

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 12, 2018

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:00p.m.

APPROVAL OF MINUTES

The minutes of the meeting of July 16, 2018 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann and unanimously passed.

APPROVAL OF THE WARRANTS

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

Capital Improvement Fund Account:

# 02 - August 15, 2018	-	294.61
# 03 - September 12, 2018	-	14,270.95

General Fund Account:

# 05 - July 26, 2018	-	64,662.61
# 06 - August 9, 2018	-	39,877.70
# 07 - August 15, 2018	-	21,023.93
# 08 - August 15, 2018	-	9,060.37
# 09 - August 15, 2018	-	11,116.25
# 10 - August 15, 2018	-	19,536.45
# 11 - August 23, 2018	-	64,265.41
# 12 - September 6, 2018	-	40,405.31
# 13 - September 12, 2018	-	16,249.80
# 14 - September 12, 2018	-	10,550.60
# 15 - September 12, 2018	-	4,235.62

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

SURPLUS FROM OPERATING FUND AND EXCESS IN THE REVENUE FOR FISCAL YEAR 2017/2018 – A discussion was made on how to distribute the surplus from the fiscal year 2017/2018. The surplus totaled \$219,472 - which included a surplus of \$197,427 from the Operating Budget and \$22,045 from the total excess in the revenue for fiscal year 2017/2018. On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board of Trustees approved the following resolution.

RESOLVED that the Board of Trustees approves the transfer of \$109,736 to the Capital Improvement Account for projected building improvements.

RESOLVED that the Board of Trustees approves to allocate \$109,736 to reduce the tax levy for fiscal year 2019/2020.

LIBRARY USAGE

Mr. Ruffner discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of June and July 2018.

2018 ENTERTAINMENT FOR A SATURDAY EVENING (EFASE) - A discussion was held regarding the chart for the 2018 Entertainment for a Saturday Evening (EFASE). Mrs. Coughlin spoke about a date conflict on the first Outdoor Concert and the St. William the Abbot Family Festival. She hoped for better scheduling for next year. A discussion was also held regarding the Comedy Show. It was not as well-attended as last year's and we will consider alternative such as a Talent Show, Karaoke, small Broadway Show, Frank Sinatra Tribute Show, etc. Mr. McKenna pointed out that the concert held at the LIRR station was also not as well-attended, and he suggested that all concerts will be held at the Town of Hempstead Parking Lot S-1 next year. The Board was agreeable to his suggestion.

TREASURER'S REPORT

The Treasurer's Report for the month of January 2014 was unanimously approved on the motion by Dr. Westermann, seconded by Mrs. Coughlin.

Amy Law reported that as of July 1st, interest rate for all Money Market Accounts at TD Bank was up from 0.78% to 0.90%. She also reported to TD Bank for an unknown transaction of an ACH Debit of \$343.50 on July 31st. A credit has been posted to our account on August 1st.

REQUEST FOR TOTAL ANTICIPATED EXPENDITURE FOR MONTH OF AUGUST 2018 – At the July 2018 meeting, the Board unanimously agreed to set a limit of \$185,000 for the total warrants for the month of August 2018. Amy Law reported that the total expenditure for August 2018 was \$164,880.11.

CD ACCOUNT – A discussion was held regarding the next investment step when the 90 Days CD matures on September 13th for the Capital Improvement Account. On the motion made by Mrs. Coughlin, seconded by Mrs. Grub, the Board unanimously approved the rollover of the 90 Days CD of \$1,000,000.00 and an additional of \$100,000.00 from the Capital Improvement Money Market Account (a total of 1,100,000.00 plus interest) to a 120 Days CD with an interest rate of 1.94% at TD Bank.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATION PROJECT – We have around \$5,000 to spend on this project due to an underspent on the State Construction Grant. Mr. McKenna has already contacted RCX Construction for an adjustment/replacement of the mechanism of bathroom doors. A suggestion of replacing the Ladies and Men's Room sign on the second-floor bathrooms were also discussed. Mr. McKenna will update the Board on this project at the next meeting.

WINDOW AND DOOR REPLACEMENT PROJECT – Application for the NYS Construction Aid for this project was sent to NLS in early August. According to the timetable provided by BBS Architects, the bid will be awarded in November 2018 and construction will start around January 2019. Mr. McKenna suggested inviting Ken Schupner of BBS Architects to attend the November or December meeting to talk about this project. The Board agreed.

AUDITOR – The Annual Audit presentation will be scheduled at the October 9th meeting. Mr. Ruffner asked Mr. McKenna to inform the Library Auditor that the Board would like to specifically discuss Claim Procedures and Policy for Budget Line Transfers.

DONATE FOR LIFE – The Library will be participating in a Donate for Life Organ Donor Registry event on October 13th. A suggestion of setting up a table with pamphlets and forms to register was made.

FOOD FOR FINES – The Library will participate in the Great Give Back initiative whose mission is to provide a day of opportunities for the patrons of Long Island Libraries to participate in meaningful, service-oriented experiences. For every overdue item returned on October 13th, the Library will forgive up to \$5 in associated fines for each food or personal item donated. Mr. Ruffner requested a statistic on this event for the meeting in November.

FRIENDS OF THE LIBRARY – The Friends of the Library will host an author event. On October 6th, local author Cathy Fitzgibbons-Rudolph will discuss her book, “Paul Lynde: A Biography.” A Book and Bake sale will be scheduled on Friday, September 28th and Saturday, September 29th. A table will also be set up at the Seaford Historical Society Fall Harvest Fair on September 23rd in hope to get more membership. A Tag Sale will also be scheduled on December 1st in conjunction with Seaford Day.

HVAC – Three quotes were solicited for an Annual Maintenance Service. Mr. McKenna will work with Library Attorney regarding the details on the contract. Mr. Ruffner requested a comparison chart of all three quotes for discussion at the next meeting.

SUMMER READING CLUBS – “LIBRARIES ROCK” – A discussion was held on the Statistics Chart for Summer Reading Clubs. The number of children who signed up for the Reading Club this year has declined from the last two years. After a discussion, Mr. Ruffner asked Mr. McKenna to contact Seaford Schools for an Enrollment Summary for discussion at the next meeting.

NASSAU COUNTY POLICE DEPARTMENT - SITUATIONAL AWARENESS TRAINING – This program is scheduled on Monday, October 22nd from 7pm to 9pm. This training will highlight the importance of preparedness as well as providing an overview of responses to every day emergencies, prepare the individuals for response as well as a critical incident such as an active shooter.

INCIDENT REPORT – A patron with disruptive behavior was arrested by police detectives on September 12th for outstanding warrants.

ANNUAL LEGISLATIVE BREAKFAST – The 33rd Annual Breakfast with NYS Legislators is scheduled on Friday, September 28th at 8:30am at the Nassau Library System headquarters. Dr. Westermann agreed to attend this breakfast with Mr. McKenna.

SEAFORD LOGO – Mr. McKenna suggested modifying the Seahorse logo for the Library. A more animated seahorse holding a book was discussed. Mr. McKenna will work on this project and more discussion will follow.

LIBRARY BYLAWS – A discussion was held regarding updating the Library Bylaws. Dr. Westermann agreed formulating a draft Library Bylaws for the Board to consider at its next meeting.

SEXUAL HARASSMENT PREVENTION POLICY - New York State adopted legislation this spring which will require all employers to have a sexual harassment prevention policy and to provide a copy of that sexual harassment prevention policy to their employees. Employers are required to have a compliant sexual harassment prevention policy and provide employees with a copy of the sexual harassment prevention policy, effective October 9, 2018. A sample sexual harassment prevention policy developed by the Department of Labor can be adopted with modifications for the library. Dr. Westermann agreed working with Mr. McKenna on this policy. More discussion will follow at the next meeting.

RAVE ALERT SYSTEM – In August 2018, from the announcement from Nassau County Executive Laura Curran, libraries county-wide will have the RAVE Panic Button System available for use. The RAVE application will assist the Nassau County Police in the event of an incident which requires emergency response by its police and emergency service officers. With this new system, Mr. Ruffner questioned if the library should keep the “Panic Buttons” that was installed by Johnson Controls Security Solutions. Mr. McKenna agreed to clarify this matter. More discussion will follow.

DEFIBRILLATORS – Mr. Ruffner asked about the status of the two AED (defibrillators) and staffing training of the unit. Mr. McKenna reported that he is working on it.

TRUSTEE ITEM

VACANT TRUSTEE POSITION – There were three candidates interested in the Trustee position. After a discussion, it was agreed to schedule a 15 minutes interview for each candidate starting at 6pm on Tuesday, October 9th.

CORRESPONDENCE - None

PERSONNEL

The following personnel changes were approved by the Board:

Resignation - Jessica Sander, Page, eff. 8/18/18

Retirement – Mary Bartolotta, PT Clerk, eff. 8/24/18

Appointment – Noelle Gruber, PT Clerk, eff. 7/30/18

OLD BUSINESS

CLAIM PROCEDURE – This topic will be discussed with Library Auditor at the next meeting.

AGREEMENT FOR GENERAL AND LABOR COUNSEL SERVICES WITH LAW OFFICES OF THOMAS M. VOLZ, PLLC – On the motion made by Mrs. Coughlin, seconded by Dr. Westermann, the Board of Trustees unanimously accepted and retained the Law Office of Thomas M. Volz, PLLC, as the Library Attorneys for a one-year period, subject to renewal at July 1, 2019.

POSTAGE COSTS OF THE FYE 6/30/2019 NEWSLETTER – Discussion has been postponed to the next meeting to address the costs associated with the actual mailing since those costs were not in the 2018-2019 Budget approved by the public.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

POLICY FOR BUDGET TRANSFERS – This topic will be discussed with Library Auditor at the next meeting.

CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR NOVEMBER 2018 – After a discussion, it was decided not to change the meeting date for November 2018 which will be on Tuesday, November 13, 2018.

CALENDAR FOR THE YEAR 2019 – A discussion was made on closing on “Good Friday”. Mr. Ruffner asked Mr. McKenna to check with the library attorney on this topic and will postpone further discussion until the next Board of Trustees Meeting.

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2019 - A discussion was made on scheduling for the Budget dates. A final draft will be ready for approval at the next meeting.

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. Grub, which unanimously passed, the meeting was adjourned at 8:40pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, October 9, 2018 at 7:00 p.m.

Respectfully submitted by
Amy Law