

**SEAFORD PUBLIC LIBRARY
Seaford, New York**

**BUDGET HEARING
AND
MEETING OF THE BOARD OF LIBRARY TRUSTEES**

March 20, 2014

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Eileen Montalbano, Secretary
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary
Frank McKenna, Director

Guest: Linda Cannati, James DiPietro, Margaret D. Grub, Maria LeRose, Liz Volz

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:10p.m.

CANDIDATE INTRODUCTION

There are two candidates running for an open seat on the Library Board at the April 2nd election. A brief introduction was made by Seaford residents, Mr. James DiPietro and Mrs. Margaret D. Grub.

BUDGET HEARING

Peter J. Ruffner, President, reviewed the 2014/2015 Proposed Library Budget and discussed the percentage increase of each item over last year's budget. The taxable amount to be voted upon is \$1,959,981 which represents a 2% increase over last year's budget. Mr. Ruffner answered questions raised by guests present at the meeting.

APPROVAL OF MINUTES

The minutes of the meeting of April 11, 2011 were approved on the motion made by Mr. Rall, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 49 - February 27, 2014	- 63,473.54
# 50 - March 13, 2014	- 37,921.68
# 51 - March 20, 2014	- 15,251.53
# 52 - March 20, 2014	- 11,475.04
# 53 - March 20, 2014	- 11,363.36

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 February 2014 was unanimously approved on the motion by Mrs. Coughlin, seconded by Mr. Rall.

Amy Law reported that the audit for the Fiscal Year 2013/2014 will be scheduled on Monday, July 14th with the Library Auditor, Nawrocki Smith LLP. After a discussion, the Board of Trustees asked Amy Law to schedule the library auditor to attend the October 2014 Board of Trustees Meeting and present the report. Since the three years contract with Nawrocki Smith LLP will be expired soon, Mr. Ruffner asked Mr. McKenna to contact them and ask for a new proposal for the Board of Trustees to review.

DIRECTOR'S REPORT

Mr. McKenna reported that:

- a. Architect –Mr. Lee Sagistano, architect of LAS Associates, previously determined that the blueprints of the building were not adequate for him to create an accurate proposal for the renovation of the bathrooms. Mr. McKenna has contacted the State Education Department and the Town of Hempstead regarding the building blueprints, and they both claimed that no such blueprints of the building are on file. A list of architects was distributed to the Board of Trustees and Mr. McKenna agreed to contact them for a second opinion and proposals for the restroom renovations. Mr. McKenna will report back at the April meeting.
- b. Circulation Desk & Magazine Rack – Bob Lahey Construction came and repaired a broken cabinet door at the Circulation Desk and a magazine rack on March 4th.
- c. Carbon Monoxide Detectors: Three Carbon Monoxide Detectors were purchased and installed at the Lower Level of the building. More detectors are planned for other areas of the building. Mr. McKenna also reported that a fire inspection is scheduled on Wednesday, March 26th. Mr. Ruffner suggested Mr. McKenna to check with the Fire Marshall to determine the location and number of the detectors that should be ordered for the building.
- d. Solar Panels – Brentwood Public Library recently installed solar panels for their building. Since this may be a future project for our building, Mr. McKenna has made contact with Brentwood's Director, Tom Tarantowicz and will meet up with him next week. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.
- e. Private Parking Lot – Due to the bad winter season, the library's parking lot has deteriorated badly. A list of pavers to consider is being compiled.
- f. Automatic Doors – An after-hours emergency service call was placed for the outer automatic door on Friday, March 14th. A new motor was installed on that door as a result. Mr. McKenna reported that a quote for replacing both automatic doors has also been requested.
- g. Construction Grant – After a discussion, for the next round of NYS Public Library Construction Grants, it was agreed to replace the carpet at the Front Entrance, new sets of automatic doors and the energy efficient exterior lighting for the building. The Board of Trustees asked Mr. McKenna to get proposals for all three projects for more discussion at the next Board of Trustees Meetings.
- h. Front Entrance Vestibule – Painter John Rurney spackled and painted the front entrance vestibule area on March 12th and March 14th.

SUMMER 2014 OUTDOOR CONCERTS – Mr. McKenna has made contact with Astoria Federal Savings Bank regarding a possibility of co-sponsoring the Summer Outdoor Concerts. Searching for more sponsorship from other businesses in Seaford was also suggested. Mr. Ruffner reminded Mr. McKenna to write letters to all four community groups regarding the co-sponsorship of the summer outdoor concerts.

FOIL REQUEST – Mr. McKenna reported that the FOIL request information has been mailed to Mr. Jurist.

CORRESPONDENCE

Letter from Office of the Supervisor, Town of Hempstead
Re: Decision to deny a permit for a “Las-Vegas Style” cabaret in Wantagh

PERSONNEL - None

OLD BUSINESS - None

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 of the January 27th were distributed to the Board of Trustees for review.

NEW BUSINESS

2013 ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES – The New York State Annual Report was reviewed and accepted by the Board of Trustees.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees. Mr. Ruffner spoke about the local newspaper, Wantagh Seaford Citizen. The paper will very shortly be split into two papers; one for Seaford area and one for Wantagh area. A special column in this newspaper may be set aside for local community groups; this will be a great way to get more publicity. More information will follow.

PUBLIC COMMENT

Ms. Volz had questions which were answered by Mr. Ruffner.

EXECUTIVE SESSION

On the Motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:40pm.

The Board reconvened in open session at 8:50pm on the motion made by Mr. Rall, seconded by Mrs. Coughlin.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:51pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 14, 2014 at 7:00 p.m.

Respectfully submitted by
Amy Law