

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 9, 2012

Present: Peter J. Ruffner, President
Eileen Montalbano, Secretary
Patricia Coughlin, Asst. Financial Secretary
Frank McKenna, Director

Absent: Stephen J. Gaughran, Vice-President
John Rall, Financial Secretary

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:06p.m.

TOUR OF THE 2ND FLOOR HALLWAY WITH BOB LAHEY

The Board of Trustees took a tour of the 2nd floor hallway with Mr. Lahey. Mr. Lahey explained the job involving the fixing of the floor and installation of new carpet for the hallway. The 2nd phase of this project is scheduled the end of this week. Mr. Ruffner reminded Mr. McKenna to communicate with all tenants regarding this project. Mr. McKenna agreed.

APPROVAL OF MINUTES

The minutes of the meeting of March 26, 2012 were approved on the motion made by Mrs. Coughlin, 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 Mrs. Montalbano which unanimously passed:

# 53 - March 29, 2012	- 40,880.80
# 54 - April 9, 2012	- 8,392.82
# 55 - April 9, 2012	- 7,912.26
# 56 - April 9, 2012	- 8,815.61

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

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

TREASURER'S REPORT

The Treasurer's Report for the month of March 2012 was approved on the motion by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES:

- a. Tenant Flooring and Carpeting: After a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, the Board of Trustees unanimously agreed to finish the final section of this project after July 1, 2012 and will be paid under the line "Repairs to Building and Service Contract".
- b. Eye Catcher Neon & Sign Co. came and re-lettered the sliding door of the front entranceway on April 2nd. The rest of the job is scheduled the end of this week.
- c. The Eagle Scout project candidate Frank Manhken and his troop members finished the project on April 1st. Mr. Ruffner questioned if one of the gutters should be laid flat on the brick instead. Mr. McKenna agreed to call Mr. Manhken and ask to make the adjustment. Many pictures were also taken before and after the project. Mr. Ruffner suggested displaying the pictures at the library before the next meeting for publicity and also expressing our thanks to them. For more publicity it was also agreed to put pictures on the library's website, Facebook page, Patch.com and local newspapers. Mr. McKenna also reported that Manhken family has been invited to attend the next Board of Trustees meeting for a photo-op.

TAX CAP – After an investigation, Mr. McKenna reported that a total of \$4,403 PILOT from the Nassau County and Nissan dealership will be received in FYE 6/30/2013.

AUDITOR – We have just received the contract from Nawrocki Smith LLP regarding the Annual Audit Services. A copy of the contract will be sent out to Board of Trustees for review. Mr. Ruffner asked all Trustees to contact Mr. McKenna if there are any questions or concerns regarding the contract. Otherwise, it was agreed for Mr. McKenna to move forward and execute the contract. At the same time, Mr. Ruffner reminded Mr. McKenna to write a letter to R.S. Abrams to discontinue their service. Mr. McKenna agreed.

LIBRARY BUDGET VOTE – The library budget for 2012/2013 was approved. The vote total was 125, 85 yes and 40 no. Mrs. Coughlin was re-elected Trustee with a total of 106 votes.

LIBRARY FUNDING ADVOCACY – A message from NYLA Interim Director Jeremy Johannesen regarding the restoration of funding for libraries and library systems for this year.

ACCIDENT – An incident report regarding an accident that occurred in the meeting room on March 28th during a movie showing. A claim has been submitted with Hometown Insurance Company. Mr. McKenna reported that some changes such as registration is required and no more walk-ins, have been made for this program. After a discussion, it was agreed to publish the number of seats available for the program on the newsletter and setting up rules such as no one is permitted to go in after the movie is started, flash lights should be available when needed, and first day of registration for Seaford School District Residents only. Mr. McKenna reported that he will monitor this program and inform the Board of Trustees for any updates.

LIBRARY TRUSTEES ASSOCIATION (LTA) – Mr. McKenna suggested the library be a member of the LTA. With the annual cost of \$225, that will include a discount rate on attending the annual Trustee Institute, handbook for Library Trustees in New York State, a quarterly newsletter, an online Trustees Discussion Group and etc. After a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, the Board of Trustees unanimously agreed joining the LTA.

PLA CONFERENCE – Mr. McKenna requested the approval from the Board of Trustees for the reimbursement of the expenses for his attendance at the PLA Conference in Philadelphia, PA. The Board of Trustees unanimously approved the reimbursement. Mr. Ruffner suggested putting this expense for the future under the budget line "Professional Improvement – Director". The Board of Trustees agreed.

CORRESPONDENCE

SUMMER OUTDOOR CONCERTS - Letters inviting community group co-sponsorship are ready for Mr. Ruffner to sign and send out.

PERSONNEL

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

Appointment: Ginamarie Leone, PT Librarian Trainee, eff. 6/4/2012

Termination: Ginamarie Leone, Page, eff. 6/3/2012

OLD BUSINESS

COMPENSATED ABSENCES – With the absence of Mr. Gaughran and Mr. Rall, the Board of Trustees agreed and deferred the discussion to the next Board of Trustees meeting.

LIBRARY USAGE

SUMMER OUTDOOR CONCERTS – A total of 4 concerts have been scheduled for this coming summer. Three will be held in the Town of Hempstead lot adjacent to the library, one at the Seaford railroad station location. Those held on home turf are “rain or shine” arrangements. On the newly revised contract, we have added the phrase: “if concert is canceled due to weather conditions, half payment will be paid”. The Board of Trustees unanimously agreed the wordings on the contract. Mr. Ruffner also requested emailing the list for the Summer 2012 Concert to all Board of Trustees and Mr. McKenna agreed.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS - None

PUBLIC RELATIONS/MEDIA COVERAGE - None

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Coughlin, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:25pm to discuss tenant issues.

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

LEASE RENEWAL – After a discussion, on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano, the Board of Trustees unanimously agreed to freeze the rent with a one year lease term.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Montalbano, which unanimously passed, the meeting was adjourned at 8:32pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 7, 2012 at 7:00 p.m.

Respectfully submitted by
Amy Law