

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 6, 2015

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

Absent: Eileen Montalbano, Secretary

Guest: William Duggan, Margaret Grub, Joe McMahon, Mary Westermann

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.

CANDIDATE INTRODUCTION

There are three candidates running for an open Trustee position on the Library Board at the April 15th election. A brief introduction was made by Seaford residents, Mrs. Mary Westermann, Mr. William Duggan and Mrs. Margaret D. Grub. Mr. Ruffner spoke that the Seaford community will be well served by any one of these candidates and hope all will stay active with the library.

BUDGET HEARING

Peter J. Ruffner, President, reviewed the 2015/2016 Proposed Library Budget and discussed the percentage increase of each item over last year's budget. The taxable amount to be voted upon is \$1,989,899 which represents a 1.53% increase over last year's budget.

APPROVAL OF MINUTES

The minutes of the meeting of March 9, 2015 were approved on the motion made by Mr. Gaughran, 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 Mr. DiPietro, which unanimously passed:

# 48 - March 9, 2015	-	872.19
# 49 - March 12, 2015	-	34,849.53
# 50 - March 26, 2015	-	58,615.86
# 51 - April 6, 2015	-	20,954.52
# 52 - April 6, 2015	-	7,191.41
# 53 - April 6, 2015	-	8,331.77

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

CHANGE OF BANK - A follow up from the last meeting regarding TD Bank's state of domicile, Amy Law clarified that TD Bank is located in Delaware and currently operating retail stores in 15 States on the East Coast and the District of Columbia. An email exchange with the Library Auditor resulted in confirmation that a lot of their library and village clients also bank with TD Bank. As for setting up the bank accounts, as recommended by Mr. Pickett from TD Bank, it was decided to set up three Money Market Accounts (General Fund, Compensated Absences and Capital Improvement Fund) and four Checking Accounts (General Fund, Revolving Fund, Unemployment Insurance and Rent Security). Signature cards, resolution and bank agreements were also ready for signatures from the Board of Trustees. Either May 1st or June 1st has been set as the target date for switching to TD Bank. Amy Law will continue to keep the Board of Trustees informed as more information becomes available. As for applying for a new Business Credit Card with TD Bank, an annual fee of \$150 will be required. After a discussion, it was agreed to continue to use the Chase Credit Card until it either expires or starts charging a fee.

DIRECTOR'S REPORT

Mr. McKenna reported that:

ELEVATOR – An updated inspection card was finally completed and displayed in the elevator by ThyssenKrupp Elevators, Inc.

PROPERTY TAX FREEZE CREDIT – The Property Tax Freeze Credit is a two-year tax relief program that reimburses qualifying NYS homeowners for increase in local property taxes on their primary residences. For local government like us, it will be phased in over two years. For year one, we must comply with the property tax cap. This means the increase in the tax levy cannot be more than that allowed by a formula established by State law. Year two requires local governments to comply with the tax cap and also develop and implement a Government Efficiency Plan to reduce costs by consolidating services. Mr. McKenna reported that the library has been under the tax cap since 2012, and has already started the service sharing with the Nassau Library System. There is still no definite plan on how to develop an efficiency plan in order to comply with this legislation. More meetings will be scheduled with other library directors for discussion on this matter. Mr. DiPietro suggested reaching out to Library Auditor for more details. Mr. McKenna agreed and will continue to keep the Board of Trustees informed as more information becomes available.

STAFF TRAINING – The training workshop “Surviving an Active Shooter Incident”, conducted by retired NYPD Detective Don Longo was held on March 11th.

DECLINATION OF HEALTH CARE COVERAGE - Discussion will be tabled to the next Board of Trustees Meeting.

STORYCORP – Librarian I. Zaharopoulos and E. Wasserman met up with two Storycorp librarians from the Bellmore Library to learn about the technicalities of operating the equipment for this project. In cooperation with the Seaford Historical Society, Mr. Charles Wroblewski, President of the Society has already dropped off several disks with oral histories for the library's collection.

NEW YORK STATE BUDGET – On March 31st the portion of the state budget that includes library aid was approved. Library formula aid was increased by \$5 million which represents the biggest single-year gain in library aid in 7 years. \$14 million was once again appropriated for the Public Library Construction Grant Program. \$1.3 million was also appropriated to offset the MTA Payroll Taxes payments by public libraries and library systems paid. Public libraries and library systems have since been permanently exempted from the payment of MTA Payroll taxes.

TRUSTEE ITEM

CHANGE OF BOARD OF TRUSTEES MEETING FOR THE MONTH OF JUNE 2015 –

After a discussion, it was agreed and check if the meeting room will be available on Monday, June 15th. Mr. McKenna will confirm the date with the Board of Trustees through email.

CORRESPONDENCE - None

PERSONNEL

The following personnel changes were approved by the Board:

Appointment: Camille DiPietro, FT Librarian I, eff. 3/27/2015

Retirement: Barbara Richardson, PT Clerk, eff. 5/1/2015

OLD BUSINESS

CONTRACT BETWEEN OWNER AND ARCHITECT – Library Attorney, Lauren Bristol has reviewed the Standard Form of Agreement between Owner and Architect with BBS Architects regarding the renovation of the bathrooms. She suggested a few minor changes on the agreement and after a discussion, it was agreed that the Director will relay the proposed changes to BBS Architects.

LIBRARY USAGE

Mr. Gaughran discussed the graph that he distributed prior to the meeting regarding the Operating Budget. Mr. Ruffner thanked Mr. Gaughran for the analysis.

POSTER FOR SUMMER CONCERT SERIES – A discussion on the draft of the poster and suggestions and comments were noted. When this poster is finalized, it will be presented to the Board of Trustees before it is professionally printed.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the February 23rd were distributed to the Board of Trustees for review.

NEW BUSINESS

2014 ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES – The New York State Annual Report was reviewed and accepted by the Board of Trustees. Mr. Ruffner inquired about the MTA Payroll Tax offset due Seaford (pg.2 of the February 23, 2015 Minutes). Mr. McKenna will inquire about our refund and report at the next Board of Trustees Meeting.

COLLATERAL POLICY - Discussion will be tabled to 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.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 8:50pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 18, 2015 at 7:00 p.m.

Respectfully submitted by
Amy Law