

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 18, 2016

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

Absent: Dr. Mary L. Westermann, Secretary

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.

A FORMAL EXCUSE FOR DR. WESTERMANN TO BE ABSENT FOR THE BOARD MEETING

On the motion made by Mrs. Coughlin, seconded by Mr. DiPietro, the Board approved the absence of Dr. Westermann from the meeting.

ELECTION OF OFFICER

A motion made by Mrs. Coughlin, seconded by Mr. DiPietro, the Board unanimously voted Mr. DiPietro as Financial Secretary and Mrs. Grub as Assistant Financial Secretary

APPROVAL OF MINUTES

The minutes of the meeting of January 11, 2016 were approved on the motion made by Mrs. Coughlin, seconded by Mr. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

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

TD Bank – Unemployment Insurance Account

02 - January 19, 2016 - 1,215.00

TD Bank – General Fund Account

40 - January 14, 2016 - 56,029.63

41 - January 28, 2016 - 42,284.87

42 - February 8, 2016 - 25,806.65

43 - February 8, 2016 - 3,627.24

44 - February 8, 2016 - 23,122.59

45 - February 8, 2016 - 3,754.02

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

TREASURER'S REPORT

The Treasurer's Report for the month of January 2016 was unanimously approved on the motion by Mrs. Grub, seconded by Mr. DiPietro.

MEDICARE B REIMBURSEMENT –To answer a question regarding the payment option for Medicare B. Reimbursement, New York State Health Insurance Program (NYSHIP) suggests the reimbursement can be issued monthly, quarterly, annually, or other designated time frame as long as it doesn't exceed 1 year. Since the library has only a few retirees and to avoid any complication, Amy Law suggested keeping the same by sending out monthly reimbursement checks to all retirees. The Board was agreeable to this suggestion. Amy Law also reported that copies of the 2016 Social Security Administration (SSA) letter stating the monthly Medicare premium have finally received from all retirees. As a result, a retro payment of \$1,910.40 will be issued to Mrs. Conboy on February 25, 2016 for the additional IRMAA premium from year 2011 to 2015.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS –

- a. HUD's Community Development Block Grant (CDBG) - A response letter from Mr. George Bakich, Commissioner of TOH Planning & Economic Development indicated that they will be unable to consider our request on seeking funding for the bathrooms renovations at this time.
- b. FORMS COMPLETED – Paperwork for SHPO (State Historical Preservation Office) and SEQRA (State Environmental Quality Review Act) were completed and sent to BBS Architects for their review. Final drawings and paperwork will be submitted to NYS Department of Education by BBS Architects.
- c. FEE CAP – According to BBS Architects, Fee Cap does not apply to this project. As a result, the building permit will be requested and issued directly through the New York State Department of Education instead of the Town of Hempstead.
- d. TIME LINE OF THE PROJECT – Mr. Ruffner asked about the estimated time line for this project from BBS Architects. Mr. McKenna will follow up with this request.
- e. MEETING WITH COUNCIL MEMBER, ERIN KING-SWEENEY – Mr. Ruffner requested that a meeting should be set up with Councilwoman Eric King-Sweeney to seeking funding for the project. Mr. McKenna agreed contacting her office and will keep the Board updated on this meeting.

PLANT & FACILITIES –

- a. ELECTRICAL WIRING – Allways Electric came and installed two new circuits in the Director's Office due to constant tripping of the circuit breaker. It was also determined that the electrical panel is very antiquated and a proposal was requested for the upgrade of the panel. Mr. DiPietro suggested getting a proposal to replace all electrical panels for the building due to safety issues. After a discussion, it was agreed to get two more proposals for this project. Mr. McKenna agreed and more discussion will be made at the next Board of Trustees meeting.
- b. HVAC –A service call was made to Sound Refrigeration due to no heat in the building on January 19th. As a result, a flu temp sensor was replaced for the Burnham Alpine unit. It was also recommended to install the condensate neutralizer to prevent pipe failure. A proposal was also requested for this job.
- c. SNOW CLOSING – The library was closed due to the blizzard on Saturday, January 23th.

- d. **PLUMBING** – a service call was made to Universe, Inc, to fix the draining problem of the sink in the ladies room on the main level of the library.

VACANT OFFICE SPACE – Discussion will be deferred to the next Board of Trustees meeting.

AUTOMATED LIBRARY INFORMATION SYSTEM (ALIS) – A special ALIS Directors meeting was held on January 14th to discuss the ALIS/NLS Investigative Committee’s report. A vote was taken regarding the recommendation to transfer all functions of ALIS to NLS and ALIS Executive Board to develop a plan to accomplish this goal. Mr. McKenna will keep the Board updated on this topic.

CHARGING STATION – The Seaford Chamber of Commerce are still in the process of picking out a charging station for the library. A choice of either a desk top station or a kiosk also has to be determined. Mr. McKenna will keep the Board updated on this topic.

FRIENDS OF THE LIBRARY – The Friends of the Library donated one of the Grand Prizes for the 2016 Adult Winter Reading Club: “Snow is Falling...Books are Calling”. A total of 74 adults participated in this program. Mr. Ruffner suggested Mr. McKenna contacting local newspaper to publicize this successful program. Mr. McKenna agreed.

TEEN SERVICES – Young Adult Librarian, Jillian Pelliccia, facilitated the first Teen Advisory Group (TAG) meeting on January 22nd. A total of 13 teens participated and good ideas were generated.

BANK RECONCILIATIONS – According to the NYS Office of the State Comptroller, bank reconciliations should be performed by someone who is independent of the accounting functions and does not have access to cash. A library staff member, a designated Board member, or an independent person could review accounting entries and bank reconciliations on a monthly basis. Mr. McKenna distributed information on how Wantagh and Shelter Rock libraries handle this issue. More discussion will be held at future Board of Trustees meeting.

TRUSTEE ITEM

FRANK J. HOSCHEK MEMORIAL SERVICE AWARD - Mr. McKenna will work out the schedule with Mrs. Coughlin and her family regarding this award presentation during one of the Summer Concert Series.

CORRESPONDENCE

Thank you letter from NYS Senator, Michael Venditto
Re: The participation of the Annual Holiday Toy Drive
Thank you letter to Seaford Wellness Council
Re: \$300 donation to support the children’s programs

PERSONNEL

The following personnel change was approved by the Board:
Resignation: Geoffrey Stone, PT Cleaner, eff. 1/24/2016
Appointment: Ralph Pelliccia, PT Cleaner, eff. 2/6/2016

OLD BUSINESS

DECLINATION OF HEALTH CARE COVERAGE – A discussion was held regarding the proposed Health Care Coverage Declination policy. Suggestions, recommendations and changes were noted. A final draft copy of the Proposed Health Care Coverage Declination Policy will be presented at the next Board of Trustees meeting for approval.

PROPOSED BUDGET FOR YEAR 2016/2017 – A discussion was held regarding the rate for the Property Tax Cap Inflation and Allowable Levy Growth Factors. According to the Office of the NYS Comptroller, for fiscal year beginning 2016, the Allowable Levy Growth Factor is 1.0012 and inflation Factor is 0.12%. When reviewing the formulas for determining “Property Tax Levy Limit under the Cap”, one of the calculations was questionable. After discussion, it was agreed for Mr. McKenna to contact library auditor, Dave Tellier to confirm the accuracy of the calculation. As a result, the final approval of the Proposed Budget Vote for 2016-2017 was tabled to the next Board of Trustees meeting.

LIBRARY USAGE

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

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

LIPA PILOTS (PAYMENT IN LIEU OF TAXES) – According to the Seaford School District, there will be no impact on the library regarding this LIPA PILOT.

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 8:56pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, March 14, 2016 at 7:00 p.m.

Respectfully submitted by
Amy Law