

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**February 12, 2018**

Present: Peter J. Ruffner, President  
Dr. Mary L. Westermann, Secretary  
James DiPietro, Financial Secretary  
Margaret D. Grub, Asst. Financial Secretary  
Frank McKenna, Director

Absent: Patricia Coughlin, Vice-President

Guest: Kristina Fuessler

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:00p.m.

**APPROVAL OF MINUTES**

The minutes of the meeting of January 16, 2018 were approved on the motion made by Dr. Westermann, seconded by Mrs. Grub and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

# 36 - January 25, 2018	- 61,245.91
# 37 - February 8, 2018	- 36,897.66
# 38 - February 12, 2018	- 17,312.95
# 39 - February 12, 2018	- 11,028.94
# 40 - February 12, 2018	- 18,460.59

**MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

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

**LIBRARY USAGE**

Mr. Ruffner discussed the graphs that displayed increases and decreases in the use of library materials.

**TREASURER'S REPORT**

The Treasurer's Report for the month of December 2017 and January 2018 were unanimously approved on the motion by Mr. DiPietro, seconded by Mrs. Grub.

Amy Law reported that as of January 2018, interest rate for all Money Market Accounts at TD Bank was up from 0.69% to 0.75%. We have been notified by the Seaford School District that the PILOT payment for the Nissan property from the Town of Hempstead was discontinued as of December 2017 as that property lost its TOHIDA exemptions. As for the PILOT from Nassau County property for Neptune in Hicksville, we will continue to get this payment once a year.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** – As of today, the issue with the “New York State Department of Labor Notice to Department of Jurisdiction to Withhold Payment” has not been resolved yet. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

**TOP LEVEL RENOVATIONS** – Discussion will be deferred to the next board meeting.

**DUCT CLEANING** – Cunningham Air Duct + Chimney Services, Inc. will be conducting the duct cleaning for the building for March 13 to March 15, 2018. Mr. Ruffner asked Mr. McKenna to clarify with Cunningham Air Duct + Chimney Services regarding the extra charge under the NYS Prevailing Wage Law. He would like to know what trade they are using to calculate this extra charge of \$1,000 based on the Prevailing Wage Law. Mr. McKenna will follow up with this request.

**WATER FOUNTAIN** – On January 31<sup>st</sup> Bob Lahey created an opening for access to the water valve of the water fountain. A filter was also replaced for the water fountain.

**DIGITIZATION PROJECT** – Mr. McKenna has been in contact with Dr. James Vorbath, Director of Division of Library and Information Science of St. John’s University. Dr. Vorbath has also referred Dr. Christine Angel to help out with this project. A meeting will be scheduled to discuss getting an archival intern to assist in the library’s digitization project. Mr. McKenna will keep the Board updated on this topic.

**FRIENDS OF THE LIBRARY** – The 501(c)(3) status for the Friends of the Library is still not resolved. Mrs. Grub agreed to look into this matter with the Friends at their next meeting on Tuesday, February 13<sup>th</sup>.

**INCIDENT** – On January 31<sup>st</sup> Tenant Stewart Matos reported that there was a power outage in his office, resulted in damage to his computer’s “motherboard”. He requested a reimbursement of \$500 for the repair of his computer. After a discussion, it was directed for Mr. McKenna to review the wordings on the Lease Agreement which indicates the Library is not responsible for such damage. Thus, on the motion made by Mrs. Grub, seconded by Mr. DiPietro, it was unanimously agreed not to consider this request.

**INCIDENT PREPAREDNESS WORKSHOP** – Mr. McKenna attended the Incident Preparedness workshop on Thursday, January 18<sup>th</sup> that was led by the Nassau County Police Department Bureau of Special Operations – Homeland Security. Mr. McKenna suggested scheduling this presentation for the next staff meeting. The Board concurred with this idea.

**LIBRARY ADVOCACY** – Mr. McKenna reported that he will attend the Pre-Advocacy Day on Tuesday, February 27<sup>th</sup> and Advocacy Day in Albany on Wednesday, February 28<sup>th</sup>. Frank and Betty Philipps, members of the Friends of the Library, also agreed to attend the Advocacy Day in Albany.

**LIBRARY ATTORNEY ON RETAINER BASIS** – A discussion was held regarding contracting an attorney on a retainer basis. Dr. Westermann asked Mr. McKenna to provide a comparison chart for the top three library attorneys recommended by him, with information

about their fees and services covered for the board to discuss at the next meeting. Mr. McKenna agreed.

**PUBLIC LIBRARY ASSOCIATION** – Mr. McKenna will attend the Biennial Public Library Association Conference in Philadelphia, PA from March 20 to March 24, 2018.

**2017 ADULT READING PROGRAM** – As of today, a total of 97 patrons have signed up the 2017 Adult Reading Program – “Some Books are Worth Melting For”.

### **TRUSTEE ITEM**

**LIBRARY TRUSTEES ASSOCIATION (LTA)** – Mr. McKenna reminded that the upcoming LTA meeting will be held on April 27<sup>th</sup> and April 28<sup>th</sup> at Long Island Marriott at Uniondale.

### **CORRESPONDENCE**

Invitation Letter from Seaford Historical Society

Re: Attending a planning meeting on Monday, March 5<sup>th</sup> for the 375<sup>th</sup> Anniversary Celebration.

**PERSONNEL** - None

### **OLD BUSINESS**

**WINDOW REPLACEMENT** – Mr. McKenna reported that a signed Letter of Intent Form provided by Tyler Okorn, BBS Architects, has been submitted to the NYS Education Department for the Window Replacement Project. Mr. Ruffner asked for an estimated time schedule for this project from BBS Architects. Mr. McKenna will follow up with this request. A discussion was also held regarding the proposal from Envirosience Consultants Inc. for the inspection fees for Asbestos/Lead Paint Survey for this project. On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board of Trustees unanimously approved the proposal from Envirosience Consultants Inc. for a total cost of \$4,190.00.

**BUSINESS TRAVEL POLICY** – After a discussion, on the motion by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously approved the Business Travel Policy, effective February 12, 2018. A copy of the revised Business Travel Policy is annexed to these Minutes.

**SPONSORSHIP POLICY** – A discussion regarding a suggested Library Sponsorship Policy and Procedures provided by American Library Association was conducted. Mr. Ruffner suggested that all Trustees should read through the policy and make any suggestions for discussion at the next meeting.

**PROPOSED BUDGET FOR 2018/2019** – The revised Proposed Budget for fiscal year 2018/2019 was discussed. The Personnel Budget was discussed at Executive Session. Out of Executive Session, Mr. McKenna will present a final budget for Trustees approval at the March 12<sup>th</sup> meeting.

**NEW YORK STATE PAID FAMILY LEAVE (PFL)** – Amy Law and Mr. McKenna have participated in a Paid Family Leave Employer Webinar presented by the NYS Workers’ Compensation Board on Tuesday, January 23<sup>rd</sup>. A vote was also held within the library staff on whether they are interested in this Paid Family Leave. A total of twelve eligible staff responded to this vote with a result of eleven “No” and one “Yes”. After a discussion, the Board of Trustees decided not to opt into Paid Family Leave.

### **NLS AND OTHER ORGANIZATIONS**

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

**NEW BUSINESS** - None

**PUBLIC RELATIONS/MEDIA COVERAGE** - None

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION**

On the Motion made by Dr. Westermann seconded by Mrs. Grub the Board entered into Executive Session at 8:35pm to discuss personnel budget.

The Board reconvened in open session at 8:40pm on the motion made by Dr. Westermann, seconded by Mr. DiPietro.

**ADJOURNMENT**

Via a motion made by Mr. DiPietro and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:45pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, March 12, 2018 at 7:00 p.m.

Respectfully submitted by  
Amy Law