

**SEAFORD PUBLIC LIBRARY
Seaford, New York**

MEETING OF THE BOARD OF LIBRARY TRUSTEES

July 8, 2019

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: Michael Gillman

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:02p.m.

LIBRARY TRUSTEES, PATRICIA COUGHLIN

On behalf of the Board of Trustees, Mr. Ruffner thanked Mrs. Coughlin for her over 11 years of dedicated service and all the time and effort that she contributed to the community.

ORGANIZATIONAL MEETING

Catherine DiPietro was sworn in as elected trustee for a 5-year term commencing July 1, 2019 and ending June 30, 2024.

On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board unanimously voted the following slate of officers for the fiscal year ending June 30, 2020:

Peter J. Ruffner, President
Mary Westermann, Vice-President
Margaret Grub, Secretary
Catherine DiPietro, Financial Secretary

The following designations were approved on the motion made by Mrs. Grub, seconded by Mrs. Coughlin:

LIBRARY AUDITOR - Nawrocki Smith LLP

LIBRARY ATTORNEY – Law Offices of Thomas M. Volz, PLLA

INSURANCE COMPANY - Utica National Insurance Co. provided by
HomeTown Insurance (Broker)

OFFICIAL NEWSPAPER - Long Island Business News

DEPOSITORY BANK - TD Bank

APPROVAL OF MINUTES

The minutes of the meeting of June 17, 2019 were approved on the motion made by Mrs. DiPietro, seconded by Dr. Westermann and unanimously passed.

APPROVAL OF THE WARRANTS

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

Capital Improvement Account:

#1 - July 8, 2019 - \$ 242.00

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

General Fund Account:

70 – June 27, 2019 - \$68,558.84

71 - June 27, 2019 - \$ 8,530.16

01 - July 8, 2019 - \$14,863.00

02 - July 8, 2019 - \$13,528.83

03 - July 8, 2019 - \$28,685.21

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. A discussion was held on how to distribute the surplus from the fiscal year ending June 30, 2019. A total surplus of \$184,018, which included \$174,230 unused from the Operating Budget and \$9,788 from an excess in anticipated revenue, will need to be allocated at the next Board meeting. A copy of each of these schedules are annexed to these Minutes.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of May 2019.

DIRECT ACCESS STATISTICS – Discussion will be tabled to the next Board of Trustees Meeting.

TREASURER’S REPORT

The Treasurer’s Report for the month of June 2019 was unanimously approved on the motion by Dr. Westermann, seconded by Mrs. Coughlin.

ANNUAL AUDIT - Amy Law reported that the Annual Audit for fiscal year 2018/2019 had already started.

SUMMARY CHART FOR 2019 ENTERTAINMENT FOR A SATURDAY EVENING (EFASE) – An amended Summary Chart was distributed to the Board for review. A discussion was held regarding the cancellation from the group “Churchkey Saints” on July 6th as the replacement band was more expensive. A copy of the chart is annexed to these Minutes.

SUMMARY CHART OF THE BATHROOM RENOVATION PROJECT – A final 10% of the Construction Grant in the amount of \$11,015.00 was received on July 1st. A summary financial chart of the Bathroom Renovation Project was distributed to the Board of Trustees for review. A copy of the chart is annexed to these Minutes.

DIRECTOR'S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT –A meeting with BBS Architects and Arrow Construction will be held on August 6th. It was suggested to get the library staff involved with this meeting just in case they have any questions. A discussion was held regarding the storage of materials and Mr. McKenna agreed clarifying this information with BBS Architects at the meeting.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATIONS – A meeting with BBS Architect Kevin Walsh was held on Tuesday, June 25th to discuss the renovation and different possible layouts for this project. Attendees included Trustees Mrs. Grub and Dr. Westermann, Director Mr. McKenna and Head of Reference Mrs. Zaharopoulos. A set of two (2) unsolicited proposals were submitted by Mr. Walsh. The proposals were entitled “Facility Study” and “Master Planning”. Mr. Walsh felt, based on his professional experience, that the Board may find such reviews helpful to its public mission.

FIRE DRILL/EMERGENCY EXIT DOOR – A fire drill was scheduled on June 26th and it uncovered that the lower level Emergency Exit Door was not working. The locksmith was immediately called and fixed the problem. Mr. Ruffner instructed that a monthly check of the emergency doors for the building must be conducted.

2019 NASSAU LIBRARY TOUR – The 2019 Nassau Library Tour began on Monday, July 1st. As of today, close to 100 people came and picked up the tour map. As for Seaford, the scavenger hunt item is the mural at the library.

SEXUAL HARASSMENT TRAINING – Almost all staff members have already taken the New York State mandated Sexual Harassment Online Training course and all will take the course by the October 2019 deadline.

UTICA NATIONAL INSURANCE GROUP – Senior Risk Management Representative Christine Deutsch came on July 5th to review our policies, handbook, facilities and etc. Several recommendations will be forthcoming in her report.

TRUSTEE ITEM - None

CORRESPONDENCE

Letter from Town of Hempstead Supervisor Laura Gillen
Re: Repainting of Crosswalk

PERSONNEL - None

OLD BUSINESS - None

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the April 29th and press release entitled: “Nassau Library System launches scavenger hunt-style summer library crawl” were distributed to the Board of Trustees for review.

NEW BUSINESS

CALENDAR FOR THE YEAR 2020 – After a discussion, it was agreed to close on Saturday, December 26, 2020 the day after Christmas. On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, which unanimously passed the Calendar for the Year 2020, a copy of which is annexed to these Minutes.

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2020 - A discussion was made on scheduling for the Budget dates. A final draft will be ready for approval at the next meeting.

REQUEST FOR TOTAL ANTICIPATED EXPENDITURE FOR MONTH OF AUGUST 2019 – Amy Law reported that since there is no meeting for the month of August, the library is permitted to approve an anticipated total expense amount which would then re-approved at the following Board meeting with detailed warrants. After a discussion, on the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously agreed to set a limit of \$185,000 for the total expense for the month of August 2019.

LIBRARY MASTER PLAN – A discussion was made on the proposal submitted by BBS Architects regarding the “Facility Study” and “Master Planning”. On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board unanimously approved retaining BBS Architects to perform the “Facility Study” review for a service fee of \$2,900. As for the Part 2 – Master Planning, it was agreed and deferred to the next Board of Trustees meeting. Mr. McKenna will provide the Trustees with information regarding the completion date of the “Facility Study” at the next Board meeting.

PUBLIC RELATIONS/MEDIA COVERAGE

Articles on “Seaford Public Library Summer Concert Series” and “Five reasons why it’s important to fund public libraries: Kichener Public Library CEO” were distributed to the Board of Trustees.

PUBLIC COMMENT

Mr. Gillman had a few questions which were answered by Board of Trustees.

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin seconded by Mrs. Grub the Board entered into Executive Session at 8:20pm to discuss rental properties on the top floor.

The Board reconvened in open session at 8:30pm on the motion made by Mrs. DiPietro, seconded by Mrs. Grub.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 8:35pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, September 10th at 7:00 p.m.

Respectfully submitted by
Amy Law