

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 15, 2019

Present: Peter J. Ruffner, President
Dr. Mary L. Westermann, Vice-President
Margaret D. Grub, Secretary
Frank McKenna, Director
Amy Law, Treasurer

Absent: Catherine DiPietro, Financial Secretary

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. At this juncture, on a duly made and seconded motion, Catherine DiPietro was formally excused from this meeting in an unanimous vote.

APPROVAL OF MINUTES

The minutes of the meeting of September 12, 2019 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann and unanimously passed.

APPROVAL OF THE WARRANTS

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

Capital Improvement Account:

#3 - October 15, 2019 - \$ 850.00

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

General Fund Account:

17 - September 19, 2019 - \$63,170.79

18 - October 3, 2019 - \$40,517.30

19 - October 15, 2019 - \$50,250.51

20 - October 15, 2019 - \$10,489.49

21 - October 15, 2019 - \$15,246.31

22 - October 15, 2019 - \$ 5,131.78

Mr. Ruffner asked about the annual charge of \$175 for the Auto-Commercial coverage by Utica National Insurance Group. Mr. McKenna agreed to look into this coverage and will report at the next meeting.

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that it is still premature to make any comparison at this point as we have only experienced one-third of the current fiscal year.

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 July 2019. Statistics showed that the cumulative total of circulation of materials and library services were both up for July compared to last year.

The Chart for Museum Passes also showed that the Children's Museum, Vanderbilt Museum and Empire Pass were most frequently used.

TREASURER'S REPORT

The Treasurer's Report for the month of September 2019 was unanimously approved on the motion by Dr. Westermann, seconded by Mrs. Grub.

CD ACCOUNT WITH TD BANK – A new 150 Days CD in the amount of \$500,000.00 with TD Bank was issued on September 13th with an interest rate of 1.60%. This CD will expire on February 10, 2020.

CONSTRUCTION GRANT CHECK – A check of \$180,000.00 was received from the NYS Education Department on October 2nd for the Window and Door Replacement Project. The check has been deposited in the Capital Improvement Money Market Account.

DIRECTOR'S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT – Abatement was started on Monday, September 16th and finished on Saturday, September 21st. The library was able to re-open to the public on Monday, September 23rd at 1pm. All old windows were removed and replaced. The two fire exit doors were also installed during the abatement period. New shades were installed on Wednesday, October 9th and Thursday, October 10th. The side entrance door was also replaced on Wednesday, October 9th. A punch list of items will be conducted with Ken Schupner from BBS Architect on the week of October 21st.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATIONS – Mr. McKenna made a few new suggestions for the space on the top level, such as setting up small meeting rooms, building an area for digitization project, putting up sound proof walls, converting to a teen space, quiet rooms or offices for staff. Mr. Ruffner expressed his astonishment as this was the first time he had heard of these ideas. He commented that funds had already been spent on initial space design work and we had notified a tenant that we were not renewing their lease after June 30, 2020. Dr. Westermann suggested the Board should set up a dedicated time to discuss this project. More discussion will follow at future meetings.

VACANT OFFICE – Mr. McKenna reported that tenant CPAid Inc. had moved out, but left two big glass desks and a few small furniture pieces in the office. After a discussion, it was agreed to call 1-800-Got-Junk to get rid of the furniture. Mr. Ruffner asked Mr. McKenna to take pictures or video as proof of removal, and the associated cost will be charged against the security deposit. Mr. McKenna agreed and will keep the Board updated at the next meeting.

FACILITY STUDY – BBS Architect Joseph Rettig is still working on the report. Mr. McKenna will keep the Board updated on this report.

COMMUNITY ROOM RENOVATION – This project is officially completed. Mr. McKenna will coordinate a date to invite State Senator John Brooks to come for a thank you ceremony for his \$25,000 grant for this project. The Board was very happy with the renovations and the way the Meehan Memorial Community Meeting Room looked.

MURAL IN TEEN AREA - The wall near the Teen Area was spackled and getting prepared for a mural to be painted. Mr. McKenna reported that this mural will be painted by a local artist, Danielle Sehn, and the theme will be related to the Seaford community. The Library are still waiting for a preliminary drawing from her. After a discussion, it was agreed to get input from the teens group and ascertain their ideas. Mr. McKenna agreed to facilitate this and more discussion will occur at the next meeting.

FRIENDS OF THE SEAFORD PUBLIC LIBRARY - The Friends held their Book and Bake Sale on September 27th and September 28th. A total of about \$1,000 was raised. A Volunteer Appreciation Breakfast will be scheduled on Wednesday, December 11th. Other upcoming events have been scheduled including a Supermarket Blitz on Saturday, October 19th and a Holiday Sale on Saturday, November 23rd.

OVERDRIVE/MACMILLAN PUBLISHING – After November 1st, publisher Macmillan will only allow the NLS consortium to purchase one (1) consortium copy of all new ebook titles during the first 8 weeks after publishing known as an embargo period. At the September MLD meeting, the Advisory Committee believe this will help Macmillan financially, but hurt Nassau library users since there will be long waitlist to access the title. As a result, a vote was requested for all libraries to restrict purchases of new Macmillan titles (soft and hard) during the embargo period, when the consortium is restricted to one copy. On behalf of the library, Mr. McKenna had already voted YES on this restriction. A discussion was also made to notify patrons with this decision by posting a message on the library’s website, Facebook, newsletter and display flyers in the library. The name and address of the CEO of Macmillan should be available for anyone who would like to make any comment on this matter directly to the company.

NEWSLETTER – Mr. McKenna reported that he is still working on getting quotes of an eight pages newsletter. Mr. Ruffner talked about complaints from patrons regarding not getting the October library newsletter in the mail, especially on Maplewood Drive and Beechwood Place. Mr. Ruffner suggested Mr. McKenna to contact the Seaford Postmaster regarding this problem.

2019 NASSAU LIBRARY TOUR – Mr. McKenna reported a total of almost 22,000 visitors participated in the Nassau Library Tour. Mr. Ruffner asked if there is a total number of people who actually visited all 54 libraries in the county. Mr. McKenna will look into this matter.

UTICA NATIONAL INSURANCE GROUP – Mr. McKenna reported that there were four recommendations received through email from Christine Deutsch, Senior Risk Management Representative. Mr. McKenna will forward the email to all Trustees for review.

STATE AND MUNICIPAL (SAM) GRANT – Mr. Ruffner inquired about the status of the \$60,000 SAM Grant through the State Assemblyman David McDonough’s office. Mr. McKenna reported that this grant only applies to a “bidding job” which we do not have any right now. The next planned project would be the renovation of the 2nd floor vacant offices, which will not happen until next year. Also, we cannot apply the SAM Grant and Construction Grant for the same project. Mr. Ruffner asked Mr. McKenna to contact State Assemblyman David McDonough’s office to ascertain if there is a deadline for this grant and report back to the Board at the next meeting.

TRUSTEE ITEM

TRUSTEES INTERVIEW – A total of eight potential Trustees candidates are scheduled for interviews on Wednesday, October 16th starting at 7pm. The list of interview questions that was prepared by Dr. Westermann will be emailed to all Trustees.

CORRESPONDENCE

Thank you note to Ida Zaharopoulos and Staff
Re: Bus trip to Liberty Island and Ellis Island on September 25th
Letter to EAC – Long Island Dispute Resolution Centers
Re: Seaford Library will not participate in the Mediation session on September 27th
Thank you letter to Seaford Fire Department
Re: Prompt response to the call regarding the malfunctioning HVAC unit at the library
Thank you letter from Pleasant Valley Library
Re: Personal Donation from Mr. McKenna toward their rebuilding campaign

PERSONNEL - None

OLD BUSINESS

NYS MINIMUM PUBLIC LIBRARY STANDARDS – Mr. Ruffner reiterated that starting November 2019, the Board will review one standard item each month so we can comply with the regulation’s deadline. There are 14 Minimum Standards to review and they must be met on or before January 1, 2021. Mr. McKenna agreed to printing out necessary information for discussion at the next meeting.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

TD BANK RESOLUTION AND SIGNATURE CARDS – New Resolution and Signature Cards for all bank accounts at TD need to be updated and signed by Board of Trustees. On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board of Trustees approved the Governmental Entity Certificate of Resolution and Signature Cards issued by TD Bank, N.A.

CHANGE OF BOARD OF TRUSTEES MEETING FOR MAY 2020 AND CHANGE OF BUDGET VOTE DATES FOR YEAR 2020 – On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board unanimously approved the following changes:

- a. Board of Trustees Meeting for May 2020 will be changed to Monday, May 18, 2020.
- b. Budget Vote Dates will be changed to Wednesday, April 22, 2020.

A copy of the revised schedule is annexed to these Minutes.

PUBLIC RELATIONS/MEDIA COVERAGE

Article on “Summer Reading Clubs 2019” and “Programs offered by the Library for the month of September” were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Dr. Westermann and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:40pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 18, 2019 at 7:00 p.m.

Respectfully submitted by
Amy Law