEXUAL HARASSMENT TRAINING** – Nassau Library System has selected a vendor, Kantola Training Solutions, to offer an online sexual harassment training compliant with NYS law. This coordinated order will be for a 3 years commitment at a cost of \$8 per person. This training is required for all employees.

**TRUSTEE ITEM** - None

**CORRESPONDENCE**

Memorandum from Law Offices of Thomas M. Volz, PLLC:

**PATRONS AUTHORITY TO VIDEOTAPE ON LIBRARY GROUNDS** – After a discussion, it was agreed for Mr. McKenna to investigate or consult with Library Attorney, Thomas Volz and hope to incorporate into a policy for the library. Mr. McKenna agreed and more discussion will be made at the next meeting.

**LIVE MUSIC EVENTS** – A question was raised on whether libraries holding live music events could be vulnerable to claim of copyright infringement. Library Attorney, Thomas Volz recommended that libraries who determine to contract with any licensing agencies ensure that the cover band ensure their set lists align with the repertoires of the licensing agencies. Mr. McKenna will discuss with Librarian, Eric Wasserman regarding this issue.

**PERSONNEL** - The following personnel changes were approved by the Board:

Appointment: Barbara Potucek, PT Clerk, eff. 3/25/19

Appointment: Sophia Tejeiro, PT Librarian Trainee, eff. 4/1/19

Retirement: Maria LeRose, FT Clerk, eff. 3/29/19

Résignation: Noelle Gruber, PT Clerk, eff. 3/16/19

**OLD BUSINESS**

**LIBRARY BYLAWS** – After a discussion, on the motion by Dr. Westermann, seconded by Mrs. Coughlin, the Board unanimously approved the amended Library Bylaws. A copy of the revised Library Bylaw are annexed to this Minutes.

**SECURITY CAMERA POLICIES** – A discussion was held on the Proposed Security Camera Policy. It was agreed to consult with Library Attorney, Thomas Volz regarding the legal wordings on the policy. More discussion will be tabled to the next Board of Trustees Meeting.

**NLS AND OTHER ORGANIZATIONS**

The NLS Board of Trustees minutes of the January 28<sup>th</sup> and February 25<sup>th</sup> were distributed to the Board of Trustees for review.

**NEW BUSINESS**

**UNATTENDED CHILDREN POLICY** – Due to an on-going problem with unattended children left in the Children’s Room, the Proposed Unattended Children Policy emphasized that the responsibility for the safety and behavior of children on library premises should rest with the parent or childcare provider and not with the library staff. After a discussion, it was agreed to consult with Library Attorney, Thomas Volz and more discussion will be held at the next meeting.

**LEASE RENEWAL** - After a discussion, on the motion by Mrs. Coughlin, seconded by Mrs. DiPietro, the Board unanimously agreed to a 2% increase on the per square foot charge for rental space in the building for the lease term which runs from July 1, 2019 to June 30, 2020. Mr. McKenna agreed issuing memos to all tenants regarding this.

**POLICY FOR CODE OF CONDUCT** – Mr. McKenna reported that there has been ongoing problem with patrons’ behavior in the library, specifically the complaints pertain to the patrons’ body odor and other hygienic issues that interfere with library’s staff and other patrons’ use of the Library. As a result, a discussion was held regarding a proposed Policy for Code of Conduct, which included wordings provided by the Library Attorney, Thomas Volz. Mr. Ruffner asked Mr. McKenna to circulate the drafted sample language provided by the attorney to all Trustees for review. More discussion will be tabled to the next Board of Trustees Meeting.

**PUBLIC RELATIONS/MEDIA COVERAGE**

Articles on “Back in Stacks” and “Library Budget 39% Tax Hike Voted Down at Wyandanch” were distributed to the Board of Trustees.

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 8:35pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 13, 2019 at 7:00 p.m.

Respectfully submitted by Amy Law