

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 9, 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 7:18p.m.

ORGANIZATIONAL MEETING

On the motion made by Mr. Gaughran seconded by Mr. Rall, 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

Peter J. Ruffner was elected as trustee for a 5-year term commencing July 1, 2013 and ending June 30, 2018.

The following designations were approved on the motion made by Mrs. Coughlin seconded by Mrs. Montalbano:

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 South Bay's Neighbor
DEPOSITORY BANK -	JP MorganChase Bank

APPROVAL OF MINUTES

The minutes of the meeting of June 10, 2013 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran and unanimously passed.

APPROVAL OF THE WARRANTS

The following warrants for fiscal year 2012/2013 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Rall, which unanimously passed:

# 71 - June 20, 2013	- 60,144.11
# 72 - June 20, 2013	- 12,413.30
# 73 - June 20, 2013	- 5,810.05

The following warrants for fiscal year 2013/2014 were approved on the motion made by Mr. Rall, seconded by Mrs. Coughlin, which unanimously passed:

# 01 - July 1, 2013	- 8,015.00
# 02 - July 1, 2013	- 7,951.64
# 03 - July 3, 2013	- 36,974.13
# 04 - July 8, 2013	- 13,700.02
# 05 - July 8, 2013	- 6,852.29
# 06 - July 18, 2013	- 62,087.02
# 07 - August 1, 2013	- 39,254.45
# 08 - August 12, 2013	- 28,839.76
# 09 - August 12, 2013	- 24,887.17
# 10 - August 12, 2013	- 17,223.98
# 11 - August 15, 2013	- 61,107.74
# 12 - August 29, 2013	- 43,329.43
# 13 - September 9, 2013	- 14,261.68
# 14 - September 9, 2013	- 18,475.24

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

Mr. Gaughran discussed the graphs he distributed prior to the meeting regarding the Operating Budget for fiscal year 2012/2013. The Monthly Operating Schedule and Income Schedule were also reviewed by the Board. A discussion was held on how to distribute the surplus from the fiscal year 2012/2013. Based upon a recommendation from Mr. Ruffner, on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board of Trustees approved the following resolution:

RESOLVED that the Board of Trustees approve the transfer of \$120,227.00, the surplus from Operating Budget for the fiscal year end of 2012/2013, to the Capital Improvement Fund Account.

A discussion was also made on how to distribute the total excess in the revenue of \$58,298.00 for the fiscal year end of 2012/2013. Mr. Ruffner suggested A. Law prepare an analysis on the Compensated Absences fund for more discussion at the next Board of Trustees meeting. A. Law agreed.

TREASURER'S REPORT

Amy Law reported that as of June 11th, JPMorgan Chase Bank has reduced the interest rate from 0.2% to 0.1%. She also reported that the second and final installment for the PILOT (Payment in Lieu of Taxes) from the Massapequa Nissan dealership on Sunrise Highway in the amount of \$1,918.56 was received through the Seaford School District on June 21st for the fiscal year 2012/2013.

Nawrocki Smith LLP conducted an annual audit for the fiscal year 2012/2013 on July 15th and 16th. The bounded Financial Statement and Management Letter were also distributed to the Board of Trustees for their review. The presentation of the overview of the audit report will be scheduled at the November Board of Trustees meeting.

The Treasurer's Report for the month of June, July and August 2013 were approved on the motion by Mr. Gaughran, seconded by Mr. Rall, which unanimously passed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PLANT AND FACILITIES –

- a. Tree at the outdoor reading area was trimmed by Mike Clarke on July 12th.
- b. Sprinkler System – Modern Sprinkler Inc. removed and replaced pressure gauges on both the wet and dry sprinkler system on August 26th and 28th. The library has also passed the five year obstruction investigation of piping at main and branch line piping.
- c. Window Screens were frayed and repaired by Kelly Windows. More will be fixed shortly.

NYS CONSTRUCTION GRANT – The grant application for the New York State Construction Grant was sent to NLS in early August. Mr. McKenna spoke about the three proposals for installing security cameras throughout the building. He explained that a total of six exterior cameras will be setup outside the building and two interior cameras will be installed at the main lobby and side hallway. The removal of the tree at the outdoor reading area may also be considered since it may block the camera. After a discussion, on the motion made by Mr. Gaughran, seconded by Mr. Rall, which unanimously agreed and accept the bid that was submitted by Electronix Systems Central Station Alarms Inc. At the same time, Mr. Ruffner asked Mr. McKenna to clarify the annual maintenance and service contract with Electronix Systems. Mr. McKenna agreed.

DIGIAL SIGNAGE IN THE LIBRARY - The Friends of the Library has approved the donation of \$1,500 for a Wall Mounted Digital Display System for the Library. Mr. McKenna explained that this Digital signage is the display of information in electronic form on TV. This will allow multiple staff members to act as content managers with the ability to create, post, and manage content in order to communicate with our community of library users. This unit will be mounted on the wall near the Circulation Desk.

DONATION FOR MUSEUM PASS - The approval of the donation of \$500 for the Nassau County Museum of Art was also received.

MUSEUM PASSES – The library has acquired the Old Bethpage Restoration Village museum pass for 6 months in the amount of \$250.

COLLECTION DEVELOPMENT – Library Gina Leone has added Graphic Novels into Young Adult collection.

SUMMER READING CLUB – Mr. McKenna reported that we had another very successful Summer Reading Club. The Children's "Dig into Reading" had a membership of over 900 participants and 180 volunteers. The Young Adult "Beneath the Surface" had over forty teen participants.

2013 SUMMER CONCERT SERIES – The library had another successful summer with its series of popular outdoor concerts "Music for a Saturday Evening". Mr. McKenna complimented Librarian Eric Wasserman for doing a good job in arranging and emceeing the series.

ART WORK AND PHOTOGRAPHY DISPLAY SYSTEM – The Walker Picture Display System has been installed on the wall next to the Director's office. The first exhibit will be scheduled at the end of this month by a retired photographer, Phil Stanziola. The Board of Trustees also took a tour to look at the actual setup.

BOOK DONATION – The family of patron Florence Warren donated \$500 for purchasing historical fiction and non-fiction books in honor of Mrs. Warren's 90th birthday. The library will put donation stickers on the books and a certificate will be presented to her. But Mr. McKenna reported that the family of Florence Warren is also requesting a ceremony to present a mini-plaque to Ms. Warren. After a discussion, the Board of Trustees asked Mr. McKenna to propose an appropriate way to honor this appreciation at the next Board of Trustees meeting. Mr. McKenna agreed.

LIBRARY WEBSITE – Mr. McKenna and librarian Ida Zaharopoulos met up with Robert Kothe from Factxback on August 28th regarding his proposal to redesign the library’s website. A third company is scheduled to come next week. More discussion will be made at the next Board of Trustees meeting. Mr. McKenna also reported that this project will be funded through the grant awarded by State Senator Charles Fuschillo.

NO SMOKING SIGN – Mr. McKenna suggested putting up “No Smoking on Library Grounds” sign at various locations on the outside of the building. After a discussion, The Board of Trustees questioned about the effectiveness of the sign and decided not to take any action at this point.

FLU SHOTS THROUGH RITE-AID – After a discussion, the Board of Trustees unanimously agreed not to offer this program through a commercial entity.

CORRESPONDENCE

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.

Letter from Laura Goudket

Re: Complimented the Friends’ insert into the Library monthly newsletter

Letter from Utica Mutual Insurance Company

Re: Risk Management Services

Thank you letters from Island Park, Long Beach and East Rockaway Library

Re: Fundraising by Mr. McKenna for the recovery efforts from super storm Sandy

PERSONNEL

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

Retirement: Gladys Burman, PT Clerk, eff. 8/1/2013

Appointment: Samantha Coggins, Page, eff. 6/24/13

Conor Crean, Page, eff. 7/16/13

Resignation: Carly Tashjian, Page, eff. 6/29/13

Lauren Cusumano, Page, eff. 7/6/13

Paige Franco, Page, eff. 8/31/13

OLD BUSINESS - None

LIBRARY USAGE

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library materials. Mr. Gaughran also indicated that he is planning to work on a new graph for the statistics on the Museum Passes. Mr. Ruffner thanked Mr. Gaughran for the analysis.

NLS AND OTHER ORGANIZATIONS

Mr. McKenna reported that the MLD (Member Library Director) has voted to continue INN-Reach on July 24th.

On September 30th, there will be an NLS Member Library Trustees and Directors meeting about the recommendation for member library support for 2014 and the proposed formula for member library support for 2015 & 2016.

NEW BUSINESS

LEASE RENEWAL - The following lease renewals were approved on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano:

Christine Weber PhD. Psychological Services PLLC for a one year term commencing July 1, 2013 and ending June 30, 2014.

Matos & Associates, LLC for a one year term commencing July 1, 2013 and ending June 30, 2014.

Kenneth Jacobsen for a one year term commencing July 1, 2013 and ending June 30, 2014.

CPAid Inc. for a one year term commencing July 1, 2013 and ending June 30, 2014

Murphy-Troy & Associates for a one year term commencing July 1, 2013 and ending June 30, 2014.

CALENDAR FOR THE YEAR 2014 AND PROPOSED SCHEDULE FOR BOARD

MEETING DATES FOR THE YEAR 2014 – After a discussion, it was agreed to postpone further discussion until the next Board of Trustees Meeting.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board entered into Executive Session at 9:26pm.

The Board reconvened in open session at 10pm on the motion made by Mrs. Montalbano, seconded by Mrs. Coughlin.

NEW BUSINESS

TRANSFER OF LIBRARY ASSETS – On the motion made by Mr. Gaughran, seconded by Mrs. Coughlin, which unanimously agreed to transfer 2 cartons of used books to the Wantagh American Legion for delivering to the Veterans Hospital and transfer the rest of the used books to the Friends of the Seaford Library for the Book sale which will be held on September 27th and 28th for their proceed.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 10:05pm.

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

Respectfully submitted by
Amy Law