

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

July 16, 2018

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:10p.m.

ORGANIZATIONAL MEETING

On the motion made by Mrs. Coughlin, seconded by Dr. Westermann, the Board unanimously voted the following slate of officers for the fiscal year ending June 30, 2019:

Peter J. Ruffner, President
Patricia Coughlin Vice-President
Mary Westermann, Secretary
Margaret Grub, Financial Secretary

Peter. J. Ruffner was sworn in as elected trustee for a 5-year term commencing July 1, 2018 and ending June 30, 2023.

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 14, 2018 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann 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 Fund Account:

01 - July 16, 2018 - 3,225.00

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

General Fund Account:

63 - June 28, 2018 - 70,994.65

64 - June 29, 2018 - 6,613.82

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

General Fund Account:

01 - July 12, 2018 - 39,201.09

02 - July 16, 2018 - 14,788.99

03 - July 16, 2018 - 13,275.56

04 - July 16, 2018 - 31,565.48

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. **SURPLUS FROM OPERATING FUND AND EXCESS IN THE REVENUE FOR FISCAL YEAR 2017/2018** – A discussion was held on how to distribute the surplus from the fiscal year 2017/2018. A total surplus of \$219,472, which included a surplus of \$197,428 from the Operating Budget and \$22,044 from an excess in anticipated revenue for fiscal year 2017/2018, will need to be allocated at the next Board meeting.

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 May 2018.

TREASURER’S REPORT

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

90 DAYS CD ACCOUNT - Amy Law reported the investment of \$1,000,000 from the Capital Improvement Money Market Account into a 90 Day CD with TD Bank. This 90 Day CD with an interest rate of 1.84% will mature on September 13th. Due to the Window and Door Replacement Project, a discussion was held on whether to renew this CD when it matures. Mr. Ruffner suggested that Mr. McKenna should contact BBS Architect, Ken Schupner for a timeline of the project in order to decide our next investment step. Amy Law also agreed to contact TD Bank to ascertain the exact maturity rollover procedures for this CD account.

ANNUAL AUDIT – The Annual Audit for fiscal year 2017/2018 was conducted on Wednesday, July 11th and Thursday, July 12th. Amy Law reported that she will make an appointment with the Auditor regarding the audit presentation to the Board. Mr. Ruffner reiterated to Mr. McKenna to be sure that the auditor’s management letter included advise as to the proper Board review and approval process for warrants/claims relative to the recent NYS Controller’s audit of the East Meadow Public Library.

DIRECTOR’S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT – Robert Steinhauser from RCX stopped by this afternoon and notified that all close-out documents were completed and will be delivered to BBS Architects for final approval. The total of the final payment is \$14,270.95 to RCX.

WINDOWS AND DOORS REPLACEMENT PROJECT – The PCB test results indicated that all samples are positive. There was a question about how materials will be disposed for this project. Mr. McKenna agreed to discuss this issue with Ken Schupner from BBS Architects. A meeting was also held with Mr. Schupner on July 11th regarding the project. He indicated that the bid for this project may go out by September, if not earlier, and work can be done during winter months. Mr. McKenna also reported that the deadline for submitting the application for NYS Construction Aid is August 17th. Mr. McKenna suggested that Mr. Schupner should attend the September 12th board meeting. The Board was agreeable to his suggestion.

AARP SENIOR CITIZEN TAX HELP – AARP Senior Citizen Tax Help has informed the library that they can no longer meet in the Reference Area due to privacy concerns. Mr. Ruffner proposed utilizing the 2nd floor vacant office from January to April for this service. There was a suggestion for Mr. McKenna to contact AARP and show them the space to see if this is workable.

EFASE – At the July 7th concert, sponsored by the Friends of the Library, a recognition ceremony with approximately 250 attendees was held to honor the memories of Dolores Humphreys and Donna Rigali. At the July 21st concert, which will be sponsored by the Lions Club of Seaford, the Library Board of Trustees will be honoring Stephen Gaughran with The Frank J. Hoschek Memorial Service Award.

NEWSLETTER – The first printing of the revamped newsletter for the month of July 2018 was mailed on June 26th. There was an issue with the postage costs, which we found out that it is not included in the quote. As a result, an additional \$9,600 is needed for postage which is not specifically in the current budget. Mr. McKenna is also in the process of soliciting quotes from other printing companies. Mr. Ruffner remarked that many residents in the Seaford Manor section of the community never received the newsletter. Mr. McKenna has already contacted the Seaford Postmaster regarding this issue and, hopefully, it will get resolved when we mail out the August newsletter. The entire newsletter subject will be further discussed at the next Board meeting.

SEAFORD 375th ANNIVERSARY – As part of the Seaford 375th Anniversary, a speaker program will be scheduled on Monday, September 17th. Mr. Fred Roth, a local historian, will present a fascinating review of the early history of Seaford.

TRUSTEES VACANCY – It was confirmed with Library Attorney that the Board can nominate and appoint someone to fill the vacant position for the remainder of the term that runs through June 30, 2019. The announcement of the position was printed in July 5th Seaford Herald Citizen and will also publish in the August newsletter.

SUMMER READING CLUBS – “LIBRARIES ROCK” – As of July 12th, a total of over 650 children, 39 teens and 110 adults enrolled in the 2018 Summer Reading Club. The Board complimented all departments for their great job on the Summer Reading Clubs.

TRUSTEE ITEM - None

CORRESPONDENCE - None

PERSONNEL

The following personnel changes were approved by the Board:

Resignation - Brianna Bonagura, Page, eff. 5/29/18

Jordan Ament. Page, eff. 7/2/18

Appointment - Lindsay Eiseman, Page, eff. 7/3/18

Olivia Laurendi, Page, eff. 7/13/18

OLD BUSINESS

CLAIM PROCEDURES – Mr. McKenna reported that he has already talked to Library Auditor, Mr. Tellier to put a recommendation on claims procedures in the Management Letter.

AGREEMENT FOR GENERAL AND LABOR COUNSEL SERVICES WITH LAW OFFICES OF THOMAS M. VOLZ, PLLC – After a discussion, Mr. Ruffner asked Mr. McKenna to set up a conference call with the lawyer, so they can discuss and review the contract before the Board approves it. Mr. McKenna stated he will do so.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

STATE AND MUNICIPAL FACILITIES CAPITAL PROGRAM (SAM) GRANT – Mr. McKenna reported that he has received a phone call from State Assemblyman David McDonough regarding a \$60,000 SAM Grant that we can apply for. Mr. McKenna confirmed that we are allowed to apply for the SAM grant in conjunction with the NYS Construction Aid for the same project. After a discussion, it was agreed to apply for this grant for the Windows and Doors Replacement Project.

WINDOWS AND DOORS RENOVATION PROJECT RESOLUTION – On the motion made by Dr. Westermann, seconded by Mrs. Coughlin, the Board unanimously approved the Windows and Doors Renovation Project Resolution.

REQUEST FOR TOTAL ANTICIPATED EXPENDITURE FOR MONTH OF AUGUST 2018 – As per the joint recommendation of Library Auditor, Dave Tellier and Library Attorney, Michael Vigliotta, the library is permitted to approve warrants in advance with a total amount expected, which would then be approved at the following Board meeting. 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 warrants for the month of August 2018, when the Board does not have a scheduled meeting.

POLICY FOR BUDGET TRANSFERS – A discussion was held regarding a sample policy for Budget Transfers from Kings Park Central School District that was provided by the Library Auditor. Mr. Ruffner suggested possibly adopting a similar policy with modifications for the library and asked Mr. McKenna to contact Mr. Tellier regarding this topic. Mr. McKenna will report back at the next meeting.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Dr. Westermann and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 9:10pm.

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

Respectfully submitted by
Amy Law