

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 9, 2017

Present: Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
James DiPietro, Financial Secretary
Margaret D. Grub, Asst. Financial Secretary
Frank McKenna, Director

Absent: Peter J. Ruffner, President

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Patricia Coughlin, Vice- President, called the meeting of the Board of Library Trustees to order at 7:02p.m.

A FORMAL EXCUSE FOR MR. RUFFNER TO BE ABSENT FOR THE BOARD MEETING

On the motion made by Mrs. Grub, seconded by Dr. Westermann the Board approved the excused absence of Mr. Ruffner from the meeting.

APPROVAL OF MINUTES

The minutes of the meeting of December 12, 2016 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 32 -	December 12, 2016	-	4,782.74
# 33 -	December 15, 2016	-	59,018.31
# 34 -	December 29, 2016	-	42,522.89
# 35 -	January 12, 2017	-	36,247.39
# 36 -	January 9, 2017	-	12,507.49

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule was reviewed by the Board.

LIBRARY USAGE

Mrs. Coughlin discussed the graphs that showing increases and decreases in the use of library materials.

A discussion was made on the low usage of the Tutor.com for the month of October 2016. Mr. McKenna reported that the library has finally received promotional materials from Tutor.com and in the process of promoting this service through different schools within the district.

TREASURER'S REPORT - None

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS –Enviroscience came and conducted an in-depth asbestos testing on Friday, January 7th. The preliminary report showed that there is no issue with asbestos in the walls. As a result, the bids will be sent out mid-January by BBS Architects. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

BETTER WORLD BOOKS DROP BOX – Mr. McKenna contacted Better Work Books and a one week notice is required if we want to temporarily relocate the drop box from the private lot during the restroom renovation project. Mr. McKenna also reported that bookmarks have also been received from Better World Book to promote this new service to the public.

PLANT & FACILITIES –

- a. Water Fountain – Several defective units were found upon installation. Plumber, Roland Reeves is still in the process of getting a new one for the library. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.
- b. Hydrostatic Pressure Testing – Modern Sprinkler came to replace the leaking piping and nipples on the Fire Department connection on December 19th, and the testing of the hydrostatic pressure also passed.
- c. Future Plans – The list of “Projects Prioritized” prepared by Mr. McKenna was reviewed. More discussion will be tabled to the next Board Meeting.
- d. HVAC Service Contract – Preliminary quotes for HVAC Maintenance Agreement was reviewed. Mr. McKenna reported that he will solicit more quotes and recommendations for more discussion.
- e. Survey of the Property – A discussion was made on the survey map of “Descriptive Property”, issued February 1963. Mr. McKenna will try to contact the TOH Building Department and hope to get a more updated survey.
- f. Snow Closing – Due to inclement weather, a delayed opening of 12 noon on Saturday, December 17th and early closing at 12 noon on Saturday, January 7th.
- g. Fire Alarm – Part Time Cleaner, Dan O’Brien responded to a false alarm that was reported on Christmas Eve, December 24th. A recommendation to replace the outdated security system was also discussed. More discussion will follow at future Board Meetings.
- h. Upstairs Light Fixture – On December 22nd, Always Electric came and replaced the wiring from the fallen fixture outside CPAid office.

ALIS – NLS announced that Robert Drake will be the new Assistant Director for Technology Operations.

DEFIBRILLATORS – The tally sheet regarding defibrillators at libraries was reviewed. Mr. McKenna report that he did not have the discussion with the staff yet regarding getting one for the library. Issues concerning using the defibrillators such as liability and staff training were also discussed. The Board of Trustees asked Mr. McKenna to invite a professional to come and educate the staff regarding using the defibrillator before making any decision on this topic. Mr. McKenna agreed and postponed further discussion at future Board Meeting.

FRIENDS OF LIBRARY – It has been determined that the Friends of the Library has not renewed their 501c3 status. With this reason, Mr. McKenna has informed Better World Books to send any checks directly to the Seaford Public Library instead. Library Attorney Lauren Bristol is willing to work with the Friends group regarding the renewal of their 501c3 status, and Mr. McKenna will make contact with the President of Friends of the Library, Dolores Humphreys regarding this issue.

SIXTIETH ANNIVERSARY – Mr. McKenna recommended to hold the 60th Anniversary Celebration during one of the “Entertainment for a Saturday Evening” events, possibly in conjunction with the first 2017 summer concert sponsored by the Friends of the Library. More discussion will follow.

SURPLUS POLICY – Mr. McKenna and Dr. Westermann have been reviewing policies that were collected from other libraries regarding Surplus Property. They could only find policies for recording equipment, not for books. More discussion will follow.

TENANT PARKING SPACE – there was a discussion on tenant parking issues and conflict between the public and tenants parking space.

TRUSTEE ITEM - None

CORRESPONDENCE

Public Notice from Nassau County Department of Public Works Planning Commission
Re: An Application for Final Subdivision Approval of “Seaford Villas”, Seaford

PERSONNEL - None

OLD BUSINESS

DISASTER PLAN FOR COMPUTER AND DATA RECOVERY – A formal vote on this policy will be deferred to the next Board Meeting. Mr. McKenna reported that the issue of “Cloud Backup” is being actively explored, and Librarian, Ida Zaharopoulos is researching software and will make the purchase shortly.

BUSINESS TRAVEL REIMBURSEMENT POLICY – A formal vote on this policy will be deferred to the next Board Meeting.

RESOURCE SHARING CODE – Dr. Westermann applauded the NLS for revising the Resource Sharing Code. This design is to make resource sharing among libraries seamless. After a discussion, on the motion made by Mr. DiPietro, seconded by Dr Westermann, which unanimously approved the NLS Resource Sharing Code.

PROPOSED BUDGET 2017/2018 – The revised proposed Operating Budget for fiscal year 2017/2018 was discussed. The Personnel Budget was discussed at Executive Session.

NLS AND OTHER ORGANIZATIONS

NLS SYSTEM-WIDE MEETING FOR MEMBER LIBRARY TRUSTEES – A meeting is scheduled for the NLS system-wide meeting for Member Library Trustees on Wednesday, January 18th at 7:30 at NLS. At this meeting, the nominees for the Area 2 and Area 9 representative will be elected. After a discussion on the motion made by Mrs. Grub, seconded by Dr. Westermann and unanimously agreed to elect Ms. Kathleen McDonough Kobbe and Mr. Ken Ulric as representatives for Area 2 and Area 9 Libraries.

TRUSTEES ROUNDTABLE DISCUSSION - An invitation was made to all Trustees to attend one of two Trustee Roundtable Discussions that will be held on January 20th and January 24th at 7pm at the Nassau Library System. This is an opportunity for Trustees to share their perceptions of NLS and their services.

NEW BUSINESS - None

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Dr. Westermann seconded by Mr. DiPietro the Board entered into Executive Session at 8:05pm to discuss personnel budget.

The Board reconvened in open session at 8:13pm on the motion made by Mrs. Grub, 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 8:15pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 13, 2017 at 7:00 p.m.

Respectfully submitted by
Amy Law