

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 9, 2018

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
Margaret D. Grub, Financial Secretary
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 7:00p.m.

VACANT TRUSTEE POSITION

Prior to the Board Meeting, interested candidates were comprehensively interviewed by the Board of Trustees in order to fill Mr. James DiPietro's unexpired term of office. After considerable discussion, the Board unanimously agreed to appoint Mrs. Catherine DiPietro to fill the unexpired term of office which will run until June 30, 2019.

APPROVAL OF MINUTES

The minutes of the meeting of September 12, 2018 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann and unanimously passed.

AUDIT REPORT BY LIBRARY AUDITOR, DAVID TELLIER

A presentation on the fiscal year ending June 30, 2018 audit was made by Mr. David Tellier, CPA of Nawrocki Smith LLP. Mr. Tellier is the partner in charge of our audit. He reported no material weaknesses or significant deficiencies in internal controls and stated that the library is strong financially. There were no recommendations based on the audit of the financial statements. Mr. Ruffner asked about the difference between GASB 45 and the new standard GASB 75. Mr. Tellier explained that GASB 45 and GASB 75 serve the same purpose, which is to value an entity's Other Postemployment Benefits ("OPEBs"). Both Standards require a calculation of a present liability for future non-pension benefits for employees and retirees, also known as the "Actuarial Accrued Liability" in GASB 45 and the "Total OPEB Liability" in GASB 75. The two standards differ in how the liability is disclosed on financial statements. GASB 45 recognizes the liability within a footnote of the financial statements, with only a portion of the total liability going on the books through the Net OPEB Obligation. Under GASB 75, the entire unfunded liability (the Net OPEB Liability) goes on the face of the financial statements. This is a big departure from GASB 45 where the Net OPEB Obligation was often significantly lower than the true unfunded liability. Implementation of these Statements is required for fiscal years beginning after June 15, 2017. As a result, this liability will appear on our Financial Statements.

CLAIM PROCEDURES – A discussion was also held regarding the library’s current claim procedures. Mr. Tellier explained that he has no issue with our current claim procedure and the library already has an adequate oversight on this issue in his opinion. A suggestion of hiring a Claim Auditor was discussed but it is a costly consideration. Mr. Ruffner asked Mr. Tellier to give recommendations on firms that offer this service.

BUDGET TRANSFERS – Mr. Tellier explained that there is no regulation around public libraries regarding budget transfers, but certain rules do apply. The Board has the power to make transfers between and within contingent expenditures such as transfers to be made between contingent expenditure codes. However, the Board is not allowed to make transfer from contingent expenditure codes to non-contingent expenditure codes. Mr. McKenna distributed his proposed Budget Line Transfer for covering the postage costs for FY 2018/2019. Mr. Tellier went over the transfer and did not see a problem. Mr. Ruffner thanked Mr. Tellier for his analysis and for his assistance throughout the year.

APPROVAL OF THE WARRANTS

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

# 16 -	September 20, 2018	- 63,820.75
# 17 -	October 4, 2018	- 38,607.58
# 18 -	October 9, 2018	- 48,536.91
# 19 -	October 9, 2018	- 10,099.54
# 20 -	October 9, 2019	- 11,624.89
# 21 -	October 9, 2018	- 6,412.77

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule 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 January 2018.

TREASURER’S REPORT

The Treasurer’s Report for the month of September 2018 was unanimously approved on the motion by Mrs. Grub, seconded by Mrs. Coughlin.

Amy Law reported that the 90 Days CD which expired on September 13th has earned \$4,600 in interest. A new 120 Days CD in the amount of \$1,104,600 was opened on September 13th with interest rate of 1.94%, and this CD will expire on January 11, 2019.

DIRECTOR’S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT – Mr. McKenna has already contacted RCX Construction for an adjustment/replacement of the mechanism of bathroom doors. Mr. Ruffner suggested getting Ken Schupner of BBS Architects get involved with this adjustment because this should be not the library’s responsibility.

CHANGE OF BOARD OF TRUSTEES MEEETING DATE FOR NOVEMBER 2018 – On the motion made by Mrs. Coughlin, seconded by Dr. Westermann, the Board of Trustees unanimously agreed to change the meeting date from Tuesday, November 13th to Tuesday, November 6th at 7pm.

WINDOW AND DOOR REPLACEMENT PROJECT –

- a. NYS Construction Aid: The Window and Door Replacement Project has been approved by the NLS Board. The library will receive approximately 50% of the eligible costs which equals to approximately \$200,000 for this project.
- b. Timetable: According to Ken Schupner of BBS Architects, they will prepare the invitation to bidders and forward for Library advertisement. Bid will be available around October 19th, and deadline for submitting bids will be November 1st. Then, the Board will award the bid at the November 6th meeting. After the award, the contractor would do field measurements and prepare shop drawings, BBS Architects will review and give the approval of the drawings. Window fabrication will take about 12 to 16 weeks to finish. By January 2019, construction will start and hope to complete this project by July 2019.

A/C PROBLEM – Due to two separate power outages in the library on October 1st and October 2nd, the air handler that serves the main level of the library lost power to the main blower. This caused the air conditioning on the Main Level to stop working. Mr. McKenna called Lane Associates for repair and they responded quickly and fixed the problem.

HVAC CONTRACT - After a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board unanimously agreed to sign a one-year HVAC Preventive Maintenance Service Contract with Lane Associates.

ATTORNEYS – Mr. McKenna reported that he has been communicating with the Library Attorney for several issues. Topics as follows:

- a. Sexual Harassment Policy – this policy is in place but needs to be updated. Dr. Westermann is also working with Mr. McKenna on this policy and more discussion will follow at the next meeting.
- b. Social Media Policy
- c. Update of Library Bylaws is required on Open Trustee Position and Election. Dr. Westermann also agreed working on this policy.
- d. Patron Issue
- e. HVAC Company quotes and contracts.

COPIER/PRINTER – Mr. McKenna and Ida Zaharopoulos are looking at alternative printer/copier options. They have met with several sales representatives and will make a recommendation to the Board at a future meeting. Mr. McKenna also talked about the possibility of printing posters inhouse if we can get a higher quality printer. Mr. Ruffner questioned if the library needs a second copy machine for the public. Mr. McKenna agreed looking into this and will report at the next meeting.

FOOD FOR FINES – As advertised, with every overdue item returned on October 13th, the Library will forgive up to \$5 in associated fines for each food or personal item donated. A suggestion is made to set a maximum of \$20 forgiveness in fines for this event. Mr. McKenna will discuss with Catherine Cincotta, Head of Circulation, regarding this change and a sign should be posted at the Circulation Desk for this change.

FRIENDS OF THE SEAFORD LIBRARY – The Author Event that was held on October 6th was well attended. A Holiday Gift/Craft Sale will be scheduled on Saturday, December 1st.

NEW YORK LIBRARY ASSOCIATION (NYLA) ANNUAL CONFERENCE – Mr. McKenna reported that he will attend the NYLA Annual Conference in Rochester, NY from November 7th to November 10th.

SEAFORD 375th ANNIVERSARY – On Monday, September 17th, Mr. Fred Roth gave a presentation about the early history of Seaford in honor of Seaford's 375 Anniversary. It was well received. Mr. McKenna complimented Ida Zaharopoulos for her great job in coordinating this event.

RAVE ALERT SYSTEM – Representatives from the Nassau County Police Department spoke about the RAVE app during the September 26th MLD meeting. The goal is to install this application to all libraries throughout Nassau County by the end of October. Mr. McKenna reported that Mineola Library was the first to have the RAVE app installed in the library. As for the Panic Buttons, it was agreed to keep them in the library as another method of communication for this type of situation.

SUMMER READING CLUBS – “LIBRARIES ROCK” – Mr. McKenna reported that he is still waiting for the Seaford School’s response on getting an Enrollment Summary.

TRUSTEES HANDBOOK – The 2018 Edition of the “Handbook for Library Trustees of New York State” were distributed to all Trustees.

DEFIBRILLATORS – Mr. Ruffner asked about the status of the two AED (defibrillators) and staffing training of the unit. Mr. McKenna reported that he is still working on it. Dr. Westermann suggested Mr. McKenna to contact the Seaford Fire Department and see if they can offer any help on this.

TRUSTEE ITEM - None

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

BUDGET TRANSFERS/POSTAGE COSTS FOR THE FY 2018/2019 NEWSLETTER – With the prior advise of Mr. Tellier regarding the proposed Budget Transfer, on the motion made by Mrs. Grub, seconded by Mrs. Coughlin, the Board unanimously approved the Budget Line Transfer of a total of \$7,800 to budget line “433 – Postage”. This will cover the costs associated with the actual mailing since those costs were not in the 2018-2019 budget approved by the public. Transfer details as follow: a \$5,000 from budget line “410 – Books “and a \$2,800 from budget line “412 – Books on CD/Audiobooks/ebooks/Music CDs”. A total of \$7,800.

CALENDAR FOR YEAR 2019 – Mr. McKenna is working to clarify the response from the Library Attorney regarding whether to keep the library closed on “Good Friday” for calendar year 2019. Further discussion will be postponed until the next meeting.

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2019 – After a discussion, the Schedule for Board Meeting Dates of the Year 2019 was approved on the motion made by Mrs. Coughlin, seconded by Mrs. Grub, which unanimously passed.

NLS AND OTHER ORGANIZATIONS

The Nassau Library System Annual Meeting will be held on Wednesday, December 12, 2018 at NLS Headquarters.

NEW BUSINESS

ILS & ASSOCIATED SERVICES BUDGET RESOLUTION -

BE IT RESOLVED, on the motion made by Dr. Westermann, seconded by Mrs. Grub, which unanimously passed the following motion:

The Board of Trustees of the Seaford Public Library, upon due consideration of the proposed 2019 ILS & Associated Services Budget & Participating Libraries Schedule of Fees, hereby resolves to vote in favor of said recommended budget and schedule of fees and hereby appoints Mr. McKenna to submit this authorization to NLS prior to the November 16th, 2018 deadline.

EFASE NOISE COMPLAINT - A discussion was held regarding a complaint about the sound level and timing of the concerts by a patron who lives on Southard Avenue. Mr. Ruffner suggested changing the direction of the showmobile so the sound is facing the building and will not, hopefully be as loud. Dr. Westermann also suggested writing a response letter to this patron and explain that the library is in the process of reviewing this problem. Mr. McKenna will follow up with E. Wasserman and K. Jording regarding this issue.

NEWSLETTER DELIVERY – The October Newsletter was sent out to Corporate Color on September 19th, but they did not deliver to the post office until October 1st. Mr. McKenna has already contacted Corporate Color and indicated that it was unacceptable. As a result, it was decided that the newsletter will be sent out for printing by the 20th of each month at the latest and will insist to be delivered to the post office by the 25th of each month at the latest. This hope the newsletter will be delivered to all households on time. Mr. Ruffner suggested Mr. McKenna writing a complaint letter to Corporate Color regarding this incident and request a financial consideration for the tardy newsletters. In the meantime, Mr. McKenna and Ida Zaharopoulos will look into other printing companies to replace Corporate Color shortly.

STAFF HARASSMENT BY PATRON – A non-resident patron, Michael Meneses, made inappropriate comments to and posted on the Seaford Public Library main Facebook page and on Children’s Facebook Page about employee K. Jording. He also repeatedly made phone calls to K. Jording’s house in the middle of the night since Friday, October 5th through Sunday, October 8th. The library has reported these incidents to the Police Department. Mr. McKenna has also consulted with the library attorney. The attorneys suggested sending out a letter to notify Mr. Meneses that we are revoking his library privileges and are banning him from the Library and its premises for a period of four years. Mr. Ruffner suggested carbon copy the letter to the parents of Mr. Meneses. At the same time, Mr. Ruffner also expressed concerns about the safety of K. Jording, and he suggested that Mr. McKenna should contact Commanding Officer Inspector Thomas B. Corona at the Seventh Precinct to further discuss this case.

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 Mrs. Grub, which unanimously passed, the meeting was adjourned at 9:20pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, November 6, 2018 at 7:00 p.m.

Respectfully submitted by
Amy Law