

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 5, 2015

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Dr. Mary L. Westerman, Secretary
Patricia Coughlin, Financial Secretary
James DiPietro, Asst. Financial Secretary
Frank McKenna, Director

Guest: Margaret Grub, Joe McMahon

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:30p.m.

ANNOUNCEMENT FROM TRUSTEE, STEPHEN J. GAUGHRAN

Mr. Gaughran made an announcement that he will retire by the end of this calendar year as member of the Board of Trustees. On behalf of the Board of Trustees, Mr. Ruffner thanked Mr. Gaughran for his service and contribution to the community.

APPROVAL OF MINUTES

The minutes of the meeting of September 9, 2015 were approved on the motion made by Dr. Westermann seconded by Mr. Gaughran, which unanimously passed

APPROVAL OF THE WARRANTS

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

# 15 -	September 10, 2015	- \$36,414.04
# 16 -	September 14, 2015	- \$ 251.41
# 17 -	September 24, 2015	- \$56,988.71
# 18 -	October 5, 2015	- \$53,708.75
# 19 -	October 5, 2015	- \$ 8,709.45
# 20 -	October 5, 2015	- \$15,789.83

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. Mr. Ruffner thanked Mr. Gaughran for the chart.

TREASURER'S REPORT

The Treasurer's Report for the month of September 2015 was unanimously approved on the motion by Mr. Gaughran, seconded by Mrs. Coughlin.

- a. Amy Law reminded the Board of Trustees that the presentation of the overview of the audit report is confirmed for November 9th Meeting. A copy of the Audit Report has been mailed to all trustees for review.

- b. As approved, the transfer of the surplus from the last fiscal year of \$77,907 to the Capital Improvement Fund Account has been made on September 7th. Due to this substantial amount of transfer, Amy Law reported that she will make a transfer of money from the General Fund Money Market Account to the General Fund Checking Account in order to keep the required minimum balance of \$400,000 in the checking account. The Board of Trustees agreed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATIONS

- a. Environmental Testing: A copy of the test results from Enviroscience Consultants, Inc. was distributed to all trustees for discussion. This is a sample test for possible asbestos, lead and PCB containing material that may be impacted as a result of the proposed renovations to the bathrooms. According to the report, all sample results tested negative for asbestos, but asbestos pipe insulation may be present in wall cavities. Lead based paint is present in 1st floor men's room sink and janitor's slop sink, 1st floor women's room black ceramic wall tile, 2nd floor men's room black ceramic wall tile, sinks and urinals and 2nd floor women's room sinks and toilets. As for the PCB test results, they did not observe any caulk that would be disturbed by the work. Mr. DiPietro suggested they should find out or pretest the pipe insulation in wall cavities for asbestos before the actual work starts. Mr. McKenna agreed discussing this concern with Tracy Hansen of BBS Architects at the next meeting.
- b. A final design meeting with Tracy Hansen of BBS Architects will be held on October 26th and all trustees are welcome to come for this meeting. At this meeting, the timeline of this project and samples of materials will also be discussed. The new design of both bathrooms was also distributed for discussion. Mr. Ruffner suggested Mr. McKenna contact Tracy Hansen ahead of time with the questions we have now, so she can address it at the meeting. Questions include:
1. How soon can we file the actual plans to the New York State?
 2. How long will it take for the approval of the paperwork?
 3. How will we go ahead with the construction?
 4. Budget cost of this project?
 5. Mechanics of the closing off of bathrooms during the renovations?
 6. Urinals versus toilets in Men's bathroom?
 7. Will closing off windows in Men's bathroom save space?

Mr. McKenna agreed checking and clarifying all these questions with Tracy Hansen at the October 26th meeting and more discussion will be held at the next Board of Trustees meeting.

AREA 4 MEEING – An Area 4 meeting has been scheduled for later this month. At this meeting, there will be a discussion on the proposed new Resource Sharing Code and re-election of Steve Dalton, Area 4 representative on the NLS Board of Trustees. Dr. Westermann agreed to represent the Board of Trustees to attend the October 27th meeting with Mr. McKenna.

CHARGING STATION – A discussion on the proposal by EBSCO Professional Partnership Group (EPPG) regarding providing “free” Charging Stations to public libraries was held. These stations will be provided at no cost to public libraries via Community Partnership Program. EPPG will secure a sponsor in our community to donate the station to the library for 2 years, with a 2 year warranty, and the sponsor is able to advertise their name and message on the topheader of the charging station. Mr. Ruffner asked Mr. McKenna to ask questions regarding the advertising part of this program. Mr. McKenna agreed and more discussion will be held at the next Board of Trustees meeting.

SCANNER – CCP Solutions demonstrated a public access scanner to the Reference Staff on September 29th. This scanner will cost around \$5,700. Mr. Ruffner suggested getting more details regarding this product before making any decision. Mr. McKenna agreed and more discussion will follow at the next Board of Trustees meeting.

FIRE INSPECTION – Fire Marshall Kevin Herbst conducted the Annual Fire Inspection of the building on September 14th.

ELECTRONIC VOTING MACHINES - Discussion was tabled to the next Board of Trustees Meeting.

DIGITAL MAGAZINE SERVICES – Head of Reference, Ida Zaharopoulos attended the Panel Discussion on three Digital Magazine Services on September 9th. At this point, they are still working on the price with vendors. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

TEEN AREA – New paint and a new high table and chairs with new attractive rug were installed at the Teen Zone Area, hoping to attract more teens. Mr. Ruffner asked Mr. McKenna to inquire with other libraries on how they promote their teen group and ways to attract more teens to come to the library. Mr. McKenna agreed.

60th ANNIVERSARY EVENT – A correction on the celebration of the library's 60th Anniversary should be in year 2017 instead. Mr. McKenna announced that a formal 60th years celebration will be planned. More discussion will be held at future Board of Trustees meeting.

TRUSTEE ITEM

There was a discussion on the next recipient for the Frank J. Hoscheck Memorial Service Award. More discussion will follow at the next Board of Trustees meetings.

CORRESPONDENCE

Letter from MaryEllen Elia, the new Commission of Education

Re: Working together to bring great resources of New York's cultural institutions to every student in the state.

PERSONNEL

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

Resignation: Conor Crean, Page, eff. 8/6/15

OLD BUSINESS

HEALTH CARE DECLINATIONS – Discussion will be tabled to the next Board of Trustees Meeting.

LONG RANGE PLAN – Discussion will be tabled to the next Board of Trustees Meeting.

INVESTMENT POLICY – COLLATERAL – Final approval for the change of this policy will be deferred to the next Board of Trustees meeting. Mr. Ruffner explained that this is a long standing procedure in order to allow a 30 days waiting period to give the public the opportunity to read through it before the approval by the Board of Trustees.

STORYCORP UPDATES – Several more Seaford residents have been interviewed for this project and the recording equipment has been returned.

CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR APRIL 2016 – On the motion made by Mr. DiPietro, seconded by Mrs. Coughlin, the Board of Trustees agreed to change the meeting date for April 2016 from Monday, April 4th to Monday, April 11th.

LIBRARY USAGE– None

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the July 27th meeting were distributed to the Board of Trustees for review. A discussion was made on the South Bay Energy as supplier of Natural Gas. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

NEW BUSINESS – None

PUBLIC RELATIONS/MEDIA COVERAGE – None

PUBLIC COMMENT

Mrs. Grub had a few questions which were answered by Mr. Ruffner.

EXECUTIVE SESSION

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

The Board reconvened in open session at 9:05pm on the motion made by Mrs. Coughlin, seconded by Mr. DiPietro.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:10pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 9, 2015 at 7:00 p.m.

Respectfully submitted by
Amy Law