

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 11, 2019

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
Catherine DiPietro, Trustee
Frank McKenna, Director
Amy Law, Treasurer

Absent: Margaret D. Grub, Financial Secretary

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:05p.m.

APPROVAL OF MINUTES

The minutes of the meeting of February 11, 2019 were approved on the motion made by Mrs. DiPietro, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

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

Capital Improvement Account:

07 - March 11, 2019 - \$32,402.00

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

General Fund Account:

44 - February 21, 2019 - \$62,308.60

45 - March 7, 2019 - \$37,637.45

46 - March 11, 2019 - \$18,614.33

47 - March 11, 2019 - \$ 7,762.29

48 - March 11, 2019 - \$10,367.03

49 - March 11, 2019 - \$ 7,820.28

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point in the Library's fiscal year, the income and expenses were at appropriate levels.

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 January 2019.

TREASURER'S REPORT

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

Amy Law reminded that the 90 Days CD with TD Bank will be expired on April 15, 2019, and a discussion should be made at the next meeting on April 8th regarding this account.

With the retirement of FT Clerk, Maria LeRose on March 29th, a discussion was made on the reimbursement of her unused vacation and sick time. The Board unanimously agreed to use the Employee Accrued Liability Money Market Account for this purpose.

DIRECTOR'S REPORT

Mr. McKenna reported that:

RETIREMENT – Maria LeRose will retire on March 29th.

BATHROOM RENOVATION PROJECT –New signage for the restrooms on both floors and new security cameras for the 2nd floor will be installed on Wednesday, March 13th.

WINDOW AND DOOR REPLACEMENT PROJECT – Mr. McKenna reported that as of today, BBS Architects have performed 20% of the Schematic Design phase, 20% Design Development phase, 40% Construction Document phase and 5% of the Bid/Negotiation phase. It is still anticipated that the construction will commence around June 2019.

CEILING TILES – Bob Lahey Construction replaced old 2' x 4' ceiling tiles in the Community Room and other areas in the lower level of the library.

COLOR COPIES – A new Copystar Color Copier was leased and installed by PJD Business Machines. This unit will allow staff to print, scan and copy high quality flyers and posters.

FRIENDS OF THE LIBRARY – The Friends have come to an agreement with Nawrocki Smith LLP on the costs for the 501 (c)(3) filing and yearly filing of tax returns.

LIBRARY ADVOCACY – Mr. McKenna attended the two-day Library Advocacy program in Albany on February 26-27, 2019. The programs promoted increased public library funding in the Governor's proposed budget. In addition to Mr. McKenna, Betty and Frank Philipp, members of the Friends, attended the February 27th meeting with several State Legislators.

NYS SENATE 2019-2020 BUDGET REQUEST – New York State Senator John Brooks is currently reviewing requests for funding assistance from the state government in the upcoming budget which will be adopted on April 1st. Mr. McKenna will complete and return the request form by Friday, March 22nd, and he proposed to use this possible assistance to renovate the Community Room including new walls, carpeting, tables and chairs, perhaps retroactively put in for the ceiling tiles and the new projector and audio system. The Board agreed. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

TRUSTEE ITEM – None

CORRESPONDENCE – None

PERSONNEL

The following personnel changes were approved by the Board:

Appointment: Marlina Rouse, PT Clerk, eff. 3/4/19

Resignation: Michelle Vacchio, PT Librarian Trainee, eff. 3/1/2019

OLD BUSINESS

REVISING LIBRARY BYLAWS – Dr. Westermann led a discussion regarding revising the Library Bylaws. Some changes will be made and a final draft will be presented at the next meeting.

BOARD VACANCIES - With the suggestion from the Library Attorney Michael Vigliotta regarding Board vacancies, on the motion made by Dr. Westermann, seconded by Mrs. Coughlin and the Board unanimously passed the following resolution:

WHEREAS, the Board of Trustees appointed Ms. Catherine DiPietro to serve as a trustee in a vacated seat on November 6, 2018, and

WHEREAS, Education 226(4) provides that persons appointed by the board of trustees to fill a vacancy shall hold office until the next annual election of trustees.

NOW, THEREFORE, BE IT RESOLVED that Ms. Catherine DiPietro shall continue to serve in the board-appointed position through the date of the Library's election, April 17, 2019.

SECURITY CAMERA POLICIES – A draft of the Security Camera Policy was distributed to the Board and it was agreed to defer this topic to the next meeting.

NLS AND OTHER ORGANIZATIONS – None

NEW BUSINESS

2018 NEW YORK STATE ANNUAL REPORT – The New York State Annual Report that was prepared by Amy Law was reviewed and accepted by the Board of Trustees.

RFID (RADIO FREQUENCY IDENTIFICATION) TAG ITEMS VOTE – The East Meadow Library has requested permission to place RFID tags on untagged items that arrive at their facility to fill holds from another library in the NLS shared ILS. Mr. McKenna confirmed that there will be no cost to the Library. After a discussion, on the motion made by Mrs. DiPietro, seconded by Dr. Westermann, the Board unanimously agreed to the proposal to allow libraries to place RFID tags on untagged items that arrive at their facility.

PUBLIC RELATIONS/MEDIA COVERAGE

An article “Library is first on LI, third in NY, to achieve sustainability goals” was 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 8:25pm to discuss a personnel issue.

The Board reconvened in open session at 8:45pm on the motion made by Mrs. Coughlin, seconded by Mrs. DiPietro.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. DiPietro which unanimously passed, the meeting was adjourned at 8:46pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 8, 2019 at 7:00 p.m.

Respectfully submitted by
Amy Law