

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 11, 2016

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
James DiPietro, Financial Secretary
Margaret D. Grub, Asst. Financial Secretary
Frank McKenna, Director

Absent: Dr. Mary L. Westermann, Secretary

Guest: Dave Tellier, Jamie Tortorella

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

A FORMAL EXCUSE FOR DR. WESTERMANN TO BE ABSENT FOR THE BOARD MEETING

On the motion made by Mrs. Grub, seconded by Mr. DiPietro the Board approved the excused absence of Dr. Westermann from the meeting.

AUDIT REPORT BY LIBRARY AUDITOR, DAVID TELLIER & JAMIE TORTORELLA

A brief presentation on the fiscal year ending June 30, 2016 audit was made by Mr. Tellier. He reported no material weaknesses or significant deficiencies in internal controls were found and the library is strong financially. There were no stated recommendations based on the audit of the financial statements. Mr. Tellier also acknowledged the courtesy and assistance they received from library office personnel during the July 6th library audit. Mr. Ruffner thanked Mr. Tellier for his analysis and for his assistance throughout the year.

Mr. McKenna acknowledged working on the Business Travel Reimbursement Policy and Disaster Recovery Plan as recommended by the Library Auditor from last year's audit. Mr. McKenna will be presenting those two policies to the Board at the next meeting.

Since the Audit Report is completed, Mr. Ruffner suggested a resolution should be made at the next meeting regarding the surplus from the Operating Budget and excess in the revenue for the fiscal year end of 2015/2016. The Trustees unanimously agreed.

APPROVAL OF MINUTES

The minutes of the meeting of September 13, 2016 were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Grub and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 15 -	September 22, 2016	-	\$60,789.40
# 16 -	October 6, 2016	-	37,635.21
# 17 -	October 11, 2016	-	22,881.34
# 18 -	October 11, 2016	-	5,120.89
# 19 -	October 11, 2016	-	7,369.97
# 20 -	October 11, 2016	-	5,787.50

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 showing increases and decreases in the use of library materials. A discussion was also made on the low usage of the Firefighter's Museum and Maritime Museum. It was agreed to find out the actual admission fee for both museums for more discussion at the next meeting.

Mr. McKenna also reported that the usage statistics for notary services were pretty steady and complimented Mrs. Cincotta for doing a good job administering that service.

TREASURER'S REPORT

The Treasurer's Report for the month of September 2016 was unanimously approved on the motion by Mr. DiPietro, seconded by Mrs. Coughlin.

Amy Law reported that a credit of \$2,493.15 was wire transferred to our account from the school on September 13th due to an incorrect payment of tax levy made to the library last year. According to our records, we did receive the correct amount. After a discussion with the school treasurer, instead of wiring back this amount to the school, this credit will offset the October 2016 tax levy and the balance of \$166,029.35 will be wired to us this month.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS – All necessary paperwork and documentation to apply for the New York State construction grant money for the restroom renovation project was completed and submitted to the Nassau Library System on August 16th. On September 19th, a total of \$110,143, which equals to a 50% of the eligible costs, was recommended and approved by an Advisory Committee of Member Library Directors. Mr. McKenna also reported that BBS Architects are in the process of preparing responses to NYSED's comments on the original plans. They are scheduled to stop by the library on October 12th to take further measurement of the bathrooms. Mr. Ruffner asked to get a copy of the NYSED's comments and concerns of the project from BBS Architects for the Trustees review. Mr. McKenna agreed.

PLANT & FACILITIES –

- a. Chain Link Fence – Natural Beauty Fence came and repaired the fence in the private lot on October 4th. A quote to repair the rest of the fence was also discussed and it was agreed to go forward with this job.
- b. Tower Clock – Elderhorst Bells Inc. is scheduled to come and repair the exterior of the clock next Wednesday, October 19th.
- c. Sprinkler System – Mr. McKenna is still in the process of getting quotes from other companies for comparison. More discussion will follow at future Trustees Meetings. Mr. Ruffner asked if the leak that caused the hydrostatic pressure test failed was fixed and Mr. McKenna confirmed that was repaired.

- d. HVAC – Mr. McKenna also reported that he is planning to get quotes from other HVAC companies for our service contract for comparison. The current service contract will expire on June 2017.

PROPOSED COMMUNITY ASSISTANCE CENTER – There was no further activity regarding this project.

BRICKWORK - Mr. DiPietro spoke about the potential danger with the brick work on the north side of the building but not sure if that area is Town of Hempstead property or not. After a discussion, it was agreed that Mr. McKenna would write a letter to the Town of Hempstead for clarification of the north side area before taking any action. Mr. McKenna also reported that the lawsuit regarding the alleged personal injury case in front of the library is still pending. Mr. McKenna will continue to keep the Trustees informed as more information becomes available

ALIS – 46 libraries approved the Dissolution of ALIS and the integration of its functions, assets and liabilities within NLS on September 26th. The search for the Assistant Director of Technology is continuing and this person will report directly to NLS Director, Jackie Thresher.

BETTER WORLD BOOKS – An agreement was signed and the drop box will be delivered within a few weeks. A discussion continued from the last Board meeting regarding on how the library declares the surplus from the books it has purchased (rather than the ones donated by the public) and of no value before transferring to Better World Books. Mr. McKenna agreed to obtain this information from other libraries through the MLD exchange and will report at the next meeting.

FRIENDS BOOK SALE – The Friends of the Library held their Book Sale on Friday, September 30th and Saturday, October 1st. A Volunteer Appreciation Breakfast will be scheduled in the spring.

NARCAN – Mr. McKenna will attend a “Narcan: Opioid Overdose Prevention Information Session” at NLS on Wednesday morning, October 26th. Another Overdose Prevention and Narcan Training Program will also be held at the Seaford High School on October 26th from 7pm to 9pm if anyone is interested to attend.

VACANT OFFICE SPACE – Mr. McKenna is still trying to get an architect to look at the vacant space on the second floor. Mrs. Coughlin suggested contacting local real estate agencies and hoping to get some names for local architects. Mr. Ruffner proposed that this will be the next project after the bathrooms renovation project is done.

TRUSTEE ITEM

LIPA PILOT – There is no further information regarding this issue as Mr. McKenna awaits research Mr. Joseph Eisner of NLS is conducting.

CORRESPONDENCE

Letter from the New York Library Association

Re: Asking for donation to the NYLA Legal Defense Fund

Thank you letters to community groups for sponsoring 2016 Summer Concert Series
Mr. Ruffner suggested having a Spring Speaker Series and a summer comedy show, a recommendation for Mr. McKenna to approach different banks and ask for sponsorship for these programs. Mr. Ruffner reminded that an additional budget line should be set for the next budget year for these new programs. More discussion will be held at a future meeting.

PERSONNEL

The following change was approved by the Board of Trustees

Appointment: Erika St. Pierre, PT Typist Clerk, eff. 9/21/16

OLD BUSINESS

LONG RANGE PLAN – Discussion will follow at future Trustees Meetings.

PAYING RECURRING EXPENSES WITH PRIOR APPROVAL – A discussion was made on the proposed policy. A motion made by Mrs. Coughlin and seconded by Mrs. Grub, this item was tabled by the Board to the next meeting. This is the tradition of the Board on any policy resolutions. This will allow a 30-day waiting period to give the public the opportunity to read through it before the final vote for approval by the Board.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS - None

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin seconded by Mr. DiPietro the Board entered into Executive Session at 8:50pm.

The Board reconvened in open session at 8:53pm on the motion made by Mrs. Coughlin, seconded by Mr. DiPietro.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 8:55pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 14, 2016 at 7:00 p.m.

Respectfully submitted by
Amy Law