

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 15, 2015

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

Guest: Margaret Grub, Joe McMahon

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.

LIBRARY TRUSTEES, STEPHEN J. GAUGHRAN

On behalf of the Board of Trustees, Mr. Ruffner thanked Mr. Gaughran for his over 16 years of dedicated service and all the time and effort that he contributed to the community.

APPROVAL OF MINUTES

The minutes of the regular meeting of November 19th and the special meeting of December 1st were approved on the motion made by Mr. DiPietro, seconded by Dr. Westermann 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:

# 28 -	November 19, 2015	- 59,049.61
# 29 -	December 3, 2015	- 36,746.56
# 30 -	December 15, 2015	- 26,791.18
# 31 -	December 15, 2015	- 5,871.46
# 32 -	December 15, 2015	- 11,217.63
# 33 -	December 15, 2015	- 11,594.74

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 2015 was unanimously approved on the motion by Mrs. Coughlin, seconded by Dr. Westermann.

Amy Law reported that the interest rate for the Money Market Account was back up to 0.15% for the month of November. A refund check of \$40.57 was also received from the JPMorgan Chase Bank for the account settlement fee that was charged in June 2015. An arrangement was also made with the Seaford School District Treasurer, and starting January 2016, the school will wire transfer the monthly tax levy to the library on their first payroll of each month.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS -

- a. A discussion was held on the Project Cost Estimate that was provided by BBS Architects. The renovation cost of both bathrooms is estimated to be \$257,447 (not including Architect fee). Mr. McKenna reported that this project cannot start until after July 1st, 2016 in order to match the funding cycle for applying the NYS Construction Aid for the 2016-2019.
- b. Funding of the Project:
 - i. NYS Construction Grant – It is anticipated that at least 50% of the project cost will be covered by this grant.
 - ii. State Senator Venditto's Office – Mr. Ruffner asked Mr. McKenna to make an arrangement of a preliminary discussion with the Senator's office and hopes to get a grant from them.
 - iii. HUD's Community Development Block Grant (CDBG) – Mr. Kevin Crean, Deputy Director of Nassau County Office of Community Development, suggested the library apply for the HUD's Community Development Block Grant. This grant enables entitlement community members to carry out a wide range of community development activities that are directed towards improving community facilities and services, revitalizing neighborhoods, and increasing economic development.

Mr. McKenna will continue to keep the Board of Trustees informed as additional information becomes available.

PLANT AND FACILITIES – A leak from the pipes above one of the upstairs offices (CPAid) was reported. Technicians from Modern Sprinkler Corp. came and found that a replacement of a leaking 2" dry sprinkler line was needed, and it is scheduled to be done on Tuesday, December 29th.

ALIS – Mr. McKenna reported that he attended the ALIS Annual Meeting on Thursday, December 10th. Among the agenda items were the election of new officers and the approval of the 2016 proposed ALIS fees. Mr. Ruffner questioned about the status of the integration of ALIS and NLS, and Mr. McKenna reported that a few Library Directors are scheduled to visit a few library systems within New York State and will then make recommendations. Mr. McKenna will continue to keep the Board of Trustees informed as additional information becomes available.

CHARGING STATION – As of today, EBSCO Professional Partnership Group has yet to find a sponsor to donate the station to the library. Mr. McKenna added that the Seaford Chamber of Commerce has indicated that they will buy the Charging Station for the library instead. Mr. DiPietro questioned about the liability issue when patrons using this station. Mr. McKenna answered that a sign will be posted "Use it at your Own Risk" to avoid any problems that may occur.

COMPUTERS AND TECHNOLOGY – On the motion made by Dr. Westermann, seconded by Mr. Gaughran, the Board unanimously approved the disposal of obsolete equipment as follows:

(5) Five Online Public Access Catalogs (OPACs), (3) Three Optiplex SX 270 Computers with monitors, (2) Two Optiplex 755 computers with monitors and (1) One Brother Color Laser Printer HL-4570CDW.

FRIENDS OF THE LIBRARY – The Children’s Teddy Bear Tea, was sponsored by the Friends and held on December 11th. In addition, holiday poinsettias that were purchased have been placed throughout the library.

NYS LIBRARY AID FOR FISCAL YEAR 2016/2017 – Mr. McKenna reported that Governor Cuomo is in the process of finalizing his Executive Budget proposal for FY 16/17 and now is the time to advocate for an increase in library funding. The NCLA’s Annual Advocacy Day is scheduled for March 2, 2016 and everyone is welcome to attend.

SOUTH BAY ENERGY - A discussion was held regarding the natural gas plan proposal from South Bay Energy. On the motion made by Mr. Gaughran, seconded by Dr. Westermann, the vote to approve the agreement with South Bay Energy for the “Month to Month Variable Rate” which will start January 2016 was as follows.

Peter J. Ruffner - Abstain
Stephen J. Gaughran - Aye
Mary Westermann - Aye
Patricia Coughlin - Aye
James DiPietro - Aye
Motion carried

LEGAL NOTICES – According to NLS Legal Consultant Joe Eisner, the Library Board by resolution needs to designate only one newspaper as the official paper for the purpose of placing legal notices. After a discussion, it was agreed staying with Seaford Herald Citizen and Wantagh Herald Citizen as the library’s official newspapers.

ELECTRONIC VOTING MACHINES – A discussion was held on the survey showing how many libraries will use paper ballots or electronic optical voting machines for the coming budget vote. Mr. Ruffner asked Mr. McKenna to put together a cost analysis for a comparison of both options for further discussion at the next Board of Trustees meeting.

ORAL HISTORY PROJECT – A ZOOM Digital Voice Recorder will be requested through the LILRC (Long Island Library Resources Council) Equipment Loan Program in order to record additional interviews.

3D PRINTER & PUBLIC ACCESS SCANNER – Due to the high cost, it was agreed not to purchase these equipments at this time. Mr. McKenna reported that Head of Reference, Ida Zaharopoulos, suggested purchasing a regular scanner for the public use instead.

VACANT OFFICE SPACE – Mr. Ruffner reminded that a decision needs to be made by the Board of Trustees as soon as possible regarding the vacant office space. Mr. Ruffner asked Mr. McKenna to prepare a proposal showing the pros and cons if the library will use the space instead of renting it out for the next Board of Trustees meeting. Mr. McKenna agreed.

ELEVATOR – The installation of a new infrared safety edge on the front and side doors of the elevator will be scheduled for Wednesday, January 6th.

TRUSTEE ITEM

The Bylaws and the Staff Manual were distributed to the Board of Trustees for review.

CORRESPONDENCE

Letter from Life Enrichment Group

Re: Requesting the use of the vacant office space for their meeting

Thank you letter from Seaford Historical Society

Re: Thank you for the Children’s Department for the partnership of selling of the Harvest Fair pumpkins

PERSONNEL - None

OLD BUSINESS

DECLINATION OF HEALTH CARE COVERAGE – Discussion will be tabled to the next Board of Trustees meeting.

LIBRARY USAGE

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

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the September 28th, October 14th and October 26th were distributed to the Board of Trustees for review.

NEW BUSINESS

PROPOSED BUDGET FOR YEAR 2016/2017 – An overview of the Proposed Operating Budget for 2016-2017. A complete Proposed Budget for fiscal year 2016/2017 will be presented at the next Board of Trustees meeting for discussion. Mr. Ruffner also suggested Mr. McKenna as certain as to what are the consequences for exceeding the tax cap and how it may affect the entire community's annual tax cap rebate.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Grub 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 8:35pm to discuss personnel budget.

The Board reconvened in open session at 8:45pm on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran.

ADJOURNMENT

Via a motion made by Mr. Gaughran and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 8:50pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 11, 2016 at 7:00 p.m.

Respectfully submitted by
Amy Law