

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 6, 2016

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

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.

APPROVAL OF MINUTES

The minutes of the meeting of May 9, 2016 were approved on the motion made by Dr. Westermann, seconded by Mr. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

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

64 - May 16, 2016 - 11,322.93
65 - May 19, 2016 - 60,997.49
66 - June 2, 2016 - 36,014.98
67 - June 6, 2016 - 18,290.03
68 - June 6, 2016 - 7,901.33
69 - June 6, 2016 - 4,091.04

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

LIBRARY USAGE

Mr. Ruffner discussed the graphs that showing increases and decreases in the use of library materials.

MUSEUM PASS – Mr. McKenna recommended purchasing a second museum pass for the Long Island Children’s Museum due to high demand. He also reported that the Friends of the Library have already offered to pay \$500 toward the second pass. After a discussion, the Board of Trustees unanimously agreed to purchase a second pass for the Long Island Children’s Museum.

TREASURER'S REPORT

The Treasurer's Report for the month of May 2016 was unanimously approved on the motion by Mrs. Coughlin, seconded by Mr. DiPietro.

Amy Law reported that the library has received a dividend check of \$1,504.34 from the Utica National Insurance Group for the year 2014.

ANNUAL AUDIT - Our next annual audit for fiscal year 2015-2016 is scheduled on July 6th and July 7th.

SUMMER OUTDOOR CONCERTS AND MOVIES – A total of \$3,300 sponsorship has been received for the 2016 Summer Concerts and Movie. A discussion was made on getting more sponsorship from different groups in the community, inviting them to be part of the library. At the same time, a discussion was made on approaching bigger private companies for their sponsorship of the 2017 Summer Concerts and Movies. More discussion will follow at future Board of Trustees Meetings.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS – The Restroom Renovation project is still in queue and pending with reviews from the State Education Department (SED). Mr. McKenna estimated that the project will start by next spring if SED approves the project. It will take approximately a month to finish the actual renovation of the four bathrooms. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

PUBLIC LIBRARY CONSTRUCTION GRANT PROGRAM – Mr. McKenna attended the 2016-19 Public Library Construction Grant Program information session at NLS on May 20th. According to the program, libraries can request up to 50% of total eligible project costs. A question was also made regarding the grant timeline for this year. Mr. McKenna confirmed that the bathroom renovation project will meet all the requirements on the timeline.

NY RISING COMMUNITY RECONSTRUCTION PROGRAM (NYRCR) – Library Trustees Mrs. Coughlin, Dr. Westermann, Mr. DiPietro and Mrs. Grub attended the meeting on May 17th regarding the discussion on the installation of a backup natural gas generator at the library. It was clarified that the library will not be used as a shelter in the event of a catastrophe. A walk through of the building was conducted; the electrical panel in the lower level was especially checked. The Governor's Office of Storm Recovery is working with H2M Architects on a scope of work for the initial phase of the design; a draft should be available by June 10th. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

CROSSWALK – The crosswalk on Jackson Avenue in front of the Library was repainted by the Town of Hempstead in mid-May in response to the Library's written request.

ALIS – An informational meeting is scheduled on Wednesday, June 29th at NLS at 7:30pm for Trustees to learn more and inquire about the dissolution of ALIS. If anyone is interested in attending this meeting, please let Mr. McKenna know. On May 26th, Core BTS, Inc. presented the findings regarding the assessment of the ALIS equipment at each library, and Seaford has no major issues. A discussion for a comprehensive security assessment of the equipment will be needed in the future.

CHARGING STATION – The Seaford Chamber of Commerce has paid for the Charging Station by Charge-Tech, Inc. Mr. McKenna announced that a photo op will also be planned in the near future.

eREADER LENDING PROGRAM POLICY AND AGREEMENT – The approved eReader Lending Program Policy and Agreement was reviewed. About ten best seller titles were pre-loaded (both fiction and non-fiction) on this device. Mr. McKenna complimented Librarian Ms. Jording for her preparation of this device for circulation.

FRIENDS OF THE LIBRARY – The Friends of the Library held their Book Sale on Friday, May 19th and Saturday, May 20th. A total of \$525 was raised.

BETTER WORLD BOOKS – Mr. McKenna reported that he has made contact with Better World Books (BWB) and reviewed two programs that they are offering to libraries: Library Donations and Discards program and the Drop Box program. A discussion was made on the technicality on how to handle the books, can the Friends still keep the income from BWB and other questions.. Mr. McKenna will contact other libraries to see how they handle all those issues. More discussion will follow at future Board of Trustees Meetings.

SUMMER OUTDOOR CONCERTS/MOVIES – Posters have been created and distributed to many local businesses throughout Seaford.

SUMMER READING CLUBS – The theme for the 2016 Summer Reading Club Program is “On Your Mark, Get Set ...Read!” and the Children’s Department have visited the Manor Elementary School and Harbor Elementary School to promote summer programs.

MOVIES – The showing of a movie is usually scheduled on a Wednesday afternoon. Mrs. Coughlin questioned whether if it can be show both in the afternoon and evening if the movie is popular. Mr. McKenna agreed and will look into this matter.

TRUSTEE ITEM

BANK RECONCILIATION – As recommended by the Office of the New York State Comptroller, Mr. DiPietro volunteered to review the bank reconciliations on a monthly basis starting the fiscal year 2016/2017. Mr. Ruffner thanked him for his service.

LIPA PILOT (PAYMENT IN LIEU OF TAXES) – A discussion was made on the information that was provided by the Seaford School District regarding the LIPA PILOT. According to the School District, they do not believe the library is affected by the LIPA PILOT and the Library Tax Levy was unaffected by the agreement between Nassau County and LIPA. Mr. Ruffner spoke about his investigation with the state law, and the law did not specify that libraries will be exempt from this payment in lieu of taxes. In order to clarify this issue, Mr. Ruffner suggested Mr. McKenna to write letters to New York State Senator Venditto, Nassau County Assessor James Davis and New York State Assemblyman David McDonough, to clarify why libraries are exempt from this PILOT payment. Mr. McKenna agreed and more discussion will be made at the next Board of Trustees meeting.

CORRESPONDENCE

Thank you letter from NYS Senator Venditto

Re: The use of the library for the Foreclosure Relief Program on May 6th.

Letter to Astoria Bank

Re: Confirming the officers of the Friends of the Library

Letter from Town of Hempstead Office of the Supervisor

Re: Repaired of the crosswalk of Jackson Avenue and Verity Plaza

PERSONNEL

The following personnel changes were approved by the Board of Trustees:

Resignation: Carolyn Luber, PT Clerk, eff. 6/4/2016

OLD BUSINESS - None

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS - None

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. Coughlin, which unanimously passed, the meeting was adjourned at 8:30pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, September 13, 2016 at 7:00 pm.

Respectfully submitted by
Amy Law