

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 10, 2012

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

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:14p.m.

APPROVAL OF MINUTES

The minutes of the meeting of November 19, 2012 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Rall and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 30 -	November 21, 2012	- 61,022.28
# 31 -	December 6, 2012	- 36,007.76
# 32 -	December 10, 2012	- 8,477.66
# 33 -	December 10, 2012	- 10,189.20
# 34 -	December 10, 2012	- 4,033.76

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

TREASURER'S REPORT

The Treasurer's Report for the month of November 2012 was approved on the motion by Mr. Gaughran, seconded by Mrs. Montalbano, which unanimously passed.

Amy Law talked about her comments on the Auditors' findings and recommendations for the fiscal year ended June 30, 2012. After a discussion, the Board of Trustees unanimously agreed to stay with the cash basis accounting. Mr. Ruffner asked Amy Law to send out a letter to the Auditor regarding the recognition and action that will be taken by the library in response to their findings and recommendations on the Audit Report. Amy Law agreed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

HURRICANE SANDY - At a patron's suggestion Hofstra University has been contacted to offer a program on Tuesday, January 22 from 7 to 9pm on Post Traumatic Stress Disorder relating to Hurricane Sandy. Mr. Ruffner suggested sending out press release regarding this program ASAP. Mr. McKenna agreed.

FLOOD INSURANCE – Since Utica Insurance does not provide flood insurance over \$100,000, our insurance agency, HownTown Insurance will try to get quotes from other company. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

FIRE INSPECTION – Fire Marshall Kevin Herbst came and inspected the building on November 27th and gave the library a spotless review. Paperwork has been sent out to NYS Education Department in Albany.

FRIENDS OF THE LIBRARY – Poinsettias that was purchased by the Friends of the Library were delivered on December 5th.

NASSAU LIBRARY SYSTEM – The migration to the Sierra platform for circulation was completed on November 27, 2012.

POSSIBLE TAX CAP AUDITS – A memo was received from Jackie Thresher regarding several upstate public libraries that were called by the regional Office of the State Comptroller to schedule tax cap compliance audits. We were also told that libraries not audited this year, should expect an audit in the next two years.

EAGLE SCOUT PROJECT – Eagle Scout Frank Mankhen came and finished up a few details on his Eagle Scout beautification project.

GRAFFITI – Mr. McKenna went to the 7th precinct on November 20th to report the back door of the building, facing the Town of Hempstead Parking Lot, was vandalized with graffiti on October 26th. Police Officer Doherty came and took a statement and a Victim's Crime Report was also issued. A new coat of paint will be applied to the door when weather permitting.

PARKING LOT LIGHT – A parking lot light on the Town of Hempstead lot was hanging by wires on November 26th. A call was made and it has been corrected on November 28th.

WINTER SPEAKER SERIES – The first presentation in the Winter Speaker Series for 2012-2013 was held on December 5th. Frank Lazzaro discussed his years when he decorated the White House for the holidays and made State Dinner floral arrangements during the Ford, Carter and Reagan Administrations. A total of 18 came to this program.

LIPA AND LIME ENERGY – A quote that was submitted by LIPA regarding switching to more energy efficient lighting for the whole building was reviewed. The proposal indicated that the library will pay approximately 30% (\$15,159.49) of the project cost and LIPA will pick up the rest (\$35,372.15), with a total cost of \$50,531.64. This will result an estimated annual cost savings of \$18,864 for the library and this project will be done by LIPA's contractor, Lime Energy. Since Bellmore Public Library has just switched their lighting through LIPA, Mr. McKenna suggested getting more information from them. At the same time, the Board of Trustees asked Mr. McKenna to clarify a few questions with LIPA before they make any decision on this project. Mr. McKenna agreed and more discussion will follow at the next Board of Trustees Meeting.

CORRESPONDENCE

Letter from Adrienne Young

Re: Overdue fines and Hurricane Sandy

After a discussion, it was agreed for Mr. McKenna to draft a letter to Ms. Young and explain to her that the overdue fines that she paid were not storm related. Mrs. Montalbano also agreed offering help to Mr. McKenna in writing this letter. At the same time, the Board of Trustees also asked to refund the \$6 fines to Ms. Young due to this special case.

Peter J. Ruffner - Aye

Stephen J. Gaughran - Aye

Eileen Montalbano - Abstain

John Rall - Aye

Patricia Coughlin - Aye

Motion carried.

PERSONNEL - None

OLD BUSINESS

REGISTRATION POLICY FOR CHILDREN'S PROGRAM – Mr. McKenna reported that a discussion has been made with Children's Department regarding this issue and they agreed that no Seaford School District Residents will be closed out to any children's programs in the future. After a discussion, it was agreed to defer this topic to future Board of Trustees Meeting if problem rises again.

CHANGE OF BOARD OF TRUSTEES MEEETING DATE FOR FEBRUARY 2013 – After a discussion, the Board of Trustees agreed to change the February 2013 meeting date from Monday, February 11, 2013 to Monday, February 4, 2013.

LIBRARY USAGE

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

NLS AND OTHER ORGANIZATIONS

A few reports were included in the packet for the Board of Trustees to review

NEW BUSINESS

NEWSLETTER DISTRIBUTION – Mr. Ruffner questioned about the library's newsletter that were delivered outside the Seaford School District area for the month of December. Mr. McKenna explained that the library has purchased a disk from the post office in order to get a more accurate count on the route. A copy of the chart was also distributed to the Board of Trustees for review. After a discussion, it was agreed for Mr. McKenna to get more understanding of the chart with the Seaford Post Office. Mr. McKenna also suggested contacting the Seaford School District for more information regarding this issue. More discussion will follow at future Board of Trustees Meetings.

PROPOSED BUDGET FOR YEAR 2013/14 – Mr. McKenna presented an overview of the Proposed Operating Budget for 2013-2014. The budget was reviewed line by line. Suggestions, recommendations and changes were noted.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were included in the packet for the Board of Trustees to review

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:55pm to discuss personnel issues.

The Board reconvened in open session at 9:12pm on the motion made by Mrs. Coughlin seconded by Mr. Rall.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:43pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 14, 2013 at 7:00 p.m.

Respectfully submitted by
Amy Law