

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 15, 2012

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

Trustees Absent with prior notice: Stephen J. Gaughran, Vice-President

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:10p.m.

APPROVAL OF MINUTES

The minutes of the meeting of September 10, 2012 were approved on the motion made by Mrs. Montalbano, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 16 -	September 10, 2012	-	10,366.99
# 17 -	September 13, 2012	-	41,273.65
# 18 -	September 27, 2012	-	55,575.20
# 19 -	October 11, 2012	-	34,327.74
# 20 -	October 15, 2012	-	39,715.49
# 21 -	October 15, 2012	-	5,646.46
# 22 -	October 15, 2012	-	5,529.67
# 23 -	October 15, 2012	-	8,315.67

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 September 2012 was approved on the motion by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

Amy Law reported that the \$3,000 error that was made by the school district has been credited back to our account for the month of September. A transfer of \$52,676.91 from General Fund Account to Capital Improvement Account that was approved by the Board of Trustee has been made on October 1, 2012.

AUDIT REPORT – a contact has been made to the library auditor, Nawrocki Smith LLP regarding the status of the audit report. They claimed that the report is done but is under review by the partner. They are also planning to come to the next Board of Trustees meeting to present the audit report. Mr. Ruffner asked Mr. McKenna to make a call and get the report as soon as possible. This way, the Board of Trustees will have more time to review it before the auditor comes next month. Mr. McKenna agreed.

NYS UNEMPLOYMENT INSURANCE – Amy Law reported that a quarterly bill of \$456.92 has been received from the NYS Unemployment Insurance that was filed by Christopher Cincotta. After a discussion, it was agreed to pay this charge from the bank account “Unemployment Insurance”.

DIRECTOR’S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES: Phase 6 of the HVAC project: Gramman Plumbing and Heating, Inc. began the work on October 9th, which involves the replacement of the air handler and condenser for the lower level. This project should be completed by the end of this week.

RESOURCE SHARING CODE: At the MLD General Meeting the new Resource Sharing Code was unanimously voted in favor of its adoption. Member Library Boards will be asked to vote on this new policy before it is presented to the NLS Board of Trustees for a final vote.

To clarify the purpose of the MLD group, Mr. McKenna explained that this group of directors usually comes up with ideas, suggestions or new policies. The final draft of the proposed policies will then be presented to each of the Library Boards of Trustees for their approval. However, this group has no authority under law or other written agreements.

ALIS – The software that ALIS utilizes from Innovative Interfaces, Inc. for circulation of library materials will be migrating from the Millennium platform to Sierra in November and become operational in January 2013.

MTA PAYROLL TAX – In response to a lawsuit filed by suburban county governments, a New York State judge ruled that a payroll tax downstate residents pay for the NY Metropolitan Transportation Authority is unconstitutional. Government leaders from Nassau, Suffolk and Westchester counties are among those who sued to overturn the tax of 34 cents per hundred dollars of payroll for all employers. If the NYS MTA Payroll tax is overturned, NYS will be required to refund each employer the tax that was collected since March 2009. Given this scenario, employers will need to file a protective refund claim for any years of which the statute of limitations is closing. Our payroll company, Accu Data Corp. is prepared to file a protective refund claim on behalf of the library for the period of March 1, 2009 to September 30, 2009, with a fee of \$150 for this service. The Board of Trustees unanimously approved this service charge.

MUSEUM PASSES – A flyer and an information booklet created by librarian Gina Leone were distributed to the Board of Trustees for review. Some suggestions have been made by the Board of Trustees. Mrs. Coughlin suggested A. Law to compile information regarding the statistics and cost of each museums passes as FYI for the Board of Trustees. Amy Law agreed and will prepare the chart for the next Board of Trustees meeting.

VOTING MACHINES - On October 3rd Governor Cuomo signed a bill sponsored by Senator Jack Martins and Assemblywoman Michele Schimel, extending through December 31, 2014 the time period during which school districts and special districts are authorized to utilize lever-type voting machines. Its provisions are effective immediately.

FRIENDS OF THE LIBRARY – The Friends Book and Bake Sale was a success with approximately \$1,400 raised. Through the sponsorship by the Friends, a pass to the New York City Police Museum has been acquired. At this time, a total of six museum passes are available for the public.

SEAFORD, ENGLAND – Mr. McKenna reported that visitors from Seaford, England gave a very interesting presentation on October 7th at the Seaford Historical Society Museum. A tour of the library was also conducted after the presentation.

PHOTO EXHIBIT – On September 25th, Mr. Rall, Kristen Jording and Mr. McKenna visited the Baldwin Library to view the photographic exhibit of Phil Stanziola. The suggestion by Mr. Rall regarding displaying photos at Seaford Library and the possibility of inviting him as one of the speakers for the upcoming Winter Speaker Series were discussed. Mr. McKenna suggested that the best place to display photos at the library would be the wall right outside of the Director's Office. Special hooks will be needed on that wall for this purpose. The Board of Trustees agreed and Mr. McKenna will go forward with this project.

CERTIFICATE OF OCCUPANCY – After a discussion, it was agreed to arrange for a separate fire inspection for the building with Nassau County Fire Marshall Kevin Herbst for a \$300 annual fee. Mr. McKenna also mentioned that fire drill will be scheduled regularly in the building. The Board of Trustees agreed. Mr. Ruffner also questioned whether an updated Certificate of Occupancy through the Town of Hempstead is needed. Mr. McKenna agreed to look into this matter and will report back at the next Board of Trustees meeting.

PRESS RELEASES – Mr. Ruffner reminded Mr. McKenna about sending out press releases to local media as discussed from the last meeting. Press releases should include the new name of the seahorse and the success of the Children's and Young Adult summer programs. Mr. McKenna agreed to send them out as soon as possible.

FUTURE PLANS – Mr. McKenna talked about some of the future plans for the library. Building projects include installing solar panels on the roof, security cameras for the building, and participating in the energy efficiency program through LIPA by replacing all indoor lighting in the library. As for library programs, Battle of the Books and L.I. Reads Book Discussion were also mentioned.

CORRESPONDENCE

Thank you letter from NYS Senator, Chrales J. Fuschillo, Jr.

Re: The use of the library for the September 19th Senior I.D. Card Program

Thank you letter from The Book Fairies

Re: Donation of children's books to Wyndanch School System

Thank you letter from Sure Foundation Child Care Center Inc.

Re: Donation of schoolbooks and VHS videos

After a discussion, Mr. Ruffner reminded Mr. McKenna that he should always get approval from the Board of Trustees before the library agrees to participate with any projects. This includes the donation of books to other organizations. Mr. McKenna agreed.

PERSONNEL

The following personnel changes were approved by the Board of Trustees:

Appointment: Stacy Fowler, FT Clerk, eff. 10/5/2012

Mr. Ruffner suggested arranging Stacy Fowler to come meet and greet with the Board of Trustees at the next meeting. Mr. McKenna agreed.

OLD BUSINESS

CALENDAR FOR THE YEAR 2013 AND PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR YEAR 2013 – After a discussion, the Proposed Schedule for Board Meeting Dates for Year 2013 and the Calendar for the Year 2013 were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

REGISTRATION POLICY FOR CHILDREN'S PROGRAM – Mr. McKenna requested to table this discussion until the next Board of Trustees Meeting.

LIBRARY USAGE

There are no statistical analysis charts from Mr. Gaughran at this meeting due to his absence; discussion will be delayed until the next Board of Trustees meeting.

OVERDRIVE - Mrs. Coughlin questioned about how "OverDrive" works. Mr. McKenna explained that OverDrive is a free download service that patrons can check out and download audiobooks or ebooks on a mobile device, such as Sony Reader, Kindle and other mobile devices. Mr. McKenna also suggested asking adult librarian Ms. Jording, who is in charge of downloadable resources, to prepare a summary on this topic for the Board of Trustees' review and to get a better understanding on this service. The Board of Trustees agreed.

PULSE – Mrs. Montalbano talked about the group "PULSE", which is a nonprofit organization working to improve patient safety and reduce the rate of medical errors using real life stories and experiences. It is dedicated to raising awareness about patient safety and reducing medical errors through advocacy, education and support. Mrs. Montalbano suggested that this will be a great program for the public. The Board of Trustees agreed.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees Minutes for the month of August 2012 was distributed to the Board of Trustees for their 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 Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 9:08pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 19, 2012 at 7:00 p.m.

Respectfully submitted by
Amy Law