

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**October 16, 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 7:05p.m.

**APPROVAL OF MINUTES**

The minutes of the meeting of September 25, 2017 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

# 13 -	September 19, 2017	- 10,018.95
# 14 -	September 21, 2017	- 61,631.78
# 15 -	October 5, 2017	- 37,638.65
# 16 -	October 16, 2017	- 47,961.65
# 17 -	October 16, 2017	- 9,980.31
# 18 -	October 16, 2017	- 13,874.61
# 19 -	October 16, 2017	- 7,598.95

**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.

**TUTOR.COM** – Mr. McKenna reported that the Head of Teen Services, Jillian Pelliccia, is planning to publicize this service to different schools around town. She had asked, but did not receive permission to set up an informational table at the Seaford School “Back to School Night” in hope to introduce this service to the parent and students. After a discussion, Mr. Ruffner suggested Mr. McKenna contact Superintendent Adele Pecora regarding this issue. Mr. McKenna will report back to the Board at the next meeting. Mrs. Grub also suggested posting flyer regarding this service at local community bulletin boards.

**GRAPHIC NOVELS** – Since there are many types of graphic novels, Mrs. Coughlin questioned about the most popular type of graphic novel that was checked out at the library. Mr. McKenna will provide that information at the next meeting. A suggestion of sending out a Usage Questionnaire to the community would be a good way to promote our services and obtain more ideas from the public. This idea will be discussed at a future meeting.

### **TREASURER’S REPORT**

The Treasurer’s Report for the month of August 2017 and September 2017 were unanimously approved on the motion by Mrs. Grub, seconded by Mrs. Coughlin.

### **DIRECTOR’S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATION PROJECT** – On Friday, October 20<sup>th</sup> Ken Schupner of BBS Architects and RCX will come for a final walk through and review if there are any outstanding items for this project. At the same time, Mr. McKenna will check with RCX and Mr. Schupner regarding the status of the “New York State Department of Labor Notice to Department of Jurisdiction to Withhold Payment”. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

**COMMUNITY ASSISTANCE CENTER** – A revised Program Management Agreement (PMA) was received and has been forwarded to the Library Attorney for review.

**BROKEN WINDOW** – The broken window and screen were replaced by contractor, Bob Lahey on September 28<sup>th</sup>.

**DUCT CLEANING** – We have received three quotes for duct cleaning throughout the building. All three proposals have been forwarded to Ken Schupner of BBS Architects for review and recommendation.

**ALIS** – Mr. McKenna reported that Seaford has voted to opt into the Nassau Digital Doorway’s Advantage Plus Program and Individual Library Choice. Mr. Ruffner asked that the Board be provided with more information regarding the Nassau Digital Doorway for their review. On October 11<sup>th</sup>, a site visit by NLS Assistant Director for Technology Operations Robert Drake was held to discuss the upgrade of a new switch/router from CORE/BTS. Inc. and I-type changes and consolidation.

**FRIENDS OF THE LIBRARY** – The next Book Sale will be scheduled on Friday, April 13<sup>th</sup> and Saturday, April 14, 2018. On Wednesday, September 27<sup>th</sup>, the library held its Volunteer Recognition Breakfast for the Friends and volunteers who gave of their time during the year.

**60<sup>th</sup> ANNIVERSARY CELEBRATION** – Mr. McKenna wished to officially recognize all members of the library staff for their enormous contribution in making a great success of the 60<sup>th</sup> Anniversary Celebration on Sunday, October 15, 2017.

**DIGITIZATION** – A discussion was held regarding the digitization of old Library and Seaford community photos, for placement on the Library’s website. Mr. McKenna suggested getting an intern or a volunteer for this project. Dr. Westermann also recommended contacting the Local History Department at Long Island Library Resource Council (LILRC) for suggestion. Mr. McKenna agreed and further discussion will be held at the next Trustee meeting.

**ROCK GARDEN** – Seaford Girl Scout Troop# 3122 conducted a Rock Garden Dedication Ceremony on Saturday, October 7<sup>th</sup>. The Rock Garden is located in the northwest corner of the Library property.

**INCIDENT REGARDING BURGLARY** – Mr. McKenna reported that he received a subpoena from Madeline Singas, District Attorney of Nassau County to testify in court on Thursday, October 19<sup>th</sup> at 12:30pm for a case regarding a local burglary since the individual arrested may have appeared on the Library’s external video surveillance system.

**TRUSTEE ITEM** - None

**CORRESPONDENCE**

An invitation letter from Hank and Heidi Saulpaugh

Re: An invitation to attend the Eagle Award for their son, Andrew Saulpaugh

**PERSONNEL**

Mr. McKenna reported that the Seaford High School has announced that library page, Jordan Ament will be its valedictorian for the class of 2018.

**OLD BUSINESS**

**PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR YEAR 2018** - After a discussion, the Scheduled for Board Meeting Dates of the Year 2018 was approved on the motion made by Mr. DiPietro, seconded by Mrs. Grub, which unanimously passed.

**NLS AND OTHER ORGANIZATIONS**

The NLS Board of Trustees minutes of the June 26<sup>th</sup> were distributed to the Board of Trustees for review.

**NEW BUSINESS** - None

**PUBLIC RELATIONS/MEDIA COVERAGE** - None

**PUBLIC COMMENT** - None

**ADJOURNMENT**

Via a motion made by Mr. DiPietro and seconded by Dr. Westermann, which unanimously passed, the meeting was adjourned at 8:05pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 13, 2017 at 7:00 p.m.

Respectfully submitted by  
Amy Law