

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 9, 2015

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

Guest: Margaret Grub

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:15p.m.

APPROVAL OF MINUTES

The minutes of the meeting of February 26, 2015 were approved on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 43 - February 12, 2015	- 137,078.14
# 44 - February 26, 2014	- 38,320.21
# 45 - March 9, 2015	- 24,403.57
# 46 - March 9, 2015	- 7,568.32
# 47 - March 9, 2015	- 11,883.35

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 2015 was unanimously approved on the motion by Mrs. Coughlin, seconded by Mr. DiPietro.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOM RENOVATIONS –Lauren Bristol, Library Attorney was met regarding the contract with BBS Architects & Engineer for the renovation of bathrooms in the library. A mark-up copy that was prepared by Ms. Bristol will be distributed to the Board of Trustees for review. More discussion will follow at the next Board of Trustees Meetings.

SNOW REMOVAL – A discussion was held with our snow removal contractor, Jerry Kincaid, regarding doing a better job on shoveling of all sidewalks around the building.

TRUSTEE ITEM - None

CORRESPONDENCE

Thank you letter from Councilwoman, Eric King Sweeney

Re: Invitation for attending Seaford Chamber Of Commerce Installation Dinner

PERSONNEL - None

OLD BUSINESS

PROPOSED BUDGET FOR YEAR 2014/15 - After discussion, on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran, the Board of Trustees unanimously approved the 2015/2016 library budget. This reflects a 1.53% increase over the 2014/2015 budget in the balance to be raised by taxation. Mr. Ruffner remarked that the Board and Staff deserve praise for developing a solid financial budget while expanding services.

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.

POSTERS FOR SUMMER CONCERT SERIES – A review of the first draft of the poster for 2015 Summer Concert Series that was designed by Librarian, K. Jording was effected. Mr. Ruffner asked the Board of Trustees to make suggestions, comments and feedbacks on this poster to Mr. McKenna at the next Board of Trustees meeting. When this poster is finalized, it will be sent to professional printer. These posters will be displayed at local retail stores and train station for publicity. Mr. Ruffner reminded Mr. McKenna to write letters to all four community groups regarding the co-sponsorship of the summer outdoor concerts and the authorization of using their logos on our poster. Mr. Ruffner instructed Mr. McKenna to make contact with Bethpage Federal Credit Union regarding co-sponsorship again for our summer outdoor concerts.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes were distributed to the Board of Trustees for review. Mr. Ruffner raised question about the “Designation of Official Newspaper” in the NLS minutes, which brought up the issue with the library’s obligation on publishing legal notices in more than one local newspaper. Mr. McKenna will clarify this issue at the April Trustee meeting.

NEW BUSINESS

CHANGE OF BOARD OF TRUSTEES MEETING FOR THE MONTH OF DECEMBER 2015 - On the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board of Trustees agreed to change the meeting date from Monday, December 14th to Tuesday, December 15th.

PROPOSED SALARY SCHEDULE – On the motion made by Mrs. Coughlin, seconded by Mr. Gaughran, the Board of Trustees unanimously approved the proposed Salary Schedule, effective July 1, 2015

CHANGE OF BANK: PRICING PROPOSAL FROM TD BANK – Amy Law reported that a meeting was held with Matt Pickett of TD Bank to discuss the pricing proposal. According to the TD Bank Municipal Convenience Checking Proforma, a minimum of around \$400,000 Compensated Balance is required for a non-interest bearing Checking Account, with no monthly service charge. Any excess balances can be kept in a Money Market Account with a current interest rate of 0.15%, which only allows 3 transactions every month. As suggested, except for the General Fund Account, all other five accounts can be put into five different Money Market Accounts. To disburse funds from these five accounts, we will have to transfer money to and write checks from the General Fund account.

For the General Fund Account, Mr. Pickett suggested opening up a General Fund Operating Account and a General Fund Money Market Account if we have any excess balance. Money can be transferred back and forth between the accounts as long as we meet the minimum balance in the General Fund Operating Account. Mr. Pickett also suggested the library to add the Collateral Agreement into our Investment Policy.

After a discussion, Mr. Ruffner suggested clarifying TD Bank's state of domicile. Amy Law will follow up on this issue with Mr. Pickett. On the motion made by Mrs. Montalbano, seconded by Mr. DiPietro, the Board of Trustees unanimously approved switching from JPMorgan Chase Bank to TD Bank. The target for switching over will be as soon as feasible. More discussion will be made on adding the Collateral Agreement into our Investment Policy at the next Board of Trustees Meeting.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Grub has a few questions which were answered by Mr. Ruffner.

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin seconded by Mr. DiPietro the Board entered into Executive Session at 8:23pm to discuss personnel issues.

The Board reconvened in open session at 8:30pm on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran.

ADJOURNMENT

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

The next meeting of the Board of Library Trustees was scheduled for Monday, April 6, 2015 at 7:00 p.m.

Respectfully submitted by
Amy Law