

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 9, 2013

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary
Frank McKenna, Director

Absent: Eileen Montalbano, Secretary

Guest: Margaret Grub

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:04p.m.

APPROVAL OF MINUTES

The minutes of the meeting of November 4, 2013 were approved on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 26 - November 7, 2013	- 37,610.24
# 27 - November 12, 2013	- 5,822.24
# 28 - November 21, 2013	- 63,351.95
# 29 - December 5, 2013	- 37,812.73
# 30 - December 9, 2013	- 32,244.24
# 31 - December 9, 2013	- 6,952.09
# 32 - December 9, 2013	- 5,900.98
# 33 - December 9, 2013	- 7,737.02

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

TREASURER'S REPORT

The Treasurer's Report for the month of November 2013 was approved on the motion by Mrs. Coughlin, seconded by Mr. Gaughran, which unanimously passed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PLANT AND FACILITIES –

- a. Architectural Walk-Through – An appointment with Lee Sagastino of LAS Associates is scheduled on December 13th to review relevant blueprints in order for him to create a proposal for the renovation of the bathrooms. Mr. Ruffner suggested getting references from the architect regarding hiring a Clerk of the Works for this project. Mr. McKenna agreed. Mr. McKenna also proposing digitizing all blueprints of the building and the Board of Trustees was agreeable to his plans.
- b. Gas Fired Boiler – Botto Bros. came and fixed a small leak from the gas boiler. Since the warranty for servicing the boiler has expired, Mr. McKenna suggested getting quotes from Botto Bros. and Sound Refrigeration for a service contract for the gas fired boiler. Mr. Ruffner suggested having one company to service both the heating and air-conditioning equipments in the building. Mr. McKenna agreed and will continue to keep the Board of Trustees informed when the proposals becomes available.
- c. Carpeting – More carpet tiles have been ordered from MCS Floor Covering Services in order to finish up the project in the meeting room.
- d. Security Cameras – The installation of the security cameras and equipment were completed by Electronix Corporation.

COMPUTER AND TECHNOLOGY – A discussion on the Digital Inclusion Survey and more information about the study is available online for the Board of Trustees review.

ART WORK & PHOTOGRAPHY DISPLAY SYSTEM - The art display for the month of December is Watercolor artwork by Seaford artist Judi Marczak. Mr. Ruffner spoke about the confirmation with the Seaford High School regarding the display of students' artwork at the library for the month of February 2014. Mr. McKenna agreed contacting the school for more details. Mr. Ruffner also spoke about local groups or individuals should take this opportunity to display their work or photos for reaching out the public.

LIBRARY WEBSITE – Another meeting is scheduled on December 10th to discuss content on the website. Mr. McKenna reported that the new designed website is scheduled to be launched in January 2014. Mr. Ruffner reminded Mr. McKenna asking Factzback to set up a beta website for the Board of Trustees to review before the website goes live in January. Mr. McKenna agreed and will notify the Board of Trustees through email when it is available.

MEMORIAL/DONATION PLAQUE –The Memorial/Honorary plaque will be unveiled on Saturday, February 1st. Our first honoree, Florence Warren and her family will be in attendance.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

POWER-WASHING BUILDING – Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available about this topic.

LIBRARY USAGE

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library materials. Mr. Ruffner thanked Mr. Gaughran for the analysis.

A discussion was also made on the new location of the wall counter at the front entrance which affects the statistics for the library visits. It was agreed to relocate the wall counter back to the original location for more accurate statistics.

REDESIGN NEWSLETTER - It was deferred to future Board of Trustee meeting.

NLS AND OTHER ORGANIZATIONS

The Preliminary Proposed NLS 2014 Operating Budget and a few reports were distributed to the Board of Trustees for their review.

NEW BUSINESS

CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR FEBRUARY 2014 –

On the motion made by Mr. Rall, seconded by Mrs. Coughlin, the Board of Trustees agreed to change the meeting date for February 2014 from Monday, February 10th to Tuesday, February 18th.

PROPOSED BUDGET FOR YEAR 2014/15 – Mr. McKenna presented an overview of the Proposed Operating Budget for 2014-2015. The budget was reviewed line by line. Suggestions, recommendations and changes were noted.

PUBLIC RELATIONS/MEDIA COVERAGE

MAPTOONS – A discussion was held concerning the Maptoons that is sponsored by the Seaford Chamber of Commerce.

PUBLIC COMMENT

Mrs. Grub had a question regarding staff development which was answered by Mr. McKenna.

EXECUTIVE SESSION

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

The Board reconvened in open session at 8:54pm on the motion made by Mr. Rall, seconded by Mrs. Coughlin.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:55pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 13, 2013 at 7:00 p.m.

Respectfully submitted by
Amy Law