

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 10, 2018

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

Guest: Lisa Zuena

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 6, 2018 were approved on the motion made by Mr. Grub, seconded by Dr. Westermann and unanimously passed.

APPROVAL OF THE WARRANTS

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

Capital Improvement Account:

5 - December 10, 2018 - \$698.82

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

General Fund Account:

27 - November 15, 2018 - \$60,036.74

28 - November 29, 2018 - \$42,679.09

29 - December 10, 2018 - \$16,754.13

30 - December 10, 2018 - \$13,332.35

31 - December 10, 2018 - \$12,370.01

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

LIBRARY USAGE

Mr. Ruffner discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of October 2018.

TREASURER'S REPORT

The Treasurer's Report for the month of November 2018 was unanimously approved on the motion by Dr. Westermann, seconded by Mrs. DiPietro.

Amy Law reported that we have received a recapture PILOT (Payment in lieu of Taxes) payment of \$623.99 for the Town of Hempstead Nissan Property on Sunrise Highway from the Seaford School District. After a discussion, Mr. Ruffner asked Amy Law to contact the School Treasurer to inquire if the school has any indication if this recapture payment will continue in the future. More discussion will be held at the next meeting.

Amy Law reported that since our next meeting will be held on January 14th, a decision should be made regarding the 120 Days CD that matures on January 11th. After a discussion, it was agreed not to roll over the CD and let it expire on January 11th. A decision will be made again at the next meeting on January 14th depending on the status of the Window Replacement project.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT – Mr. McKenna made contact with Rob Stienhauser from RCX Construction regarding the new signages for the 2nd floor restrooms and he has already placed the order. Mr. McKenna also suggested donating the old signage to Seaford Historical Society (SHS) for display/collection. Mr. Ruffner asked Mr. McKenna to contact the SHS to see if they would want this signage.

WINDOW AND DOOR REPLACEMENT PROJECT – Mr. McKenna reported that the lowest bidder of the Window Replacement Project is Arrow Steel Window Corp. Ken Schupner from BBS Architects has reviewed their bids and the Arrow bid appears to be in conformance with all plans and specifications. A discussion was also held on the chart that reflected the Base Bid and Alternatives from all bidders. An award of the contract will be delayed until the next meeting due to a problem on the addendum and the wood frame of the building. A kick-off meeting will be scheduled January/February 2019. It is anticipated that construction will commence around March/April 2019. There were discussions on whether the need of scaffolding, the mold outside the building, when to notify tenants, etc. Mr. McKenna reported that Ken Schupner will attend the next meeting to answer any questions regarding the project.

PLANT AND FACILITIES:

- a. A new flag pole was installed on November 14th.
- b. Allways Electric installed new lights and ballasts on two units.
- c. Tyco Johnson Controls repaired a low battery repeater unit on December 6th.
- d. Library was closed at 6pm on November 15th due to snow and icy conditions.
- e. Plumber was called due to a flood in the basement caused a clogged on the backup pump on December 7th.

COPIER/PRINTER – Copiers in Director's office and Back office will be replaced by Coast Copy and a new public use copier will also be installed on the main level.

DIRECTOR'S LUNCHEON – The Annual Director's Holiday Luncheon was held on Wednesday, December 5th.

FRIENDS OF THE SEAFORD LIBRARY – The Holiday Gift and Craft Sale was held on Saturday, December 1st and raised approximately \$500.

LIFE ENRICHMENT GROUP – After 25 years, the Life Enrichment group held its last meeting on Tuesday, December 4th.

NASSAU LIBRARY SYSTEM – The NLS Annual Meeting will be held on Wednesday, December 12 at NLS Headquarters.

ONLINE REGISTRATION – Starting January 2019, Children’s Department will be offering patrons the ability to sign up for programs online. Mr. Ruffner expressed a strong desire to have online registration expanded to Adult Programs.

INCIDENT WITH PATRONS – An incident report regarding a patron problem were distributed to the Trustees. It was agreed to defer discussion to the next meeting.

SECURITY CAMERA – Mr. McKenna discussed that a clarification is needed on people requesting a copy of the recorded footage from our security camera based on privacy concerns. Mr. Ruffner suggested that a subpoena or other document of similar legal force should be needed in all cases in order to get a copy of the footage from our camera. The Board unanimously agreed.

RAVE APP – Mr. McKenna reported that the app would be set up in January 2019. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

TRUSTEE ITEM

An updated list of the Board of Trustees contact information was distributed.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

REVISING LIBRARY BYLAWS – A review of the Library Bylaws, chaired by Trustee Westermann, will be reported back to the Board at a future meeting.

TAX-SHELTERED ANNUITY 403(B) PLAN – On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board unanimously approved to offer this program to all employees, including part timers.

NLS AND OTHER ORGANIZATIONS

On December 3, 2018, the Nassau Library System (NLS) announced the permanent appointment of Caroline Ashby as the new NLS Director.

NEW BUSINESS

PROPOSED OPERATING BUDGET 2019/2020 - Mr. McKenna presented the Proposed Operating Budget for 2019/2020. The budget was reviewed line by line. Suggestions, recommendations and changes were noted. Mr. McKenna was given a preliminary wage percentage to develop the payroll, taxes and benefit part of the budget for review at the January meeting.

NEW PROJECTION UNIT – A discussion was held on the proposal submitted by Sights-N-Sounds for a new audio and video projection system in the amount of \$6,099.70. Mr. McKenna reported that this system will be installed in early January 2019 and that there was a budget line to assign the cost to.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees. Articles topic included: Library Trustee named to vacant seat, Pumpkin Scone lessons at Seaford Library, Christmas creativity at Seaford Library and Author discusses New York’s contribution to holiday music at Seaford Library.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Dr. Westermann and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:30pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 14, 2019 at 7:00 p.m.

Respectfully submitted by
Amy Law