

**SEAFORD PUBLIC LIBRARY
Seaford, New York**

**ORGANIZATIONAL MEETING
&
MEETING OF THE BOARD OF LIBRARY TRUSTEES**

September 10, 2012

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
John Rall, Financial Secretary
Frank McKenna, Director

Absent: Eileen Montalbano, Secretary
Patricia Coughlin, Asst. Financial Secretary

Guest: Joe McMahon

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:14p.m.

ORGANIZATIONAL MEETING

On the motion made by Mr. Rall seconded by Mr. Gaughran, the Board unanimously voted the following slate of officers:

Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Eileen Montalbano, Secretary
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary

Patricia Coughlin was elected as trustee for a 5-year term commencing July 1, 2012 and ending June 30, 2017.

The following designations were approved on the motion made by Mr. Rall seconded by Mr. Gaughran:

LIBRARY AUDITOR -	Nawrocki Smith LLP
LIBRARY ATTORNEY -	Furey, Kerley, Walsh, Matera & Cinquemani, P.C.
INSURANCE COMPANY -	Utica National Insurance Co. provided by HomeTown Insurance
OFFICIAL NEWSPAPER-	Wantagh Seaford Citizen
DEPOSITORY BANK -	South Bay's Neighbor JP MorganChase Bank

APPROVAL OF MINUTES

The minutes of the meeting of June 11, 2012 were approved on the motion made by Mr. Rall, seconded by Mrs. Gaughran and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 70 - June 21, 2012	- 59,581.08
# 71 - June 21, 2012	- 13,437.51
# 01 - July 2, 2012	- 21,027.82
# 02 - July 2, 2012	- 4,061.16
# 03 - July 5, 2012	- 35,531.01
# 04 - July 9, 2012	- 12,504.92
# 05 - July 9, 2012	- 21,299.33
# 06 - July 19, 2012	- 61,947.51
# 07 - August 2, 2012	- 36,080.38
# 08 - August 13, 2012	- 12,659.73
# 09 - August 13, 2012	- 15,709.77
# 10 - August 13, 2012	- 30,635.20
# 11 - August 16, 2012	- 58,516.34
# 12 - August 30, 2012	- 42,101.57
# 13 - September 10, 2012	- 15,437.01
# 14 - September 10, 2012	- 10,167.49
# 15 - September 10, 2012	- 5,161.98

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 the surplus from the fiscal year 2011/2012. 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 the transfer of \$52,676.91, the surplus from the total Salaries Charges for the fiscal year end of 2011/2012, to the Capital Improvement Fund Account.

RESOLVED that the Board of Trustees approve to put \$97,781.63, which is the total surplus from the Mandatory Charges and Operating Budget of \$53,270.26 and the total excess in the revenue of \$44,511.37 for the fiscal year end of 2011/2012 to reduce the tax levy for fiscal year 2013/2014.

TREASURER'S REPORT

The Treasurer's Report for the month of June, July and August 2012 were approved on the motion by Mr. Rall, seconded by Mr. Gaughran, which unanimously passed.

Amy Law reported that a mistake has been made by the School District regarding the receipt of the tax levy for the month of August. Instead of wire transfer \$159,062.50 each month to the library's account, they deposited \$156,062.50, a difference of \$3,000. A call has been made to the school and the difference will be credited to our account by the end of this month. Amy Law also informed the Board of Trustees that our new auditor, Nawrocki Smith LLP, is scheduled to start the audit on Wednesday, September 12th.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES:

- a. Project involving the compliance of NFPA 25 for the Dry Sprinkler Head in the building was completed by Modern Sprinkler System. Mr. McKenna will contact the insurance company and see if this change will affect the library's insurance rate.
- b. Sound Refrigeration came and repaired the condenser unit for the lower level. They also replaced contactor, start relay and new connectors for the unit.
- c. Tenant Flooring and Carpeting: The replacement of the flooring with new carpeting and molding on the tenant level of the building was completed on 7/23/12.
- d. Bike Rack: At the recommendation from Utica National Insurance Company, the bike rack was secured to the pavement by Lahey Construction.
- e. Tenant Level Ladies Room: Reeves Plumbing came and removed toilet cap off of the old water line in the wall for the first stall in the ladies room. At the same time, Mr. McKenna also asked Reeves Plumbing and Lahey Construction to submit a proposal for the renovation of the bathrooms for the Board of Trustees review. More discussion on this topic will follow at future Board of Trustees Meetings.
- f. Phase 6 of the HVAC project: A discussion was made on the three quotes for the project which involves the replacement of the air handler and condenser for the lower level. On the motion made by Mr. Rall, seconded by Mr. Gaughran, the Board of Trustees agreed to have "Gramman Plumbing & Heating Corp." as contractor for this project.

CERTIFICATE OF OCCUPANCY – Mr. McKenna reported that he has contacted Nassau County Fire Marshall Kevin Herbst and asked him to contact us directly for the next fire inspection. Mr. Herbst indicated that a fee of \$300 will be charged for this service. It was noted that the School District has never back charged the Library for this expense. Mr. Ruffner reiterated to Mr. McKenna that we need to understand why the Library's Certificate of Occupancy, issued through the New York State Department of Education, has any School District involvement since the building and parking lot are owned by the Trustees. Mr. McKenna stated he would report back the Board of Trustees at its next meeting.

RESOURCE SHARING CODE: A draft of the revised Resource Sharing Code was included in the packet for the Board of Trustees' review. Mr. McKenna reported that a vote on this Resource Sharing Code will be held on September 19th at the MLD (Member Libraries Directors) meeting. After a discussion, The Board of Trustees gave the permission to Mr. McKenna to use his best judgment on the vote. At the same time, Mr. Ruffner asked Mr. McKenna to get clarification on the purpose and authority under law or other written agreement of this group. Mr. McKenna agreed. More discussion will be held at the next Board of Trustees meeting.

GRANT – A \$5,000 grant has been approved by State Senator Charles Fuschillo. This will be used to help defray the cost of upgrading the computers and related technology equipment. At this time, five computers have been ordered for this purpose.

PUBLIC COMPUTER POLICY – A discussion on the proposed revision to the cost per page policy was made. The revision calls for an increase of charge to the public for printing from 5 cents per page to 10 cents per page. This will help to recoup of printer cartridge costs. Printed copies will be sent to a network printer at the Reference Desk instead of outdated printers located next to each computer. On the motion made by Mr. Gaughran, seconded by Mr. Rall, the Board of Trustees unanimously agreed the 10 cents cost of each page and the use of a network printer.

INN-REACH/LILINK – The Inn-Reach link came live with Suffolk County on 8/14/12. This allows patrons in both Nassau and Suffolk Counties to reserve materials directly.

SUMMER READING CLUBS – “Dream Big, Read” was the theme for the 2012 Children’s Summer Reading Program. A total of 834 children were enrolled and 5,281 books were read with the help of 195 volunteers. As for the Young Adult Program, a total of 37 young adults enrolled and 205 books were read. Mr. McKenna also reported that the winner of the Seahorse logo naming contest was announced at the Children’s Summer Program Finale on August 15th. The winner was Conner Mastrosanti and he named the Seahorse - “Seesaw”. Mr. Ruffner suggested sending two press releases with pictures to local media outlets regarding, separately, the new name of the seahorse and the success of the Children’s and Young Adult summer programs. Mr. McKenna agreed.

BATTLE OF THE BOOKS – Mr. McKenna explained that “Battle of the Books” is a book-based trivia tournament for young adults between two libraries. It is designed to be a fun and educational event for students who love to read and work together as a team. Mr. McKenna reported that he has made an initial contact with Wantagh Public Library and hope this will be a good addition to next year’s YA Summer Programs. The Board of Trustees agreed.

MUSEUM PASSES – A list of Museum passes that offered by the library was included in the packet for the Board of Trustees to review. There will be a total of six museum passes available for the public.

FRIENDS OF THE LIBRARY – The Book and Bake sale will be held on Friday, September 21st and Saturday, September 22nd. Mr. McKenna also reported that the Friends have offered to pay for the New York City Police Museum pass. They also will purchase a Write-on/Wipe-Off Floor stand for display special library programs.

REGISTRATION POLICY FOR CHILDREN’S PROGRAMS – There was a discussion on registration policy for Seaford residents and non-residents for Children’s programs. Current policy allows both residents and non-residents register programs at the same time. Since several Seaford residents complained that they were locked out of the programs, Mr. McKenna recommended changing the policy to allow “only” the Seaford Library District residents to register during the first week of registration. Mr. Ruffner suggested Mr. McKenna to get the policies that may exist from neighboring libraries, such as Massapequa and Wantagh Library for comparison. With the absence of Mrs. Montalbano and Mrs. Coughlin, the Board of Trustees agreed and deferred further discussion to the October Board of Trustees meeting.

BREAKFAST WITH STATE LEGISLATORS – The 27th Annual Breakfast with State Legislators is scheduled on Friday, September 28th. Mr. Gaughran announced to the Board of Trustees that he and Mrs. Montalbano are interested in attending this event.

CORRESPONDENCE

Complimentary letter from Mr. Jeffrey Saporito to Board of Trustees

Re: Outstanding Children’s Summer Reading Program

Thank you letter from SUFSD to Mrs. Schaaf

Re: Participating in the annual Harbor School Read Aloud Day celebration

Letter from R.S. Abrams & Co.

Re: Auditing Services

Letter from Charles J. Fuschillo, Jr., NYS Senator

Re: Approval of the \$5,000 grant for helping defray the cost of upgrading computers and related technology equipment.

PERSONNEL

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

Retirement: Alice P. Santulli, FT Library Aide, eff. 8/18/2012
Separation: Emily Demino, Page, eff. 7/7/2012
Sabrina Biaggi, Page, eff. 7/19/2012
Genni Brzezinski, Page, eff. 8/18/2012
Appointment: Katherine Butler, Page, eff. 6/20/2012
Justin Law, Page, eff. 8/1/2012
Alexandra Kuczunski, Page, 8/8/2012

HEALTH INSURANCE POLICY – A clarification of the current policy was discussed. With the absence of Mrs. Montalbano and Mrs. Coughlin, the Board of Trustees agreed and deferred the discussion of the possibility of changing the policy for future appointments. At the same time, the Board of Trustees suggested Mr. McKenna to gather information from other libraries for comparison. Mr. McKenna agreed. More discussion will follow at future Board of Trustees Meetings.

NOTARY SERVICES – There was a discussion about a complaint that was filed to State Senator Dean Skelos by an out-of-district resident regarding our Notary Service policy. Our current Notary Services policy offers this free service to Seaford School District Residents only. More discussion will follow at future Board of Trustees Meetings.

OLD BUSINESS

PARLIAMENTARY PROCEDURES – After a discussion, the Board of Trustees asked Mr. McKenna to find out under Robert's Rules of Order, if the President of the Board of Trustees can make a motion at meetings. Mr. McKenna agreed. At the same time, it was agreed to have the document handy at all meetings if any questions arise.

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.

NLS AND OTHER ORGANIZATIONS

Minutes of the NLS Board of Trustees were included in the packet for review.

NEW BUSINESS

CALENDAR FOR THE YEAR 2013 AND PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2013 – After a discussion, it was agreed to postpone further discussion until the next Board of Trustees Meeting.

HOMEBOUND SERVICES – Mr. Gaughran questioned if the library is offering any services to homebound Seaford residents. Mr. McKenna confirmed that the library does offer homebound services and Mr. Wasserman is in charge of this service.

PHOTO EXHIBIT – Mr. Rall talked about a retired photographer Phil Stanziola whose photos will be displayed at the Baldwin Library this month. As a press photographer, Mr. Stanziola loved his work as he photographed both the famous and infamous and witnessed many historical events. Mr. Rall asked if the library will be interested in displaying some of his photos at the library. Mr. McKenna agreed and will make contact with Mr. Stanziola. He also suggested

inviting him as one of the speaker for the upcoming Winter Speaker Series. The Board of Trustees unanimously agreed.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were included in the packet for the Board of Trustees to review.

PUBLIC COMMENT - None

LEASE RENEWAL

The following extension lease renewals and lease agreement were approved on the motion made by Mr. Rall, seconded by Mr. Gaughran:

Christine Weber PhD. Psychological Services PLLC for a one year term commencing July 1, 2012 and ending June 30, 2013.

Matos & Associates, LLC for a one year term commencing July 1, 2012 and ending June 30, 2013.

Kenneth Jacobsen for a one year term commencing July 1, 2012 and ending June 30, 2013.

CPAid Inc. for a one year term commencing July 1, 2012 and ending June 30, 2013.

and

The lease agreement for Murphy-Troy & Associates for an eleven months term commencing August 1, 2012 and ending June 30, 2013.

ADJOURNMENT

Via a motion made by Mr. Gaughran and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 9:35pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, October 15, 2012 at 7:00 p.m.

Respectfully submitted by
Amy Law