

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**September 9, 2014**

Present: Peter J. Ruffner, President  
Stephen J. Gaughran, Vice-President  
Eileen Montalbano, Secretary  
Patricia Coughlin, Financial Secretary  
James DiPietro, 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 7:08p.m.

**ORGANIZATIONAL MEETING**

James DiPietro was sworn in as elected trustee by Mr. Ruffner for a 5-year term commencing July 1, 2014 and ending June 30, 2019.

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

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

The following designations were approved on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran,

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

**APPROVAL OF MINUTES**

The minutes of the meeting of June 11, 2014 were unanimously approved on the motion made by Mrs. Coughlin, seconded by Mr. Montalbano.

## **APPROVAL OF THE WARRANTS**

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

# 71 - June 19, 2014	- 62,292.58
# 72 - June 25, 2014	- 18,392.18
# 73 - June 25, 2014	- 5,080.28
# 01 - July 3, 2014	- 37,631.81
# 02 - July 9, 2014	- 18,047.47
# 03 - July 14, 2014	- 13,836.02
# 04 - July 14, 2014	- 23,506.44
# 05 - July 17, 2014	- 61,835.01
# 06 - July 31, 2014	- 42,951.34
# 07 - August 11, 2014	- 15,025.30
# 08 - August 11, 2014	- 30,293.87
# 09 - August 11, 2014	- 32,120.79
# 10 - August 14, 2014	- 59,481.40
# 11 - August 28, 2014	- 42,638.63
# 12 - September 9, 2014	- 45,623.78
# 13 - September 9, 2014	- 10,633.98
# 14 - September 9, 2014	- 4,286.00

## **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. As for decision on distribution of the small surplus from the fiscal year 2013/2014, it was tabled to the next Board of Trustees meeting.

## **TREASURER'S REPORT**

The Treasurer's Report for the month of June, July and August 2014 were unanimously approved on the motion by Mr. Gaughran, seconded by Mr. DiPietro.

Amy Law 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 in June for the fiscal year 2013/2014.

Nawrocki Smith LLP conducted an annual audit for the fiscal year 2013/2014 on July 14<sup>th</sup> and 15<sup>th</sup>. The presentation of the overview of the audit report will be scheduled at the November Board of Trustees meeting.

With the change of officers on the Board of Trustees, new signature cards and paperwork from JPMorgan Chase Bank are ready to sign by the Board of Trustees.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**NYS CONSTRUCTION GRANT:** Mr. McKenna spoke about three proposals for the rehabilitation of the library's parking lot. He explained that the existing parking lot has been ripped out; resurfaced, restriped, concrete slab installed for the dumpster and several new wheel-stops installed for the handicapped-accessible spaces. As for the next round of NYS Public Library Construction Grant, a great deal of thought is being given to the renovation of the bathrooms for the building. Since the cost of this project will exceed the minimum requirements under the NYS Public Construction Bidding Laws, this will undergo proper and competitive bidding. For this reason, Mr. McKenna invited Mr. Danny Tanzi, Senior Project Manager/Architect of H2M Architects+ Engineers to come at the next Board of Trustees meeting to discuss this project.

## **PLANT AND FACILITIES –**

- a. Automatic Doors – Service calls were placed for the outer Front Entrance door both in July and August. Mr. McKenna explained that the replacement of both automatic doors could be included in the next round of the NYS Construction Grant. After a discussion, Mr. Ruffner asked Mr. McKenna to get quotes for replacing both automatic doors now, in order to get an idea on the total cost for this project. Mr. McKenna agreed.
- b. Fire Alarm: An emergency service call was placed on July 15<sup>th</sup> due to a lightning strike nearby the library and set off the fire alarm in the building.
- c. Carpeting: Proposals for replacing carpeting at both entrances were received. All Carpet was selected and installation was made on August 13<sup>th</sup>. All Carpet also came and installed new carpet tiles and cove base in the Meeting Room on September 3<sup>rd</sup>.
- d. HVAC: Compressors for the upper level condenser malfunctioned on July 14<sup>th</sup>, and Sound Refrigeration was called for replacement.
- e. Painting: Painter, John Rurney came and painted the Children's Room, both entrances, staircases to upper level, Meeting Room and concrete Wheelstops.

**OUTDOOR CONCERTS FOR SUMMER 2014** – Mr. McKenna reported that the summer 2014 concerts were all very well attended and well received. For next year, the bathrooms are anticipated to be open at the Seaford Railroad Station.

**SUMMER READING CLUBS** – The Summer Reading Clubs for Children and Young Adult were very successful. A total of 816 children were enrolled and 5,281 books were read with the help of 186 volunteers. As for the Young Adult Program, a total of 75 young adults enrolled and over 200 reading records were submitted. At the end of the Teen summer raffle was an Ipad Mini and winner was Amelia Silberger.

**FRIENDS OF THE LIBRARY** – The Book and Bake sale will be held on Friday, September 26<sup>th</sup> and Saturday, September 26<sup>th</sup>. Mr. McKenna also reported that a discussion will be made with the Friends regarding asking for sponsorship for the Hecksher Museum pass.

**PROPOSALS FROM INSURANCE AGENCY AND CLEANING SERVICE** – After a discussion on the proposals from three cleaning service companies and four local insurance agencies, it was agreed to remain with the current insurance agency and cleaning service companies at this time. Mr. Ruffner suggested reaching out and getting more quotes from other insurance agencies in the future. Mr. McKenna agreed

**INCIDENT REPORTS** – There was a discussion about a few incidents that occurred at the library. After a discussion, Mr. Ruffner suggested Mr. McKenna to re-confirm with all library staff to call 911 immediately if they feel threatened at work.

**VOTING MACHINE** – Governor Cuomo has signed into law an extension that allows for the use of lever-typed voting machines through December 15, 2015.

**LEGISLATIVE BREAKFAST** – THE LILRC (Long Island Library Resources Council) sponsored the Annual Legislative Breakfast will be held on September 19<sup>th</sup> at the Freeport Memorial Library at 8:30am. Mrs. Montalbano agreed to represent the Board of Trustees for this breakfast.

**VETERAN PROPERTY TAX EXEMPTION** – Mr. McKenna reported on an email exchange with Brian Conboy, Superintendent at Seaford Schools regarding the Veteran Property Tax Exemption. The School District Board of Trustees is planning to vote on this matter later this fall. If the school district approves this new exemption, which would start on July 1, 2015, non-veteran homeowners will have to make up the loss in revenue for school and library district property taxes. Under NYS Real Property Tax Law, the school district is the controlling entity in establishing a veteran exemption for both school and library property taxes. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

**SEAFORD MIDDLE SCHOOL SHARED DECISION MAKING COMMITTEE** – The Seaford Middle School Shared Decision Making committee introduced a new community-wide book club program designed to bring students, teachers, administrators, parents and the local community together. The library is participating in this program, and an American History/American Biography book discussion will be scheduled on Monday, September 29<sup>th</sup> at 2pm. This program will be facilitated by Mr. McKenna.

**NEW LIBRARY CARD/KEYCHAIN** – A newly redesigned Library Card with a new keychain version is on order.

### **TRUSTEE ITEM**

**WINTER SPEAKER SERIES** – After a discussion, it was agreed setting up winter speaker programs for this coming December, January and February. As for asking for sponsorship, Mr. Ruffner asked Mr. McKenna to reach out to Astoria Bank as a start.

**OUTDOOR SUMMER MOVIE** – Mr. McKenna reported that Adult and Young Adult department has already started the discussion on this program for the summer 2015. More details will follow at future Board of Trustees Meetings.

### **CORRESPONDENCE**

Thank you letter to Bethpage Federal Credit Union

Re: Sponsorship of 2014 summer concert series

Letter to Mr. Budnick, Director of Drug Free Long Island

Re: Setting up informational booth during the summer concert series

Thank you letter from Ginny Klun to Head of Children, Cindy Schaaf

Re: Successful Summer Children's Programs

### **PERSONNEL**

The following personnel changes were approved by the Board:

Appointment: Geoffrey Stone, PT Cleaner, eff. 7/26/14

Michael Biaggi, Page, eff. 8/28/14

Brianna Bonagura, Page, eff. 9/8/14

Resignation: Katherine Butler, Page, eff. 8/9/14

Michael Siler, Page, eff. 8/28/14

### **OLD BUSINESS**

**MEETING ROOM POLICY** – Discussion will be tabled to the next Board of Trustees Meeting.

**WEBSITE DEVELOPMENT** – It was confirmed that ideas suggested by the Board of Trustees have been incorporated in the new Library Website.

### **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**

The NLS Board of Trustees minutes were distributed to the Board of Trustees for review. Mr. Ruffner questioned about the NYS Non-Profit Revitalization Act of 2013 that was mentioned in the July 15<sup>th</sup> NLS Board minutes. Mr. Ruffner asked Mr. McKenna to check if we should also adopt the Whistleblower and Conflicts of Interest policies as recommended by NLS Attorney. Mr. McKenna agreed.

## **NEW BUSINESS**

### **CALENDAR FOR THE YEAR 2015 AND PROPOSED SCHEDULE FOR BOARD**

**MEETING DATES FOR THE YEAR 2015** – After a discussion, it was agreed to postpone further discussion until the next Board of Trustees Meeting.

**NYS CONSTRUCTION GRANT** – The grant application for the New York State Construction Grant for the period (starting 7/1/14 and ending 6/30/16) Project Number: 0386-15-5799 was sent to NLS in mid-August. After a discussion, on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board unanimously agreed to accept the bid submitted by D’Alessandro & Son/Appel Restriping, Inc.

**COMPETITIVE BIDS FOR PROFESSIONAL CONTRACTS** – According to New York State Office of the State Comptroller, all agencies should solicit competitive proposals prior to engaging the services of professional service providers. Mr. McKenna reported that the library has already started this process by soliciting proposals from Library Auditor, Insurance Agency and Cleaning Service.

**FAX CHARGES** – After a discussion on the comparison chart on fax charges at neighborhood libraries, the Board of Trustees unanimously agreed keeping the same on the fax charges.

**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, 2014 and ending June 30, 2015.

Matos & Associates, LLC for a one year term commencing July 1, 2014 and ending June 30, 2015.

Kenneth Jacobsen for a one year term commencing July 1, 2014 and ending June 30, 2015.

CPAid Inc. for a one year term commencing July 1, 2014 and ending June 30, 2015.

Murphy-Troy & Associates for a one year term commencing July 1, 2014 and ending June 30, 2015.

## **PUBLIC RELATIONS/MEDIA COVERAGE**

A few articles were distributed to the Board of Trustees.

## **PUBLIC COMMENT**

Mrs. Grub had a question which was answered by Mr. Ruffner

## **EXECUTIVE SESSION**

On the Motion made by Mr. DiPietro, seconded by Mrs. Coughlin, the Board entered into Executive Session at 8:52pm.

The Board reconvened in open session at 8:54pm on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano.

## **ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 8:55pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, October 6, 2014 at 7:00 p.m.

Respectfully submitted by  
Amy Law