

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 13, 2016

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
James DiPietro, Financial Secretary
Margaret D. Grub, Asst. Financial Secretary
Frank McKenna, Director

Guest: Laurel Klein, Jillian Pelliccia, Rosemarie Vane

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

Margaret Grub was sworn in as elected trustee by Mr. Ruffner for a 5-year term commencing July 1, 2016 and ending June 30, 2021.

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

Peter J. Ruffner, President
Patricia Coughlin Vice-President
Mary Westermann, Secretary
James DiPietro, Financial Secretary
Margaret Grub, Asst. Financial Secretary

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

LIBRARY AUDITOR -	Nawrocki Smith LLP
LIBRARY ATTORNEY -	Kerley, Walsh, Matera & Cinquemani, P.C.
INSURANCE COMPANY -	Utica National Insurance Co. provided by HomeTown Insurance (Broker)
OFFICIAL NEWSPAPER-	Seaford Herald Citizen and Wantagh Herald Citizen

The following designation was approved on the motion made by Mr. DiPietro, seconded by Mrs. Coughlin,

DEPOSITORY BANK -	TD Bank
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APPROVAL OF MINUTES

The minutes of the meeting of June 6, 2016 were approved on the motion made by Mrs. Westermann, seconded by Mr. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

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

CAPITAL IMPROVEMENT ACCOUNT:

01 - August 12, 2016 - 298.80

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

GENERAL FUND ACCOUNT:

70 - June 16, 2016 - 58,698.33

71 - June 27, 2016 - 14,320.08

72 - June 27, 2016 - 16,632.77

73 - June 30, 2016 - 41,060.32

01 - July 1, 2016 - 19,838.05

02 - July 11, 2016 - 13,393.56

03 - July 14, 2016 - 36,851.09

04 - July 28, 2016 - 60,459.13

05 - August 11, 2016 - 37,458.17

06 - August 12, 2016 - 17,943.28

07 - August 12, 2016 - 26,781.29

08 - August 12, 2016 - 24,613.09

09 - August 12, 2016 - 5,178.39

10 - August 12, 2016 - 60,738.31

11 - September 8, 2016 - 36,793.77

12 - September 13, 2016 - 14,647.50

13 - September 13, 2016 - 8,965.81

14 - September 13, 2016 - 38,641.14

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board.

LIBRARY USAGE

Mr. Ruffner discussed the increases and decreases in the use of library materials.

MUSEUM PASSES – After a discussion on the chart for museum passes a suggestion of putting a reminder in our monthly newsletter and put out flyers at the Circulation Desk for extra publicity for these free passes.

TREASURER'S REPORT

The Treasurer's Report for the month of June, July and August 2016 were unanimously approved on the motion by Mr. DiPietro, seconded by Mrs. Grub.

Amy Law also reported that:

- a. The Annual Audit for fiscal year 2015/2016 was conducted on July 6th and July 7th. The Library Auditor agreed to attend our October 11th Board of Trustees meeting for a presentation of the Audit Report.
- b. In June 2016, the library received the 1st PILOT payment from the Town of Hempstead in the amount of \$1,915.93 for the property on Sunrise Highway. The annual payment of \$520.37 also received for the Nassau County property for Neptune in Hicksville.

- c. Starting July 2016, Mr. DiPietro volunteers his time and has been performing the bank reconciliations on a monthly basis. Mr. Ruffner thanked him for his service.
- d. In August 2016, the library also received two months payment (August and September 2016) for the tax levy from the Seaford School District.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS – On August 16th, paperwork for the 2016-17 Construction Grant application has been submitted to NLS. As for the approval from the State Education Department (SED), there is no further information available, but Mr. McKenna will continue to keep the Board of Trustees informed in the future.

PROPOSED COMMUNITY ASSISTANCE CENTER – There was no further activity regarding this project.

PLANT & FACILITIES –

- a. Outside lights – Repair of the outside lights that are attached to the building were done by Always Electric.
- b. Tree – Tree was trimmed by Clarke Design and Construction on June 4th.
- c. HVAC – Sound Refrigeration & A/C replaced a thermostat on Main Level on July 29th; they also repaired a water leak problem in the Air Handler room and installed a new pump for the unit.
- d. Sprinkler System – Modern Sprinkler installed and relocated some sprinkler heads throughout the building. On August 26th, they performed a five year hydrostatic pressure test of the Siamese connection. The test did not pass due to leaks. A proposal will be received from Modern Sprinkler shortly for repairing the leak. After a discussion, the Board asked Mr. McKenna to get a couple of quotes from other company for comparison. Mr. McKenna agreed.
- e. Tower Clock – Time on the tower has been inaccurate intermittently for several months. A service call has been made to Elderhorst Bells for repairing the clock mechanism.
- f. A chart of possible Plant and Facility Upcoming Projects was presented.

ALIS – Mr. McKenna and Mrs. Coughlin attended the informational meeting for Trustees regarding the integration of ALIS into NLS on June 29th. On September 15th, ALIS Directors will meet and cast votes on the ALIS Dissolution.

FRIENDS OF THE LIBRARY – Book sale will be held on Friday, September 30th and Saturday, October 1st. Set-up of the book sale is scheduled on Thursday, September 29th.

BETTER WORLD BOOKS - There are two programs that were offered by Better World Books: The Library Donations and Discards Program and the Drop Box Program. Mr. McKenna has been in contact with several libraries and they are quite happy with the book services. A discussion was made on the pros and cons of this program. Mr. McKenna explained that Better World Books will take all the books (library purchased and donations). The resulting recompense will go to the Friends of the Library. Certain tomes will be retained so the Friends can still hold one book sale each year to raise funds. Mr. Ruffner questioned how the books the library bought are deemed superfluous and lose asset classification for both the book sale and Better World Book purposes. Mr. McKenna will look into this issue and further discussion will follow at the next Board Meetings.

NARCAN – Governor Cuomo has signed into law a bill to allow public libraries to maintain and administer opioid antagonists, such as Narcan for the treatment of overdoses (which is now administered as a nasal mist). In order to administer the Narcan, individuals and library personnel would be required to be trained by a DOH approved program. This new law is not mandatory for either the library or library staff. SCLS (Suffolk County Library System) member libraries have been administering opioid antagonists to library users for some time. Mr. Ruffner suggested keeping the staff informed regarding this new bill at the next staff meeting. Mr. McKenna agreed and will continue to keep the Board informed as more information becomes available.

SUMMER CONCERT SERIES 2016 - Mr. McKenna reported that the Summer 2016 Concert Series overall very well attended and well received. The family of the late Bob Coughlin was honored with the Frank J. Hoschek Memorial Service Award at the June 25th concert. Also, due to inclement weather, the July 30th concert was cancelled. He also complimented Librarian, Eric Wasserman, for a great job on organizing these concerts, as always.

OUTDOOR MOVIE – The July 23rd inaugural outdoor movie showing “Ghostbusters” (1984) went well with approximately 40 patrons attended. Mr. McKenna thanked Eric Wasserman and Kristen Jording for arranging the movie showing.

SUMMER READING CLUB – Mr. McKenna reported that we had another very successful Summer Reading Club. A total of over 600 children and teens enrolled in the 2016 Summer Reading Club with over 200 dedicated volunteers.

SEAFORD HARBOR READ-ALOUD – The Annual Read Aloud/Career Day was held at the Seaford Harbor School on June 15th. Trustees Mrs. Coughlin, Mrs. Grub, Mrs. Westermann, and librarians Mrs. Lopez, Mrs. Krug and Mr. McKenna participated as representatives of the Library.

STAFF MEETING – A staff meeting was held on June 8th. The next meeting will be scheduled on October 26th which includes a fire drill for the building.

UNATTENDED CHILDREN POLICY – Mr. McKenna suggested adopting a new policy for “Unattended Children”. He is in the in process of reviewing other library’s policies and more discussion will be held at the next meeting. Guest Mrs. Vane spoke about an incident that happened to her and her daughter at the library. Mr. Ruffner asked Mr. McKenna to conduct an internal investigation on this incident and report back at the next Board meeting.

LEGISLATIVE BREAKFAST – The LILRC (Long Island Library Resources Council) and NCLA (Nassau County Library Association) will be sponsoring the Annual Legislative Breakfast on September 23rd at the Farmingdale Public Library at 8:30am. Mrs. Westermann and Mrs. Grub agreed to represent the Board at this breakfast. Mr. McKenna will be attending as well.

TRUSTEE ITEM

LIPA PILOT – There is no further information regarding this issue. Mr. McKenna will continue to keep the Board of Trustees informed as additional information becomes available about this topic from Joseph Eisner of the NLS who is reviewing this matter.

CORRESPONDENCE

Thank you letter from Jennifer Brand, School Media Specialist

Re: Participation for the Annual Harbor School Read Aloud/Career Day

Thank you letter from Senator Michael Venditto

Re: Appreciation for the use of meeting room for the Nassau County Senior I.D. Program

PERSONNEL

The following changes were approved by the Board of Trustees:

Appointment: Margaret Capobianco, PT Librarian, eff. 7/11/16
Jordan Ament, Page, eff. 8/22/16
Jessica Sander, Page, eff. 8/22/16
Sara Alcorn, PT Librarian Trainee, 9/10/16
Resignation: Margaret Capobianco, PT Librarian, eff. 7/22/16
Michael Biaggi, Page, eff. 7/30/16
Margaret Crean, Page, eff. 8/13/16

OLD BUSINESS

LONG RANGE PLAN – Discussion will follow at future Board of Trustees Meetings.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the May 23rd, June 20th and July 25th were distributed to the Board for review. Upon inquiry from the Director, there were no questions or comments from any Board member.

NEW BUSINESS

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

Christine Weber PhD. Psychological Services PLLC for a one year term commencing July 1, 2016 and ending June 30, 2017.

Matos & Associates, LLC for a one year term commencing July 1, 2016 and ending June 30, 2017.

Kenneth Jacobsen for a one year term commencing July 1, 2016 and ending June 30, 2017.

CPAid Inc. for a one year term commencing July 1, 2016 and ending June 30, 2017.

CALENDAR FOR THE YEAR 2017 – After a discussion, the Calendar of the Year 2017 was approved on the motion made by Mr. DiPietro, seconded by Mrs. Coughlin, which unanimously passed.

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2017 – After a discussion, the Scheduled for Board Meeting Dates of the Year 2017 was approved on the motion made by Mr. DiPietro, seconded by Mrs. Grub, which unanimously passed.

PAYING RECURRING EXPENSES WITH PRIOR APPROVAL – In order to get all bills paid by their due dates, some payments have to be paid before the monthly scheduled board meeting. During our recent audit, Amy Law had a discussion with the Auditor regarding this topic and they recommended getting approval from the Board officially. This will allow certain types of disbursements be made before the monthly regular scheduled library board meeting, including recurring expenses such as payroll costs, State and Federal taxes, utility payments, lease agreements and credit card payments. Each payment of expenses lawfully incurred for library purposes will be supported by a fully itemized invoice and approved by Library Director. Warrants will also be approved by the Board at the next regularly scheduled meeting. After a discussion, it was agreed that the Director and Treasurer would draft a policy for further consideration at the next Board meeting.

ALIS DISSOLUTION RESOLUTION – After a discussion, on the motion made by Mrs. Westermann, seconded by Mrs. Grub, the Board voted unanimously in favor of the dissolution of the ALIS Corporation and the by-laws amendment. On the motion made by Mrs. Westermann, seconded by Mrs. Grub, Mr. McKenna was unanimously appointed as the Board's representative at the September 15, 2016 Directors of ALIS meeting to vote on two resolutions on the Board's behalf.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION - None

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:35pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, October 11, 2016 at 7:00 p.m.

Respectfully submitted by Amy Law