

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

November 6, 2018

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

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.

APPOINTMENT OF TRUSTEE TO FILL MR. DIPIETRO'S POSITION

Mr. Ruffner succinctly reviewed the meeting the Board had with potential Trustee candidates on October 9, 2018. On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board unanimously voted to appoint Mrs. DiPietro. This term runs until June 30, 2019. Mrs. Catherine DiPietro took the Oath of Office, and signed the Oath of Office card. Mrs. DiPietro was welcomed to the Board by the other Trustees.

APPROVAL OF MINUTES

The minutes of the meeting of October 9, 2018 were approved on the motion made by Mrs. Coughlin, seconded by Dr. Westermann.

Peter J. Ruffner - Aye
Patricia Coughlin - Aye
Mary Westermann - Aye
Margaret Grub - Aye
Catherine DiPietro - Abstain
Motion carried

APPROVAL OF THE WARRANTS

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

Capital Improvement Fund Account:

04 - November 6, 2018 - 44.98

General Fund Account:

# 22 -	October 18, 2018	- 61,852.43
# 23 -	November 1, 2018	- 38,085.95
# 24 -	November 6, 2018	- 15,843.05
# 25 -	November 6, 2018	- 22,991.23
# 26 -	November 6, 2018	- 13,370.39

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

LIBRARY USAGE

Mr. Ruffner discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of September 2018.

TREASURER'S REPORT

The Treasurer's Report for the month of October 2018 was unanimously approved on the motion by Mrs. Grub, seconded by Mrs. DiPietro.

Amy Law reported on outstanding item from the New York State Retirement System payment for the month of July 2018 has finally been cleared on November 5, 2018. This was caused by the change of accounting system at the NYS Retirement System.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT – Mr. McKenna has been in contact with RCX Construction regarding getting new signage for the 2nd floor restrooms.

WINDOW AND DOOR REPLACEMENT PROJECT – Legal notice has been published by the Long Island Business News on October 26th. Bid Opening is scheduled on Tuesday, November 13th at 11:30am. By January 2019, construction will start and expected to be completed by July 2019. Mr. Ruffner asked if there is information regarding how long it will take to replace the windows. Mr. McKenna will inquire with Ken Schupner from BBS Architects.

FLAG POLE – Mr. McKenna proposed to replace the flag pole due to a problem with the hoisting mechanism that is used to raise and lower the flag. After a discussion, it was agreed asking the flag company to come evaluate the problem first and see if the mechanism can be fixed instead of replacing the entire flag pole.

COPIER/PRINTER – I. Zaharopoulos, C. Cincotta and Mr. McKenna have met with a few sales representatives regarding different copier/printer options for the library. It was finally agreed to stay with Coast Copy Products Inc., the original vendor for a year. Mr. McKenna reported that staying with Coast Copy Products Inc. is more cost effective for the library at this time.

DIRECTOR'S CHRISTMAS LUNCHEON – The Annual Director's Christmas Luncheon will be scheduled on Wednesday, December 5th. Trustees and spouses are invited.

DONATE FOR LIFE – The Library participated in a Donate for Life Organ Donor Registry event on October 13th by setting up a table and providing informational materials.

DEFIBRILLATORS (AED UNIT) – Nine staff members will be trained to use the AED Units on Wednesday, January 9, 2019 by a certified instructor.

EFASE – Mr. McKenna reported that he has attempted to make contact with the patron who had concerns about the sound level of the concerts, but has not heard back from him yet. Meanwhile, E. Wasserman and K. Jording will continue the discussion for the upcoming EFASE 2019.

FOOD FOR FINES – On October 13th Food for Fines Day was held in junction with the Great Give Back initiative yielded one overdue fine.

FRIENDS OF THE SEAFORD LIBRARY – The Friends have agreed to work with Library Auditor, Dave Tellier regarding re-registering the Friends of the Library as 501(c)(3) non-profit organization. An event, a Holiday Gift/Craft Sale, has been scheduled for Saturday, December 1st.

HVAC CONTRACT - A one-year HVAC Preventive Maintenance Service Contract was signed with Lane Associates starting November 1, 2018.

NASSAU LIBRARY SYSTEM – The NLS Annual Meeting has been scheduled for Wednesday, December 12, 2018 at NLS Headquarters.

NEWSLETTER DELIVERY – The November Newsletter was delivered on time. A complaint letter to Corporate Color requesting a financial consideration for the tardy newsletters for the month of October is ready to be sent.

STAFF HARASSMENT BY PATRON – No further incidents have occurred.

RAVE APP – Mr. McKenna reported that hopefully the RAVE App will be installed and the staff will be trained by later in November or early December.

THE GREAT AMERICAN READ – “To Kill a Mockingbird” by Harper Lee was voted by viewers as America’s #1 best-loved novel in The Great American Read.

TRUSTEE ITEM - None

CORRESPONDENCE - None

PERSONNEL

The following personnel change was approved by the Board:

Appointment - Robert Cole, PT Cleaner, eff. 10/20/2018

OLD BUSINESS

CALENDAR FOR THE YEAR 2019 – After a discussion, the Calendar for the Year 2019 was approved on the motion made by Mrs. Grub, seconded by Mrs. Coughlin, which unanimously passed.

REWORDING LIBRARY BYLAWS –Dr. Westermann talked about setting up a meeting with Mr. McKenna to review all of the Library Bylaws to ascertain if any need to be revised or modified.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

MEMBER LIBRARY SUPPORT OF NLS FOR 2019 AND 2020 – After a discussion, on the motion made by Dr. Westermann, seconded by Mrs. Coughlin, the Board unanimously approved the NLS request for Member Library Support for calendar year 2019 in the amount of \$12,200 and calendar year 2020 in the amount of \$11,885.

TAX-SHELTERED ANNUITY 403(B) PLAN – According to the current library policy, the Tax-Sheltered Annuity program is only available to Full Time employees. A discussion was held regarding offering this program to all employees, including part timers. Mr. McKenna confirmed that there will not be any extra administrative burden. The vote was deferred until the next meeting as that is the standard procedure which allows a 30-day waiting period to give the public the opportunity to examine and comment about the policy before the vote by the Board of Trustees.

PUBLIC RELATIONS/MEDIA COVERAGE

An article was distributed to the Board of Trustees about “The Great American Read”.

PUBLIC COMMENT - None

ADJOURNMENT

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

The next meeting of the Board of Library Trustees was scheduled for Monday, December 10, 2018 at 7:00 p.m.

Respectfully submitted by
Amy Law