

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 17, 2019

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

Guest: Catherine DiPietro (elected for July 1, 2019)
Joe McMahan

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.

APPROVAL OF MINUTES

The minutes of the meeting of May 13, 2019 were approved on the motion made by Mrs. Grub, seconded by Mrs. Coughlin and unanimously passed. Mr. Ruffner and the Board thanked Dr. Westermann for taking the Minutes for May 2019.

APPROVAL OF THE WARRANTS

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

Capital Improvement Account:

#10 - June 17, 2019 - \$ 2,013.00

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

General Fund Account:

63 - May 16, 2019 - \$40,328.02

64 - May 20, 2019 - \$ 2,817.20

65 - May 30, 2019 - \$61,480.25

66 - June 13, 2019 - \$37,302.39

67 - June 17, 2019 - \$20,072.37

68 - June 17, 2019 - \$ 8,239.61

69 - June 17, 2019 - \$42,587.54

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point of the Library's fiscal year, the income was right on budget and expenses were slightly under for the Operating Budget.

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. A discussion was held regarding adding Direct Access statistics to the monthly report. Mr. McKenna agreed to check with ILS for this report.

TREASURER'S REPORT

The Treasurer's Report for the month of May 2019 was unanimously approved on the motion by Mrs. Grub, seconded by Mrs. Coughlin.

Amy Law reported that:

- a. The Annual Audit for Fiscal Year 2018/2019 will be scheduled on July 8 to July 10, 2019.
- b. As of today, we have received all sponsorship for 2019 EFASE except for Seaford Chamber Commerce. Mr. Ruffner reported that he talked to Mr. Jacobsen and check will be mailed out soon.

DIRECTOR'S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT – Mr. McKenna reported that materials will be delivered in September. A meeting with BBS Architects and Arrow Construction will be held early August. A discussion was held regarding the storage of materials and Mr. McKenna agreed clarifying this information with BBS Architects.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATIONS – A meeting with BBS Architect Kevin Walsh will be held on Tuesday, June 25th at 10am to discuss the renovation. Mr. Ruffner stated that he desires to be an active participant in this project's progress in the future.

HVAC – LANE ASSOICATES – Mr. McKenna reported that a few repair works were done by Lane Associates. This included the repair of the condensate leak, replacement of the elbow of the air handler and installation of a new compressor for the Main Level of the library. On the motion made by Dr. Westermann, seconded by Mrs. Coughlin., the Board unanimously approved the following resolution:

RESOLVED

that The Board of Trustees hereby approves the May 30, 2019 invoice for emergency air conditioning services from Lane Associates in the sum of \$25,096.54.

KITCHEN – Dedicated Plumbing electrically cleaned the 2" line in the basement for the two kitchen sinks. A new Delta faucet with spray nozzle was also replaced in the staff kitchen.

FRIENDS OF THE LIBRARY – A thank you message to Friends for beautifying the planter in front of the library in memory of Susan Tesseyman will be included in our July Newsletter. A thank you to Edna Amato for planting the flowers was also noted.

GRANT FROM SENATOR BROOKS – Mr. McKenna was notified by Senator John Brooks that a Member Item in the amount of \$25,000 has been set aside for the library for the renovation of the Valentine Meehan Memorial Community Room in August.

2019 NASSAU LIBRARY TOUR – Seaford Library will be participating in the 2019 Nassau Library Tour. Participants may take road trips to many of Nassau’s public libraries during July and August. In each library there is a unique feature to hunt for. Participants will earn prizes as they go along, and be eligible to enter to win a grand prize with visit of 45 or more libraries. Maps including points of interest will be given out to participants.

NEW YORK STATE LIBRARIAN - Laruen Moore has been appointed as State Librarian.

STATE AND MUNICIPAL GRANT (SAM)/DASNY – DASNY (Dormitory Authority of the State of New York) has sent out forms for applying the \$60,000 SAM Grant sponsored by State Assemblyman David McDonough. Mr. McKenna will try to get this grant for the renovation of the Top-Level Administrative Offices.

SEXUAL HARASSMENT TRAINING – All staff members are required to take the New York State mandated Sexual Harassment Online Training course by October 2019. Mr. McKenna was also offering this online course to any Trustees who are interested in this training.

TRUSTEE ITEM

With the departure of Trustee Patricia Coughlin, Mr. Ruffner asked Mr. McKenna to prepare a press release announcing Mrs. Coughlin’s retirement and at the same time, announcing to the public that we have one vacancy on the Board and that nominations are welcome. The announcement of the position will also be printed in August and September Newsletters.

CORRESPONDENCE - None

PERSONNEL

The following personnel change was approved by the Board:

Appointment: Melissa Bobe, PT Librarian Trainee, eff. 6/17/19

OLD BUSINESS

UNATTENDED CHILDREN POLICY – After a discussion, on the motion by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously approved the Unattended Children Policy. A copy of the Policy is annexed to these Minutes.

POLICY FOR MAINTENANCE OF PUBLIC ORDER – After a discussion, on the motion by Dr. Westermann, seconded by Mrs. Coughlin, the Board unanimously approved the Amendment of the Policy for Maintenance of Public Order. A copy of the Policy is annexed to these Minutes.

LEASE RENEWAL –Mr. McKenna reported that he did not hear any feedback from tenants regarding the 2% increase in rent for the next fiscal year.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the March 25, 2019 were distributed to the Board of Trustees for review.

NEW BUSINESS

LEGAL SERVICES RETAINER RENEWAL – After a discussion, on the motion made by Dr. Westermann, seconded by Mrs. Coughlin, the Board unanimously approved the Agreement for General and Labor Counsel Services with Law Offices of Thomas M. Volz, PLLC. The annual retainer will be \$4,500.00 that covers the period from July 1, 2019 to June 30, 2020.

PUBLIC RELATIONS/MEDIA COVERAGE

Articles on “Libraries Face Nearly \$900 Million Shortfall to Fix Aging Buildings” and “True Progressives Fund Our Libraries” were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin seconded by Dr. Westermann the Board entered into Executive Session at 7:50pm to discuss rental properties on the top floor.

The Board reconvened in open session at 8:04pm on the motion made by Dr. Westermann, 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 8:05pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, July 8th at 7:00 p.m.

Respectfully submitted by
Amy Law