

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 11, 2012

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Eileen Montalbano, Secretary
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary
Frank McKenna, Director

Guest: Frank Mahnken, Loraine Mahnken

EAGLE SCOUT PROJECT

The Board of Trustees participated in a photo op with Eagle Scout, Frank Mahnken and Mrs. Mahnken at the new garden on the west side of the library. The Board of Trustees applauded and gave thanks for the hard work of young people like Frank and all of the scouts, who have made a difference for the residents in Seaford. Mrs. Mahnken indicated that flowers will be planted in the garden during the coming week and a few items also needed to be completed at the same time. Mr. McKenna also reported that pictures before and after the project have been displayed at the library.

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:15p.m.

PLEDGE OF ALLEGIANCE

Mr. Frank Mahnken led those assembled in the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the meeting of May 7, 2012 were approved on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano and unanimously passed.

APPROVAL OF THE WARRANTS

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

63 - May 10, 2012 - 34,993.71
64 - May 14, 2012 - 2,609.17
65 - May 24, 2012 - 60,299.42
66 - June 7, 2012 - 34,953.16
67 - June 11, 2012 - 5,607.84
68 - June 11, 2012 - 17,567.53
69 - June 11, 2012 - 5,390.53

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

TREASURER'S REPORT

The Treasurer's Report for the month of May 2012 was approved on the motion by Mr. Rall, seconded by Mr. Gaughran, which unanimously passed.

Mr. Ruffner asked Amy Law to prepare an analysis showing the monthly balance for each bank account for the fiscal year 2011/2012 for the next Board of Trustees meeting. A. Law agreed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES:

- a. Phase 6 of the HVAC project, which includes the replacement of the air handler and condenser for the lower level, has been approved by the New York State Education Department. Mr. McKenna reported that he is planning to start this project at the end of this summer. As for the next project, Mr. McKenna suggested to renovate the bathrooms in the building. After a discussion, the Board of Trustees asked Mr. McKenna to get a few quotes from contractors for more discussion at the next meeting. At the same time, the Board of Trustees gave the approval for the process of requesting public library construction aid for the bathrooms project. When the paperwork is completed, Mr. McKenna will contact Mr. Ruffner for his signature before submitting it to the Nassau Library System.
- b. A quote that was submitted by Modern Sprinkler Corporation involving the compliance of NFPA 25 for the Dry Sprinkler Head in the building was discussed. The Board of Trustees gave the approval and go ahead with this project. Mrs. Montalbano suggested Mr. McKenna contact the insurance company and see if this change will affect the library's insurance rate. Mr. McKenna agreed to check.
- c. Stucco Exterior Wall – Lahey Construction will come this week to take care of this problem. Mr. Ruffner suggested that if there is any delay from Lahey Construction, we can temporary use paint to paint over the damaged wall until they come and fix it.
- d. Gas Piping – A chain link fence and gate has been installed around the National Grid gas supply equipment by Lahey Construction.

MEMORIAL DAY PARADE – A few staff and community members marched in the Seaford Memorial Day Parade. Mrs. Coughlin complimented the nice banner that was ordered specifically for this parade. Mr. McKenna indicated that he will ask the Friends of the Library for sponsorship of the banner. The Board of Trustees also unanimously agreed that the library should participate in this parade every year.

SUMMER OUTDOOR CONCERTS – Mr. McKenna suggested having a fifth summer concert in the future for featuring local talent. More discussion will follow at future Board of Trustees meetings.

CONTEST FOR NAMING THE SEAHORSE - A conversation has been made with Children's Librarian Cindy Schaaf regarding the contest for naming the seahorse. Mrs. Schaaf suggested announcing the winner of this contest at the Children's Summer Program Finale that has been scheduled on August 15th. Publicity and flyers about the contest will be ready and distributed to the public for the duration of the Summer Reading Club.

CERTIFICATE OF OCCUPANCY – Mr. Ruffner reminded Mr. McKenna to investigate the reason why the Seaford School District is involved with the Library's Certificate of Occupancy inasmuch as the library building is not owned by the School District as it is in many communities like Wantagh and Plainedge. Specific information will be presented at the next Board of Trustees Meeting.

DEFIBRILATOR – Mr. Ruffner asked Mr. McKenna to further investigate the need and necessity of defibrillator at libraries. More discussion will follow at the next Board of Trustees meeting.

CORRESPONDENCE – None

PERSONNEL

INTERNSHIP - C.W. Post Library School student Patricia Murphy began her internship on 6/9/2012.

BEST WISHES LETTER - The Board of Trustees suggested that on behalf of the Board of Trustees, a best wishes letter should be sent out to Mrs. Murphy for her retirement. Mr. McKenna agreed.

OLD BUSINESS

PROPOSED CHANGES ON POLICY FOR COMPENSATED ABSENCES (PAYMENT FOR UNUSED SICK LEAVE) - On the motion made by Mr. Rall, seconded by Mrs. Coughlin the Board of Trustees unanimously approved the following change:

Upon retirement, separation or death, staff members who have worked at least five years in the Seaford Public Library will be reimbursed for unused sick leave according to the following schedule:

Employment Prior to July 1, 2012:

10% after	5 years
25% after	10 years
50% after	15 years
75% after	20 years
100% after	25 years

From July 1, 2012 to the present:

10% after	5 years
25% after	10 years
50% after	15 years

The rate will be based on the employee’s salary at the time of separation. The maximum number of days is 150.

LIBRARY USAGE

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library materials. The Board of Trustees thanked Mr. Gaughran for the analysis.

There was a discussion on the statistics for “OverDrive”. Mrs. Coughlin asked if we can find out the statistics on how many of our residents are using or borrowing ebooks through the OverDrive from other libraries. Mr. McKenna agreed to look into this and more discussion will follow at the next Board of Trustees meeting.

NLS AND OTHER ORGANIZATIONS

Mr. Ruffner reminded Mr. McKenna to include copies of the Minutes from the Nassau Library System for the Board of Trustees. Mr. McKenna agreed.

NEW BUSINESS

PARLIAMENTARY PROCEDURES – Discussion will be deferred to future Board of Trustees meeting.

FAMILY PLACE LIBRARIES – Family Place Libraries is a network of children's librarians nationwide who believe that literacy begins at birth, and that libraries can help build healthy communities by nourishing healthy families. Mr. McKenna spoke with Children's Librarian, C. Schaaf regarding this topic, and she believes that PTA at the Seaford School District has already offered similar programs at the schools. She also indicated we have a collection of books and materials available for babies, toddlers, parents and service providers.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were included in the packet for the Board of Trustees to review.

PUBLIC COMMENT – None

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Coughlin, the Board entered into Executive Session at 8:29pm to discuss personnel issues.

The Board reconvened in open session at 8:55pm on the motion made by Mrs. Coughlin, seconded by Mr. Rall.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:56pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, September 10, 2012 at 7:00 p.m.

Respectfully submitted by
Amy Law