

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**November 19, 2012**

Present: Peter J. Ruffner, President  
Stephen J. Gaughran, Vice-President  
Eileen Montalbano, Secretary  
John Rall, Financial Secretary  
Patricia Coughlin, Asst. Financial Secretary  
Frank McKenna, Director

Guest: David Tellier, Jamie Tortorella, Peter Montalbano and Michael Gillman

**CALL TO ORDER**

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

**MOMENT OF SILENCE**

Mr. Ruffner asked all present to observe a moment of silence for those affected by Hurricane Sandy.

**AUDIT REPORT BY LIBRARY AUDITOR, MR. DAVID TELLIER AND MS. JAMIE TORTORELLA**

A brief presentation on the fiscal year 2011/2012 audit was made by Mr. Tellier. He reported that a total of 9 audit adjustments have been made throughout the audit. Comments and recommendations were also discussed. He also indicated that no material weaknesses or significant deficiencies were found. Mrs. Coughlin questioned whether funding is needed for GASB 45 and Mr. Tellier explained that currently, there is no provision in the law to require the Library to fund other post-employment benefits by any means other than the "pay as you go" method. Actual funding is not required at this time. But funding on the Sick Leave Reserve is recommended instead. Mr. Ruffner asked if the funding on the Capital Improvement Fund Account is sufficient and Mr. Tellier reported that the library already has a healthy and sufficient reserve in the account. Mr. Ruffner also asked if tax abatements will affect the library's budget and Mr. Tellier explained that it should not have a direct impact on the library. Mr. Tellier also acknowledged the courtesy and assistance they received from library office personnel during the September 12<sup>th</sup> library audit. Mr. Ruffner thanked Mr. Tellier and Ms. Tortorella for their analysis.

**APPROVAL OF MINUTES**

The minutes of the meeting of October 15, 2012 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Rall and unanimously passed.

## **APPROVAL OF THE WARRANTS**

The following warrant was approved on the motion made by Mrs. Montalbano, seconded by Mr. Rall, which unanimously passed:

Unemployment Insurance Account:  
# 01 - October 25, 2012 - 456.92

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

# 24 - October 25, 2012 - 59,339.23  
# 25 - November 8, 2012 - 35,815.15  
# 26 - November 19, 2012 - 17,689.81  
# 27 - November 19, 2012 - 4,769.41  
# 28 - November 19, 2012 - 14,221.40  
# 29 - November 19, 2012 - 35,798.60

## **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

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

## **TREASURER'S REPORT**

The Treasurer's Report for the month of October 2012 was approved on the motion by Mr. Rall, seconded by Mrs. Coughlin, which unanimously passed.

To implement the recommendations from the library auditor, Amy Law reported that a copy of the bank statement for each account will be included with the Treasurer's report, and a list of outstanding checks will also be attached for the General Fund Account.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

### **HURRICANE SANDY**

- a. The library was unscathed by Hurricane Sandy on both Sunday, October 28<sup>th</sup> and Monday, October 29<sup>th</sup>. Library reopened to the public on Wednesday, October 31<sup>st</sup> and it was packed with patrons looking for warmth and light, charging their phones and Wi-Fi access. The library also opened on Sunday, November 4<sup>th</sup> serving as charging stations to the public. The Board of Trustees asked Mr. McKenna drafting an appreciation letter to the staff who worked on that Sunday. Mr. McKenna agreed.
- b. Due to Verizon connection problem, there was no internet access in the library until November 13, 2012.
- c. Melanie from Red Cross came and made copies of information sheets for those who impacted by Hurricane Sandy. They also brought in hot food and water for patrons in the library.
- d. Contractor of FEMA came and used the meeting room and the staff kitchen to organize their files in their computers on November 6<sup>th</sup> and November 14<sup>th</sup>.
- e. At a patron's suggestion Hofstra University has been contacted to offer a program possibly in January on Post Traumatic Stress Disorder relating to Hurricane Sandy.

**HVAC PROJECT** – Gramman Plumbing and Heating Inc. finished the work on replacing the air handler and condensing unit for the lower level HVAC system on November 13th. Botto Bros. also came and performed a pressure switch modification on the new boiler on October 26<sup>th</sup>.

**FRIENDS OF THE LIBRARY** – Mr. McKenna notified the Board of Trustees that the Volunteer Appreciation Breakfast has been postponed to early 2013.

**FLOOD INSURANCE** – Mr. McKenna reported that our current flood insurance coverage is \$100,000 limit for flood with a \$500 deductible. Mr. Ruffner asked Mr. McKenna contacting HomeTown Insurance to come on site and evaluate if \$100,000 flood insurance is sufficient for the building. Mr. McKenna agreed.

**NLS ANNUAL MEETING** – Mr. McKenna asked if any of the Trustees would be available to attend the NLS Annual Meeting on Monday, December 3<sup>rd</sup> at 7pm. The Board of Trustees agreed to check their availability and will contact Mr. McKenna.

**GRAFFITI** – The back door of the building that facing the Town of Hempstead Parking Lot was vandalized with graffiti on October 26<sup>th</sup>. The 7<sup>th</sup> precinct has been notified but did not respond. After a discussion, it was agreed for Mr. McKenna to file a formal complaint to the precinct. Mr. Ruffner also asked Mr. McKenna emailing all Trustees about the status of the complaint. Mr. McKenna agreed.

**OVERDRIVE** – A summary chart for the Overdrive that was prepared by adult librarian Ms. Jording was discussed.

**QUOTES FOR NATURAL GAS** – A discussion was made on the three proposals for Natural Gas pricing. Since the savings are not significant, it was agreed to stay with National Grid for natural gas.

#### **CORRESPONDENCE**

Complimentary letter from Ms. Siracusa

Re: Complimented the service from PT Librarian, Gina Leone

**PERSONNEL** - None

#### **OLD BUSINESS**

**REGISTRATION POLICY FOR CHILDREN'S PROGRAM** – Discussion will be tabled until the next Board of Trustees Meeting.

#### **LIBRARY USAGE**

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library material. Mr. Ruffner thanked Mr. Gaughran for the analysis.

**NLS AND OTHER ORGANIZATIONS** - None

#### **NEW BUSINESS**

**CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR FEBRUARY 2013** – After a discussion, it was agreed for Mr. McKenna emailing a few possible dates for the Board of Trustees to consider.

**AMNESTY FINES/HURRICANE SANDY** – After a discussion, it was agreed to let the circulation staff to use their best judgment regarding this issue.

#### **PUBLIC RELATIONS/MEDIA COVERAGE**

A few articles were distributed to the Board of Trustees.

#### **PUBLIC COMMENT**

Mr. Gillman had questions which were answered by Mr. Ruffner.

### **EXECUTIVE SESSION**

On the Motion made by Mr. Rall, seconded by Mrs. Coughlin, the Board entered into Executive Session at 9:22pm to discuss personnel issues.

The Board reconvened in open session at 9:35pm on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin.

### **ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:36pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, December 10<sup>th</sup> at 7:00 p.m.

Respectfully submitted by  
Amy Law