

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 7, 2013

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

Guest: Margaret Grub

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:15p.m.

APPROVAL OF MINUTES

The minutes of the meeting of September 9, 2013 were approved on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano and unanimously passed with the exception on the re-distribution of the of the surplus from the fiscal year 2012/2013.

After further discussion, on the motion made by Mr. Rall, seconded by Mr. Gaughran, the Board of Trustees approved the following resolution as an amendment of the minutes:

RESOLVED that the Board of Trustees approve the transfer of \$84,423, the surplus from the total Salaries and the Mandatory Charges for the fiscal year end of 2012/2013 to reduce the tax levy for fiscal year 2014/2015.

RESOLVED that the Board of Trustees approve the transfer of \$35,804, the surplus from the Operating Budget for the fiscal year end of 2012/2013, to the Capital Improvement Fund Account.

APPROVAL OF THE WARRANTS

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

# 15 -	September 12, 2013	- 38,290.40
# 16 -	September 18, 2013	- 426.98
# 17 -	September 26, 2013	- 61,188.95
# 18 -	October 7, 2013	- 47,314.46
# 19 -	October 7, 2013	- 5,108.33
# 20 -	October 7, 2013	- 17,542.94

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedule were reviewed by the Board. A discussion was made on how to distribute total excess in the revenue from the fiscal year 2012/2013.

Based upon a recommendation from Mr. Ruffner, on the motion made by Mr. Rall, seconded by Mr. Gaughran, the Board of Trustees approved the following resolution:

RESOLVED that the Board of Trustees approve to put the total excess in the revenue of \$58,300 for the fiscal year end of 2012/2013 to Compensated Absences Account.

Mr. Ruffner explained that with the transfer of this \$58,300, by the end of this fiscal year 2013/2014, we will be reaching 83% funding to this reserve fund.

TREASURER'S REPORT

The Treasurer's Report for the month of September 2013 was approved on the motion by Mr. Rall, seconded by Mr. Gaughran, which unanimously passed.

The Board of Trustees also reviewed the report that was submitted by Amy Law regarding the findings and recommendations on the Audit Report for fiscal year 2012/2013.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PLANT AND FACILITIES –

- a. Sound Refrigeration installed four averaging sensors on the 3rd floor North unit. A new cover for the thermostat is also installed.
- b. MacKenzie Automatic Doors came and adjusted the bottom interlock of the exterior automatic door. Mr. McKenna also reported that replacing with new automatic doors is also recommended. More discussion will follow at future Board of Trustees meeting.

NYS CONSTRUCTION GRANT – Grant request for installing security cameras throughout the building has been approved by the MLD Construction Grant Advisory Committee. This grant will cover 50% of the total cost. Mr. Ruffner asked Mr. McKenna to clarify the annual maintenance, service contract and prevailing wage details with Electronix Systems and email information to Board of Trustees for review. Mr. McKenna agreed.

BOOK AND BAKE SALE – The annual Friends of the Library book and bake sale was held on Friday, September 27th and Saturday, September 28th. The remaining books/VHS tapes were donated to Book Fairies, SURE Foundation and veterans at the VA Medical Center in Northport.

DIGITAL SIGNAGE IN THE LIBRARY – The new Digital Display unit has been mounted on the wall at the Circulation Desk by Bob Lahey. Always Electric is expected to come for the electrical work next week, and computer software will also be installed. Librarian Kristen Jording has already prepared information through Power Point to be posted when the display is ready. Mr. McKenna reported that by November 1st the digital signage should be up and running.

ART WORK & PHOTOGRAPHY DISPLAY SYSTEM – The artwork from retired photographer Phil Stanziola is on display now. Mr. Stanziola is also scheduled to come and speak at the library on Tuesday, November 19th at 2pm. A press release will be sent out for extra publicity.

LIBRARY WEBSITE – After speaking with three different firms regarding re-design of the library's website, Mr. McKenna and librarian Ida Zaharopoulos both agreed that proposal submitted by Robert Kothe from Factxback is the best match for the library. On the motion made by Mrs. Coughlin, seconded by Mr. Rall and unanimously approved the contract with Factxback as the web design and web maintenance firm for the library. Mr. McKenna reported that the plan is to get this new website running by January 1st. Mr. Ruffner suggested setting up a committee for this project. Guest Mrs. Grub agreed to be on this committee and Mr. McKenna suggested Mrs. Grub looking up other libraries websites as a start. Mr. McKenna also reminded the Board of Trustees that this project will be funded through the grant awarded by State Senator Charles Fuschillo.

WINTER SPEAKER SERIES – Mr. McKenna reported that three out of the four Winter Speaker Series date have been booked. Mr. Ruffner suggested contacting “Seaford Historical Society” for a possible speaker. A discussion also made regarding offering the program twice at different time in order to reach more people. More discussion on this issue will follow at future Board of Trustees Meetings.

ARCHITECT – Mr. McKenna reported that he made an appointment with Lee Sagastino of LAS Architects on October 21st for a walk-through of the building. LAS have done work at Levittown and Freeport libraries and Mr. McKenna hopes to get some thoughts and ideas from Mr. Sagastino for his professional advice. Topics to be discussed include bathroom renovations, a new bathroom for Lower Level, Solar Panels and etc. The Board was agreeable to his plans and suggestions. Mr. McKenna agreed to keep the Board updated on this meeting.

AFFORDABLE CARE ACT – Open enrollment for the new Health Insurance Marketplace started on October 1st. We are informed that information including fact sheets and posters will be mailed out to libraries. This will help and direct people on how to navigate and sign up this program online. All Reference Librarians have already participated in workshops and webinars in preparation to help the public on this new health plan.

AUDITOR – Mr. Ruffner asked Mr. McKenna contacting the library auditor to check if it’s feasible for the library to set up a small General Reserve Account for possible future use. Mr. McKenna will follow up with this suggestion.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

CALENDAR FOR THE YEAR 2014 – After a discussion, the Calendar for the Year 2014 was approved on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR YEAR 2014 – After a discussion, the Proposed Schedule for Board Meeting Dates for Year 2014 was approved on the motion made by Mr. Rall, seconded by Mr. Gaughran, which unanimously passed.

LIBRARY USAGE

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library materials. Mr. Ruffner thanked Mr. Gaughran for the analysis.

EXPANSION OF NEWSLETTER – Mr. Ruffner suggested Mr. McKenna collecting newsletters from other Area 4 libraries for the next Board of Trustees meeting for comparison and discussion. Mr. McKenna agreed.

NLS AND OTHER ORGANIZATIONS

NLS REQUEST OF FINANCIAL SUPPORT FROM MEMBER LIBRARIES FOR YEAR 2015 and 2016 – A discussion on the proposed new formula for years 2015 and 2016. As a result, Seaford Library will pay a fee of \$12,768 for years 2015 and 2016, a reduction of \$600 compared to years 2013 and 2014.

NEW BUSINESS

CREDIT CARD POLICY – Adoption of the Proposed Credit Card Policy will be tabled to the next Board of Trustees meeting.

TENANT PARKING LOT – Mr. McKenna reported that weeds near the fence were all cleaned out at the Private Parking Lot area.

POWER-WASHING BUILDING – Mr. Ruffner pointed out that mildew is found on the north side of the building. He asked Mr. McKenna to check with the Architect if power-washing is the best way to clean the exterior of the building. Mr. McKenna agreed.

PUBLIC RELATIONS/MEDIA COVERAGE

An article was distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Grub had questions which were answered by the Board of Trustees.

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin, seconded by Mr. Rall, the Board entered into Executive Session at 8:55pm.

The Board reconvened in open session at 9:15pm on the motion made by Mrs. Montalbano, seconded by Mr. Gaughran.

ADJOURNMENT

Via a motion made by Mrs. Montalbano, seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:16pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 4, 2013 at 7:00 p.m.

Respectfully submitted by
Amy Law