

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**January 14, 2019**

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

Absent: Dr. Mary L. Westermann, Secretary

Guests: Kenneth Schupner (Partner, BBS), Tom Perri

**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.

**A FORMAL EXCUSE FOR DR. WESTERMANN TO BE ABSENT FOR THE BOARD MEETING**

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

**PRESENTATION BY KENNETH SCHUPNER, PARTNER, BBS**

Mr. Kenneth Schupner from BBS reported that a bid opening was held on November 13<sup>th</sup>, and a total of 5 bids were opened for the Window and Door Replacement Project. The lowest bidder, Arrow Steel Windows Corp. appears to be in conformance with all plans and specifications. Mr. Schupner also remarked that this contractor has performed work with their office in the past with satisfactory results. If the bid is formally accepted by the Board of Trustees, a letter of Intent of Contract Award will be sent to Arrow Steel Windows Corp. Thereafter, field measurements and shop drawings will be prepared. Window fabrication will take approximately 16 to 20 weeks and this project is anticipated to begin the installation phase in June 2019. Mr. Schupner also commented that, if necessary, night shifts are acceptable with Arrow Steel Windows Corp. and they will try to coordinate with the library hours and work with the tenants. Mr. Ruffner questioned about the installation of the windows, and Mr. Schupner replied that they will install the window from outside to inside and replace one side of the building at a time. All fabricated windows will be loaded on a tracker trailer and temporarily stored in the library's private lot. Mr. Schupner further explained that the bid also added an alternative for Frames and Exterior Insulation since the original steel window frame are still in the wall, but that alternative would not be needed. Mr. Ruffner thanked Mr. Schupner for his presentation.

## **AWARD OF CONTRACT FOR WINDOW REPLACEMENT PROJECT**

After a discussion, on the motion made by Mrs. Grub, seconded by Mrs. Coughlin, the Board voted unanimously to accept the Base Bid submitted by Arrow Steel Window Corp. for the Window and Door Replacement Project in the amount of \$389,500.

## **APPROVAL OF MINUTES**

The minutes of the meeting of December 10, 2018 were approved on the motion made by Mrs. DiPietro, seconded by Mrs. Coughlin and unanimously passed.

## **APPROVAL OF THE WARRANTS**

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

Capital Improvement Account:

# 06 - January 14, 2019 - \$ 231.83

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

General Fund Account:

# 32 - December 13, 2018 - \$38,755.60

# 33 - December 27, 2018 - \$61,842.07

# 34 - January 10, 2019 - \$37,466.76

# 35 - January 14, 2019 - \$21,704.64

# 36 - January 14, 2019 - \$11,918.65

# 37 - January 14, 2019 - \$25,220.46

## **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 November 2018. Mr. Ruffner asked Mrs. DiPietro to present the Library Usage materials each month going forward and Mrs. DiPietro consented.

**MUSEUM PASSES** - Mrs. Coughlin suggested organizing bus trips to visit museums that are located remotely since senior citizens may not be able to travel that far by themselves. Mr. McKenna agreed discussing this idea with Head Librarian, Mrs. Zaharopoulos, who is in charge of bus trips.

## **TREASURER'S REPORT**

The Treasurer's Report for the month of December 2018 was unanimously approved on the motion by Mrs. Grub, seconded by Mrs. Coughlin.

**PILOT PAYMENTS** - Amy Law reported that she has contacted the Seaford School Treasurer regarding the recapture of PILOT payment from the Town of Hempstead Nissan Property on Sunrise Highway. It was confirmed that this recapture PILOT payments will be paid out in four (4) quarterly distributions and the amount should be the same for the remaining three payments.

**CD ACCOUNT WITH TD BANK** - Amy Law reported that the 120 Days CD which expired on January 11, 2019 has earned \$7,143.08 in interest. A total of \$1,111,743.08 has been transferred back to the Capital Improvement Fund Account. After a discussion, on the motion made by Mrs. Grub, seconded by Mrs. Coughlin, the Board unanimously agreed to open a new 90 Days CD in the amount of \$1,200,000.00, taken from the Capital Improvement Account.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** –The order of new signages for the 2<sup>nd</sup> floor restrooms has already placed and is still waiting to be delivered. Mr. Ruffner asked Mr. McKenna about the status of the donation of the old signage to Seaford Historical Society (SHS). Mr. McKenna decided not to donate the fixtures and will keep them in the library.

**WINDOW AND DOOR REPLACEMENT PROJECT** – Mr. McKenna reported that the lowest bidder of the Window Replacement Project is Arrow Steel Window Corp. The updated kick-off meeting will be scheduled March/April 2019. It is anticipated that the construction will commence around June 2019. There were discussions on whether the project will affect this summer's EFASE. Mr. McKenna reported that they will coordinate with Arrow Steel Window Corp. regarding this issue.

**NYS CONTRUCTION AID** – Mr. McKenna reminded that the next application deadline of the NYS Construction Aid program will be coming soon.

### **PLANT AND FACILITIES:**

- a. Due to power outage from portable electric heaters, Allways Electric came to check the circuit breaker panel and reset tripped breakers on December 15<sup>th</sup>.
- b. Allways Electric was called and came to restore power for the Water Fountain.
- c. Robert Lahey came and installed a new commercial door closer for the door that leads to the Staff Kitchen.
- d. Library was closed from 12 noon on Monday, December 17<sup>th</sup> through 5pm on Wednesday, December 19<sup>th</sup> due to a malfunctioned heating unit/boiler inducer. The new inducer was installed on Wednesday, December 19<sup>th</sup> at 1:30 by Lane Associates.
- e. The old wallpaper from the Staff Kitchen was removed, spackled and painted by painter, John Rurney. He also painted several other walls throughout the building.
- f. Sight-N-Sounds has installed a new A/V projection unit in the Valentine Meehan Community Meeting Room on January 2<sup>nd</sup>.

**COPIER/PRINTER** – Copiers in the Director's office and Back office were replaced by Coast Copy on December 28<sup>th</sup>. A new public use copier will be delivered soon on the main level.

**AUTOMATED EXTERNAL DEFIBRILLATOR (AED)** – Nine staff members were certified for a CPR/AED First Aid Training on January 9<sup>th</sup> by a certified AED/CPR instructor.

**FRIENDS OF THE LIBRARY** – The next Book and Bake sale has been scheduled for Thursday, May 3<sup>rd</sup> and Friday, May 4<sup>th</sup>. The next meeting is scheduled on Thursday, February 21<sup>st</sup> at 4pm.

**FUNDING ADVOCACY** – Mr. McKenna reported that he is the Chair of the MLD (Member Library Directors) Funding Advocacy Committee. He has been coordinating meetings locally with State Assembly members and State Senators.

**NASSAU LIBRARY SYSTEM (NLS)** – The NLS Annual Meeting was held on Wednesday, December 12<sup>th</sup>, 2018. The Jacqueline Thresher Room was dedicated to honor Ms. Thresher's years of services as Executive Director of the NLS.

**RAVE APP** – Mr. McKenna reported that the app is still in process. When it is finalized, we will contact the police department and schedule an in-house training for this app.

**SECURITY CAMERA** – Mr. Ruffner stated that a by-law for the security camera system was necessary. Mr. Ruffner has reviewed a number of such Bylaws that other Long Island and New York State public libraries already have in effect. Mr. Ruffner instructed Mr. McKenna to talk to other Library Directors and present a draft Bylaw at the next meeting.

**INCIDENT REPORT** – An incident regarding a patron with drunken behavior fell at the library on January 14<sup>th</sup>, police were called and the patron was told to leave the library. Mr. Ruffner also asked the status of other incidents that were reported last month, and Mr. McKenna confirmed that problem patrons were not seen in the library for weeks.

**TRUSTEE ITEM** – None

**CORRESPONDENCE**

Thank you letter from the Kieffer

Re: Thank you for helping out with carrying boxes for Craft Sale

**PERSONNEL** - None

**OLD BUSINESS**

**REVISING LIBRARY BYLAWS** – Due to the absence of Dr. Westermann, discussion will be deferred to the next meeting.

**PROPOSED OPERATING BUDGET 2019/2020** – The Personnel Budget was discussed at Executive Session. Out of Executive Session, Mr. McKenna will present a final budget for Trustees approval at the February 11<sup>th</sup> meeting.

**NLS AND OTHER ORGANIZATIONS**

The Nassau Library System 2017-2020 Strategic Plan and 2018 at NLS: Transformative brochure were distributed to the Board of Trustees for their review and information.

**NEW BUSINESS** - None

**PUBLIC RELATIONS/MEDIA COVERAGE**

An article “Man Allegedly Kills Librarian After Getting Banned from the Library” was distributed to the Board of Trustees.

**PUBLIC COMMENT**

Mr. Perri, a resident of Seaford, presented the Board with literature and verbal comments about magnetic fluid conditioners specifically manufactured by GMX. GMX is one of a number of companies that manufacture and sell magnetic fluid conditioners. These conditioners magnetize fluid lines such as for natural gas, oil and water to purportedly increase efficiency. The Board instructed Mr. McKenna to present the literature to Mr. Schupner of BBS in order to ascertain their professional opinion of this product.

**EXECUTIVE SESSION**

On the Motion made by Mrs. Coughlin seconded by Mrs. DiPietro the Board entered into Executive Session at 8:23pm to discuss personnel budget.

The Board reconvened in open session at 8:43pm 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 8:45pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 11, 2019 at 7:00 p.m.

Respectfully submitted by Amy Law