

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 13, 2019

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

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

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 April 8, 2019 were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Grub, and unanimously passed.

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:

09 - May 13, 2019 - \$ 2,848.98

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

General Fund Account:

56 - April 8, 2019 - \$ 970.25

57 - April 18 2019 - \$80,379.86

58 - May 2, 2019 - \$37,925.69

59 - May 13, 2019 - \$26,441.09

60 - May 13, 2019 - \$ 7,008.03

61 - May 13, 2019 - \$18,000.45

62 - May 13, 2019 - \$ 7,962.17

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 March, 2019.

The Board discussed interlibrary loans and suggested that direct access statistics be added to the ILL report.

TREASURER'S REPORT

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

Mr. McKenna noted that voting statistics are included in this report. He additionally noted monies received for the summer outdoor concerts series.

DIRECTOR'S REPORT

Mr. McKenna reported that:

RESTROOM PROJECT – The final mini-projects for the restroom renovation, including signage and security cameras has been completed and appropriate paperwork filed to receive our final reimbursement.

WINDOWS PROJECT – September is slated as the start date for installation of the windows.

TOP LEVEL RENOVATION- A meeting with Kevin Walsh of BBS Architects will be scheduled soon. The Board briefly discussed what space is to be used.

PLANT AND FACILITIES – Work has been done on bricks, walkway, internal fire sprinkler system, pressure gauges in second floor office and repairs in the basement piping which was causing leaks.

BUDGET AND TRUSTEE VOTE – The vote was held on April 17, 2019. The budget passed 66-8 and Catherine DiPietro was elected to a five year term beginning on July 1, 2019.

FIRE SAFTY DRILL – A fire safety drill and staff meeting was held on April 8, 2019.

FRIENDS OF THE SEAFORD LIBRARY – The Book and Bake Sale was held of Friday, May 3rd and Saturday May 4, 2019. \$1,045.00 was raised. The IRS approved the Tax Exempt Status of the Friends.

FUNDING ADVOCACY – Mr. McKenna was invited to speak at a “News Conference” at the Levittown Public library concerning cuts in NYS Construction Aid funding for libraries.

NASSAU COUNTY BOARD OF ELECTIONS – Mr. McKenna was approached by the Board of Elections to rent our meeting room space for early voting activities. Discussion took place on the potential crowds and how inconvenienced our patrons could be. The Board was not in favor of allowing the Board of Elections to use this space and instructed Mr. McKenna to inform the NCBOE.

TENANTS – Mr. McKenna distributed a Draft Memo to tenants indicating a 2% increase in rent. The Board suggested that we remove reference to the CPI, as unnecessary.

TRUSTEE ITEM – Mr. McKenna distributed a letter of resignation from the Library Board from Mrs. Coughlin effective July 1, 2019. The Board thanked Mrs. Coughlin for her service to the library and Board of Trustees,

CORRESPONDENCE – None

PERSONNEL – Mr. Ruffner reminded the Board that all hired pages, if possible, should be from Seaford.

The following personnel changes were approved by the Board:

Carol Santillo, PT Clerk, eff. 4/9/19

Anthony Albergo, PT Cleaner (Substitute), eff. 5/1/19

OLD BUSINESS

POLICIES – The Security Camera Policy, which was distributed to the board last month was approved by the board following a motion by Dr. Westermann and seconded by Mrs. Grub. The Maintenance of Proper Conduct at Library Facilities Policy was distributed and will be voted on at the next meeting.

NEW BUSINESS - The Unattended Child Policy was distributed for discussion and will be voted on at the next meeting.

The Board will look at a draft policy on Videotaping in the library at a future meeting.

The Board agreed to a new Date for their June meeting. It will be held June 17, 2019.

NLS AND OTHER ORGANIZATIONS – None

PUBLIC RELATIONS/MEDIA COVERAGE - None

PUBLIC COMMENT – None

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. Grub which unanimously passed, the meeting was adjourned at 8:45pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 17, 2019 at 7:00 p.m.

Respectfully submitted,

Mary L. Westermann
Secretary