

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**November 13, 2017**

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 7:08p.m.

**FINANCIAL REPORT BY LIBRARY AUDITOR**

Due to a personal reason, library auditor Dave Tellier was unable to attend the meeting. Mr. Tellier will attend either the December or January meeting to review the Library's audit report.

**APPROVAL OF MINUTES**

The minutes of the meeting of October 16, 2017 were approved on the motion made by Mr. DiPietro, seconded by Mrs. Grub and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

# 20 -	October 19, 2017	- 61,982.16
# 21 -	November 2, 2017	- 38,126.95
# 22 -	November 13, 2017	- 14,832.84
# 23 -	November 13, 2017	- 12,677.21

**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 displayed increases and decreases in the use of library materials.

**MUSEUM PASS** – A discussion was held regarding adding more museum passes for the future. Mr. McKenna reported that a Meet-n-Greet program with museum staff from Local and Metro Area Museums will be held at Farmingdale Library on Tuesday, January 9, 2018. This will be a great opportunity to obtain information about upcoming exhibits, memberships, and Print-on-Demand passes. Mr. McKenna will keep the Board updated on this topic. Also, as discussed before, the museum pass for the “Nassau County Museum of Art” at Roslyn will be added starting January 2018.

### **TREASURER’S REPORT**

The Treasurer’s Report for the month of October 2017 was unanimously approved on the motion by Mr. DiPietro, seconded by Mrs. Grub.

### **DIRECTOR’S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** – As of November 6<sup>th</sup>, the issue with the “New York State Department of Labor Notice to Department of Jurisdiction to Withhold Payment” has not been resolved yet. Mr. McKenna has emailed Mr. Schupner regarding the updates and resolution of this issue and is still waiting for his response. The final payment and paperwork are being hold up solely for this season. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

**DUCT CLEANING** – All three proposals have been forwarded to Mr. Schupner of BBS Architects, and he has provided his analysis of the quotes, but there are a few items need to be clarified before the Board can make a decision.

**VACANT OFFICE SPACE** – A meeting was held with Mr. Schupner of BBS Architects on October 17<sup>th</sup> to review the office renovation. He is still working on the schematic of the plan. Mr. Ruffner asked Mr. McKenna to check with Mr. Schupner about printing out a reduced size of the Existing Second Floor plan for the Board to review.

**ALIS** – A final revision of the OverDrive Advantage Plus Plan were distributed to the Board of Trustees for review.

**DIGITIZATION PROJECT** – Mr. McKenna will attend a workshop on “How to Develop a Digital Project” on Thursday, December 14<sup>th</sup>. This program is sponsored by the Long Island Library Resources Council’s Committee on Local History.

**FRIENDS OF THE LIBRARY** – The Annual Book Sale has changed to Friday, April 20 and Saturday, April 21, 2018.

**DIRECTOR’S CHRISTMAS LUNCHEON** – The Director’s Christmas Luncheon will be scheduled on Wednesday, December 13<sup>th</sup> and Staff and Board members are invited to come.

### **TRUSTEE ITEM**

**AMERICA’S STAR LIBRARIES** - A discussion was held, based on Mr. Ruffner’s inquiry, regarding the America’s Star Libraries. Dr. Westermann explained that this is based on the changes in the output data reported by libraries within a spending peer group. The Board decided, after discussion, not to pursue this designation.

### **CORRESPONDENCE**

Letter from Assemblyman David McDonough

Re: Apologized for unable to attend the 60<sup>th</sup> Anniversary Celebration at the library and presented a citation commemorating this event.

## **PERSONNEL**

The following personnel change was approved by the Board:  
Amanda Tucci, Page, eff. 11/13/2017

## **OLD BUSINESS**

**CHANGE OF BOARD MEETING DATE FOR SEPTEMBER 2018** – Due to a conflict with religious holidays, it was agreed to change the Board Meeting from Monday, September 10 to Wednesday, September 12, 2018. For the same reason, the Budget Dates will be changed too. A final draft of the Board Meeting Schedule for 2018 will be ready for approval at the next Board of Trustees meeting.

**WINDOW REPLACEMENT** – Ken Schupner of BBS Architects is still working on the drawings for this project. Mr. Ruffner asked Mr. McKenna to ascertain from Mr. Schupner an approximate cost of this project for the Board's review at the next meeting.

**DEFIBRILLATOR** – Mr. McKenna reported that he has decided to get this device through Senator John Brooks office instead of from Nassau County Legislator Steve Rhoads. Mr. McKenna agreed to keep the Board updated on this issue.

**EXISTING CONDITIONS DOCUMENTATION** – The creation of the Existing Conditions Floor Plans for the building is completed by Tyler Okorn of BBS Architects. Three copies of this documentation are ready for review.

**COMMUNITY ASSISTANCE CENTER/PMA** – A discussion was held regarding the proposed Revised Program Management Agreement for the NYS Governor's Office for Storm Recovery emergency back-up generator project. Mr. McKenna recommended that it would not be in the library's best interest to move forward with this project. On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously agreed not to accept the Revised Program Management Agreement.

**BUSINESS TRAVEL REIMBURSEMENT POLICY** – A discussion was held regarding the requirement of submitting the Conference/Meeting Request form prior to attending any training program or conference. Approval of this request must be obtained in advance by the Library Director and all staff members. Mr. McKenna agreed talking to all staff member regarding this policy. Based on some clarification needed on the request from, Mr. Ruffner will propose a few changes for the Board to consider at the next meeting.

## **NLS AND OTHER ORGANIZATIONS**

The NLS Board of Trustees minutes of the September 25, 2017 were distributed to the Board of Trustees for review.

**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 Mr. DiPietro and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:40pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, December 4, 2017 at 7:00 p.m.

*Respectfully submitted by Amy Law*