

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 9, 2015

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Mary Westermann, Secretary
Patricia Coughlin, Financial Secretary
James DiPietro, Asst. Financial Secretary
Frank McKenna, Director

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.

ORGANIZATIONAL MEETING

Mary Westermann was sworn in as elected trustee by Mr. Ruffner for a 5-year term commencing July 1, 2015 and ending June 30, 2020.

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
Mary Westermann, 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,

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
DEPOSITORY BANK -	TD Bank

APPROVAL OF MINUTES

The minutes of the meeting of June 15, 2015 were approved on the motion made by Mr. Gaughran, seconded by Mr. DiPietro.

Peter J. Ruffner	-Aye
Stephen J. Gaughran	-Aye
Mary Westermann	-Abstain
Patricia Coughlin	-Aye
James DiPietro	- Aye
	Motion carried

APPROVAL OF THE WARRANTS

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

# 70 - June 18, 2015	- 58,716.06
# 71 - June 30, 2015	- 10,798.05
# 72 - June 30, 2015	- 5,556.96
# 01 - July 2, 2105	- 36,956.97
# 02 - July 13, 2015	- 24,468.03
# 03 - July 13, 2015	- 25,586.66
# 04 - July 13, 2015	- 3,669.61
# 05 - July 16, 2015	- 61,755.93
# 06 - July 30, 2015	- 43,563.12
# 07 - August 10, 2015	- 21,916.95
# 08 - August 10, 2015	- 15,527.85
# 09 - August 10, 2015	- 26,426.52
# 10 - August 13, 2015	- 36,911.30
# 11 - August 27, 2015	- 58,667.26
# 12 - September 9, 2015	- 19,517.34
# 13 - September 9, 2015	- 9,698.10
# 14 - September 9, 2015	- 1,565.73

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. Based upon a recommendation from Mr. Ruffner, on the motion made by Mr. DiPietro, seconded by Mrs. Coughlin, the Board of Trustees approved the following resolution:

RESOLVED that the Board of Trustees approves to put \$77,907, which is the total surplus from the Mandatory Charges and Operating Budget for the fiscal year end of 2014/2015 to the Capital Improvement Fund Account.

RESOLVED that the Board of Trustees approves to put the total excess in the revenue of \$26,070 for the fiscal year end of 2014/2015 to reduce the tax levy for fiscal year 2016/2017.

TREASURER'S REPORT

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

Amy Law reported that:

- a. Nawrocki Smith LLP conducted an annual audit for the fiscal year 2014/2015 on July 13 and 14, 2015. A copy of the Audit Report will be mailed out to all Trustees when it is available. The presentation of the overview of the audit report will be scheduled at the November Board of Trustees meeting.
- b. Collateral Policy – Regarding the existing Collateral Policy, the auditor confirmed that there is no need to adopt a new policy as long as the library funds are fully secured by a Letter of Credit.
- c. 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 July for the fiscal year 2014/2015. Information provided by the Seaford Schools regarding the PILOT check of \$510.47 for the Nassau County property located on 508 Duffy Avenue in Hicksville was also reviewed and discussed.

- d. Letter of Credit – A conversation with Mr. Pickett from TD Bank regarding how TD Bank decides on the amount of money to be placed on the Letter of Credit. He explained that since FDIC covers \$250,000, and any remaining balance from our accounts will be insured by the Letter of Credit. Their Collateral Team will make sure we always have sufficient funds for coverage.
- e. Transfer of excess funds from General Fund Checking Account to General Fund Money Market Account is planned in the coming week in order to generate additional interest income. Since a requirement of a minimum of \$400,000 must be kept in the General Fund Checking Account, Amy Law will keep an eye on the balances for this account. After a discussion, the Board of Trustees gave the approval for the transfer of excess funds to the Money Market Account when possible.

DIRECTOR'S REPORT

Mr. McKenna reported that:

SAD NEWS - An announcement of the sudden death of ALIS Consortium Director, Brenda Giovanneillo on September 7, 2015.

BATHROOM RENOVATIONS –

- a. On August 17th, a design meeting with Mrs. Westermann, Margaret Grub and Tracy Hansen of BBS Architects was held to review design possibilities. They also visited two public libraries (Wantagh and Connetquot) in order to learn their experiences; materials used and design aspects of their restroom projects. Mrs. Westermann commented that future decisions on the restroom renovation will depend on what kind of budget the library has. More discussion will follow.
- b. Environmental Testing: Three proposals were reviewed for performing the pre-construction hazardous materials sampling and consulting services to facilitate the renovations to the library's bathrooms. The lowest responsible bidder, Envirosience Consultants, Inc, was awarded the job. The cost for this job is not to exceed \$2,500. On August 17th, samples were collected for analysis of possible asbestos, lead and PCB containing materials. Mr. McKenna will email Tracy Hansen for the test results and will continue to keep the Board of Trustees informed as the results become available.

PLANT & FACILITIES –

- a. HVAC – On August 5th, Sound Refrigeration & A/C, Inc. came and replaced the blower motor pulley and belt on vent #1 and #4. Both compressor controllers in condensing units were also replaced.
- b. Power washing – Bob Lahey came in August and power-washed the library's north and east facing sides where most grime and soot has accumulated.
- c. Painting – Cleaner, Dan O'Brien painted the area for Young Adult Books.

CIVIL SERVICE – An announcement that Civil Service Examinations will be distributed via email in the near future was reviewed. Our plan is to print out hard copies for the announcement and post it for the public.

COMPUTER AND TECHNOLOGY - Lighttower installed the fiber-optic cable in the library on July 10th.

ELECTRONIC VOTING MACHINES – Effective January 1, 2016 New York State law will no longer allow the user of lever machines in elections. Either paper ballots or optical scanning ballots will be permitted. The Nassau County Board of Elections (BOE) will continue to work with us to make the factors involved in the transition to optical scan voting machines and ballot marking devices understandable. The Nassau County BOE will hold a series of meetings to address questions and concerns for this new process. Mr. McKenna recommended using paper ballots rather than the electronic machines which will cost more to the library. As for Candidate information, we have to notify the BOE of their names four to six weeks in advance. After a discussion, the Board of Trustees asked Mr. McKenna to prepare a price analysis for switching to electronic voting machines. More discussion will follow at the next Board of Trustees meeting.

DIGITAL MAGAZINE SERVICES – Head of Reference, Ida Zaharopoulos attended a Panel Discussion concerning Digital Magazine Services (Zinio, Flipster, OverDrive) at NLS today. A summary of this meeting will be presented at the next Board of Trustees meeting.

GRANTS – A \$5,000 grant from State Senator Michael Venditto was announced in June and the grant was specifically for Children’s materials. A discussion has been made with Head of Children’s Services, Jacqueline Lopez regarding on how to spend this money. Mr. Ruffner suggested sending out a thank you letter to Senator Venditto. Mr. McKenna agreed.

INCIDENTS – A review of the Incident Report regarding Mr. Mark Cassidy’s disruptive behavior at the library on June 25th. As a result, Mr. Cassidy is banned from entering the library indefinitely.

MATERIAL FEES FOR PROGRAMS – Mr. McKenna explained that the reason for charging a small fee for some YA and Adult Programs is for the presenter to purchase and provide enough materials for the program. At the same time, charging a nominal fee at registration encourages patrons to show up for the program.

PROCUREMENT GUIDELINES POLICY – A discussion was held and it was agreed to review this policy annually at our Annual Organizational Meeting. At the same time, Mr. Ruffner suggested reaching out and getting bids from other insurance agencies for our property and casualty coverage. Mr. McKenna agreed.

SUMMER CONCERT SERIES 2015 - Mr. McKenna reported that the summer 2015 concerts were all very well attended and well received. However, due to inclement weather, the June 27th concert sponsored by the Friends of the Library was cancelled. He also complimented Librarian, Eric Wasserman, for a great job on organizing these concerts, as always.

LEGISLATIVE BREAKFAST – THE LILRC (Long Island Library Resources Council) and NCLA (Nassau County Library Association) will be sponsoring the Annual Legislative Breakfast on September 25th at the Elmont Memorial Library at 8:30am. Mrs. Westermann agreed to represent the Board of Trustees for this breakfast. Mr. McKenna will be attending as well.

FRIENDS OF THE LIBRARY – The Book and Bake sale will be held on Friday, September 25th and Saturday, September 26th. Set-up is Thursday, September 24th.

VOLUNTEER BREAKFAST – There was a reminder that the volunteer breakfast will be held on Wednesday, November 4th at 10am in the library’s meeting room.

60th ANNIVERSARY EVENT: To celebrate the 60th Anniversary of the Seaford Library, a family-friendly Comedy Show will be scheduled on Wednesday, November 4th at 2pm.

TRUSTEE ITEM

LIBRARY NEWSLETTER – Upon review and discussion, the Board of Trustees directed that at least one member of the Board of Trustees’ approve each monthly newsletter prior to printing, but a draft copy will be sent to all Trustees.

OUTDOOR MOVIE NIGHT – Mr. Ruffner suggested adding an Outdoor Movie Night or a Comedy Night for the coming summer 2016. Adding a Local Talent Night was also suggested by Mr. McKenna. Mr. McKenna will talk to Reference Librarian, Eric Wasserman regarding these suggestions. More discussion will follow at future Board of Trustees Meetings.

TAX ABATEMENTS – A discussion was held on the commercial property tax abatement and the new 2016 GASB regulation. State, county and local governments have tax abatement programs in place and the effects of tax abatements on their financial health and ability to raise revenue can be substantial. Discussion on this topic will follow at Board of Trustees Meetings and Mr. Tellier will opine his thoughts at the November meeting.

CORRESPONDENCE

An Email from Ms. Joan Obergh

Re: History of Seaford and Poem "Old Seaford from Karmer's Boatyard"

Mr. Ruffner suggested inviting Ms. Obergh to recite this poem for the StoryCorp Program. Mr. McKenna agreed and will look into this matter.

Thank you letter from Ms. Ginny Klum

Re: Complimented the Children's Summer Program

PERSONNEL

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

Appointment: Carolyn Lubber, PT Typist-Clerk, eff. 6/22/15

Termination: Camille DiPietro, Librarian I, eff. 7/17/2015

Status Change: Jillian Pelliccia, Librarian II, eff. 8/10/15

Kristen Jording, Librarian II, eff. 8/10/15

OLD BUSINESS

LONG RANGE PLAN – Mr. McKenna reported that he is still working on the list for a Five Year Long Range Plan. A suggestion of forming a Long-Range Planning Committee by inviting people from the community, from the Friends Group and Board members to discuss these issues. Mr. McKenna will follow up with this suggestion and present further ideas to the Board of Trustees.

INVESTMENT POLICY – A review of the current Investment Policy was effected, and it was agreed to make the following changes:

- a. Under Part III. Conditions: (A) Collateral – "Collateral will be monitored whenever the amount on deposit in any bank exceeds \$100,000". Instead of \$100,000, the amount should be updated to \$250,000 – Federal Deposit Insurance Corporation (FDIC) standard insurance amount.
- b. Appendix B – should be amended to include TD Bank.

HEALTH CARE DECLINATIONS – A discussion was held on various health care declination policies that were provided by other libraries. Mr. Ruffner reminded that if the library decides to adopt this policy, additional money will be set aside for this new budget line. At the same time, this policy will save money for the library. Before making any decision, a few questions should be clarified:

- a. Buyout amount
- b. Installation of payments
- c. What if the employee wishes to rescind, is there a waiting period
- d. What is the reinstatement policy on NYSHIP Empire Plan

Mr. McKenna agreed checking and clarifying all these questions and more discussion at the next Board of Trustees meeting.

STORYCORP UPDATES – Librarian Ida Zaharopoulos and Eric Wasserman continued to conduct more oral history interviews for this project. Several more interviews will be held in September and October. Since the recording equipment will be returned in late October, Mr. Ruffner suggested the possibility of purchasing a recording device for the library in order to continue this project. With all the materials that were collected through this project and materials that were provided by the Seaford Historical Society, Mr. McKenna suggested we should digitize all the materials before making it available for the public. More discussion will follow at future Board of Trustees Meetings.

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.

STATISTICS FOR MUSEUM PASSES – A discussion on the chart that shows the statistics for each museum passes for year 2012 to present.

STATISTICS FOR SUMMER READING CLUB – A total of 784 children and 65 young adults enrolled in the 2015 Summer Reading Club. A discussion was also held on the chart for Young Adult and Children’s Summer Reading Club Statistics. With a slightly lower participation on the Children’s Summer Reading Club, a question arises on whether there are fewer children in the community now. Mr. Ruffner suggested Mr. McKenna checking with the Seaford Schools on this issue. Mr. McKenna agreed.

Mr. McKenna complimented Mrs. Jacqueline Lopez, Head of Children Services who has done a great job on her first year as the Head of the Department.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the May 18th and June 22nd were distributed to the Board of Trustees for review.

NEW BUSINESS

CALENDAR FOR THE YEAR 2016 – After a discussion, the Calendar of the Year 2016 was approved on the motion made by Mr. DiPietro, seconded by Mrs. Westermann, which unanimously passed.

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2016 – After a discussion, the Scheduled for Board Meeting Dates of the Year 2016 was approved on the motion made by Mr. DiPietro, seconded by Mr. Gaughran, which unanimously passed.

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

Christine Weber PhD. Psychological Services PLLC for a one year term commencing July 1, 2015 and ending June 30, 2016.

Matos & Associates, LLC for a one year term commencing July 1, 2015 and ending June 30, 2016.

Kenneth Jacobsen for a one year term commencing July 1, 2015 and ending June 30, 2016.

CPAid Inc. for a one year term commencing July 1, 2015 and ending June 30, 2016.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. Westermann, which unanimously passed, the meeting was adjourned at 9:45pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, October 5, 2015 at 7:00 p.m.

Respectfully submitted by
Amy Law