

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 12, 2016

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:05p.m.

APPROVAL OF MINUTES

The minutes of the meeting of November 14, 2016 were approved on the motion made by Dr. Westermann, seconded by Mr. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 27 -	November 17, 2016	- 61,400.29
# 28 -	December 1, 2016	- 36,619.11
# 29 -	December 12, 2016	- 15,258.21
# 30 -	December 12, 2016	- 5,733.39
# 31 -	December 12, 2016	- 11,640.70

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

LIBRARY USAGE

Mr. Ruffner discussed the Comparison Chart for Museum Passes. Mr. McKenna confirmed that local small museums do not offer museum passes program. And we are in the process of adding New York Transit Museum as our new museum pass.

TREASURER'S REPORT

The Treasurer's Report for the month of November 2016 was unanimously approved on the motion by Mr. DiPietro, seconded by Dr. Westermann.

As approved from the last meeting, the transfer of the surplus from the last fiscal year of \$68,005 to the Capital Improvement Fund Account has been made on November 16th. An equal amount will be used towards reducing the tax rate for the 2017/2018 Budget.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS - A meeting was held on December 12th with Ken Schupner, from BBS Architects to discuss the process and timeline for the restrooms renovation project. Mrs. Grub, Mr. DiPietro and Dr. Westermann also attended this meeting. According to Mr. Schupner, the bidding process will start January 5th and all bids must be submitted by January 26th. Mr. McKenna also contacted the library attorney, Lauren Bristol, to review the Project Manual and Construction Documents for preparing the bid document. The plan is to start the Men's Rooms on both floors first, then the Ladies Rooms. As for the concerns of asbestos in the building, Enviroscience will be contacted to perform more in-depth inspection. The 2nd floor vacant office will be served as a storage of materials during the renovation. Demolition of the bathrooms will be done at night, and a discussion was also made regarding putting the dumpster in the private lot during the construction time. Mr. McKenna will contact Better World Book to temporarily relocate the drop box from the private lot during this time. Mr. Ruffner also suggested sending out memo to all tenants regarding this project. A discussion was made on the payment schedule of the NYS Construction Grant. The grant was approved for \$100,000. The library will receive the first 10% payment up front, then 50% during the project and the final 40% after submitting all required paperwork. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

PLANT & FACILITIES –

- a. Facility Condition Assessment – Mr. McKenna met up with a rep from Facility Dude to discuss a Facility Condition Assessment which would analyze the condition of the library building. Due to the age of the building, an audit of the building is prudent. There was a discussion on projects such as complete windows replacement, meeting room renovation and plumbing and electrical systems upgrades. As a result, the Board asked Mr. McKenna to prioritize these projects for future discussion and get more proposals from other similar companies for comparison. Mr. McKenna agreed.
- b. Pavement/Bricks – A response letter was received from the Town of Hempstead Department of Highways regarding the clarification on the ownership of the sidewalks and curbs on the north side of the property. According to TOH Commissioner Thomas Toscano, the property owners are responsible for the maintenance of their abutting sidewalks. After a discussion, since the TOH put the new paver in, it is still questionable if the library can remove the paver in order to fix the uneven bricks. A clarification on exactly whether that area is our property or not is necessary. The Board asked Mr. McKenna to get a copy of the survey of the property either from Town of Hempstead or from the County Clerk for further discussion.
- c. Pipe Leak in Storage Room – A repair of a leak was made in the dry sprinkler piping located in the Storage Room on the 2nd Floor. The cost to replace a 25 feet section pipe was quoted for \$3,100. On a question from the last meeting regarding the testing of the hydrostatic pressure, Mr. McKenna reported that the test cannot be performed until the repair job is done. And the cost to repair the system and retest will be \$1,525. The Board unanimously approved to get this fixed as soon as possible.
- d. Water Fountain – A proposal of replacing a new water fountain from Roland Reeves at \$2,100 was discussed and the Board unanimously approved this replacement.
- e. HVAC Service Contract – Mr. McKenna is still working on getting quotes from other HVAC companies for comparison. More discussion will follow at the next Board Meeting.

ALIS – The recommended increase to 10 cents per item for the Circulation, Item and Patron fees which come to a total of \$4,124 increase for the library was discussed.

BETTER WORLD BOOKS – Question from last meeting, regarding how the library declares the surplus from the books it has purchased of no value before transferring to Better World Books, Mr. McKenna reported that other libraries only have policies for equipment but not books. Mr. Ruffner asked Mr. McKenna to contact the Library Auditor for any suggestion or recommendation on this issue. Mr. McKenna agreed and more discussion will be held at the next Board meeting.

INSURANCE – Utica National Insurance informed the library that the claim of Tillie Greene against the Library was settled for \$15,000.

NARCAN – Mr. McKenna reported that library staff are not comfortable taking the responsibility of administering Narcan in the library. Since this new law is not mandatory for the library or library staff, it was agreed to call 911 for any emergency. There was also a discussion on getting a defibrillator for the library. Mr. McKenna agreed and more discussion will be held at the next Board of Trustees meeting.

SPRING SPEAKERS SERIES – A discussion on the new Spring Speaker Series for the coming year. Mr. Ruffner suggested getting in touch with the Long Island Studies Institute from Hofstra University for any suggestion or recommendation. Mr. McKenna agreed asking Adult Librarian, Kristen Jording to formulate speakers for this series for discussion at the next Board meeting.

TRUSTEE ITEM

LIPA PILOT – There is no further information regarding this issue

CORRESPONDENCE

Thank you letter from NYS Senator Venditto

Re: The use of Library for the Veterans Medical Benefits Program.

Letter from Town of Hempstead Commissioner Toscano

Re: Clarification on the ownership of the north side of the building

PERSONNEL - None

OLD BUSINESS - None

NLS AND OTHER ORGANIZATIONS

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

PROPOSED REVISION OF THE NLS RESOURCE SHARING CODE – Dr. Westermann agreed reviewing this documentation regarding the NLS Sharing Code and will report at the next Board of Trustees meeting.

NEW BUSINESS

PROPOSED BUDGET FOR YEAR 2017/2018 – The Proposed Operating Budget for 2017/2018 was reviewed line by line. Suggestions, recommendations and changes were noted.

BOLD SYSTEMS – Seaford School District has confirmed that they will use the Bold Systems for their next School Budget Vote. As a result, Mr. McKenna and Amy Law met with Diane Cummings of Bold Systems to discuss this new system arrangement for the library. The cost for the library to use this system will be \$875, which covers two poll books (A to K and L to Z) and two registration updates before every vote. The delivery, pickup, processing and return of poll books with computerized poll lists and statistical reports via courier are also included. After a discussion, the Board unanimously agreed using this system for the next Library Budget Vote.

DISASTER PLAN FOR COMPUTER AND DATA RECOVERY – A formal vote on the policy will be deferred until the next Board meeting.

BUSINESS TRAVEL REIMBURSEMENT POLICY – After a discussion, suggestions and changes were noted. A final approval of this policy will be deferred to the next Board meeting.
MEMBER LIBRARY SUPPORT OF NLS FOR 2017 AND 2018 - On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board of Trustees unanimously approved member library support for year 2017 in the amount of \$12,641 and year 2018 in the amount of \$12,514.
ARCHITECT PROPOSAL FOR TOP LEVEL AND DIRECTOR’S OFFICE - The proposal for services by architect William Sheerin regarding the top level and director’s office was reviewed. After a discussion, it was agreed to postpone this project for now.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin seconded by Mr. DiPietro the Board entered into Executive Session at 9:15pm to discuss personnel issues.

The Board reconvened in open session at 9:20pm on the motion made by Mrs. Coughlin, seconded by Mrs. Grub

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 9:25pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 9, 2017 at 7:00 p.m.

Respectfully submitted by
Amy Law