

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 13, 2012

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

Absent: John Rall, Financial Secretary

Guest: Ginamarie Leone

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:12p.m.

A FORMAL EXCUSE FOR MR. RALL TO BE ABSENT FOR THE BOARD MEETINGS

On the motion made by Mr. Gaughran, seconded by Mrs. Coughlin the Board approved the absence of Mr. Rall from the February 2012 Board of Trustees meeting.

APPROVAL OF MINUTES

The minutes of the meeting of January 9, 2012 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:

# 39 - January 9, 2012	- 15,858.68
# 40 - January 19, 2012	- 95,546.82
# 41 - February 2, 2012	- 33,978.09
# 42 - February 13, 2012	- 12,545.72
# 43 - February 13, 2012	- 5,247.07
# 44 - February 13, 2012	- 10,191.97
# 45 - February 13, 2012	- 7,662.75

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedule were reviewed by the Board. Mrs. Coughlin questioned if the library should set aside a reserve fund in case tax money is not collected due to foreclosure or other reasons. After a discussion, Mr. Ruffner asked Mr. McKenna to contact the library's auditor and inquire about this matter. More discussion will follow at the next Board of Trustees Meeting.

TREASURER'S REPORT

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

Amy Law reported that she has made the transfer from "Compensated Absences Account" to the "General Fund Account" for paying Brian Griffin's unused vacation and sick leave.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES:

- a. Tree: The grate that was removed by Bill Arnold, owner of Rudy's A-1 Auto Body, was reinstalled on January 13th. Mr. Ruffner asked Mr. McKenna to write a thank you letter for his signature to Mr. Arnold for his free service.
- b. Tenant Level Floor: Bob Lahey came and fixed the weakened flooring outside the elevator on the tenant level. Mr. McKenna also reported that there are a few other weak spots on that same level's floor and has already asked Mr. Lahey to give him another proposal for fixing all the problem.
- c. Fire Marshall Inspection: Fire Marshall Kevin Herbst came for the fire safety inspection on January 27th and no problem was identified.
- d. Crossing Sign: A call was made to the Town of Hempstead regarding the pedestrian crossing sign being installed too low that may cause a hazard to the public. The Town of Hempstead has already come and adjusted the height of the sign on Monday, February 6th.
- e. Awning: A claim has been made with the Insurance Company regarding the awning at the front entrance of the building that was blown off by the wind storm on December 20, 2011. Since we have a \$500 deductible on our policy and the cost of the original awning was under \$500, Mr. McKenna reported that replacement cost of the awning will not be covered by the insurance company. After a discussion, it was agreed for Mr. McKenna to investigate the cost of replacing the awning and report back to the Board of Trustees at the next meeting for more discussion.

NATURAL GAS - Mr. McKenna reported that he's in the process of gathering proposals from Hess Corp., Plymouth Rock Co. and JTT Energy regarding getting the lowest price for Natural Gas for the building. A full report will be presented to the Board of Trustees at the next meeting for discussion.

AUDITORS - Proposals submitted by Cullen & Danowski, LLP, Nawrocki Smith LLP and R.S. Abrams Co. were discussed. It was agreed for Mr. McKenna contacting Mr. Tellier, CPA from Nawrocki Smith LLP to negotiate the audit service fees for years 2013 and 2014. A final decision will be made at the next Board of Trustees meeting.

DENTAL INSURANCE – According to the Staff Manual – "Library provides individual coverage for all full-time employees for the Dental Insurance". Delta Dental is our current dental insurance carrier and the contract is expiring June 30, 2012. A proposal was recently submitted by MetLife Dental Plan. A comparison of both plans prepared by Amy Law was discussed. With the same coverage, MetLife Dental Plan will save about \$4,400 per year for the library. On the motion made by Mrs. Coughlin, seconded by Mr. Gaughran which unanimously agreed to switch the dental plan to MetLife as of July 1, 2012.

EAGLE SCOUT PROJECT – Mr. McKenna reported that the Town of Hempstead contacted him and confirmed the delivery of the dumpster for use on Saturday, March 31st and Sunday, April 1st. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

OPEN MEETING LAW – Governor Cuomo has signed a bill that aims to increase transparency and civic participation in the process of government. According to this law, it requires records, including a proposed resolution, law, rule, regulation, policy or amendment thereto, scheduled to be presented and discussed by a public body at an open meeting be made available for review to the public. Mr. McKenna informed the Board of Trustees that currently the library publicizes the minutes and proposed budget on the library website. He also suggested that the agenda be publicized prior to the meetings starting next month. The Board of Trustees agreed.

CORRESPONDENCE

Congratulation letter to Mr. McKenna

Re: Mr. McKenna elected to the Long Island Resource Council's Board of Trustees

Thank you letter from NYS Senator Fuschillo

Re: Participating in the Holiday Food Drive

OLD BUSINESS

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

LIBRARY USAGE

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library material. Mr. Ruffner thanked Mr. Gaughran for the analysis.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

ANNUAL REPORT 2011 – The New York State Annual Report that was prepared by Amy Law was reviewed and accepted by the Board of Trustees.

PUBLIC RELATIONS/MEDIA COVERAGE – A few articles were included in the packet for the Board of Trustees to review.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin, seconded by Mr. Gaughlin, the Board entered into Executive Session at 8:28pm to discuss the personnel budget.

The Board reconvened in open session at 9:05pm on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano.

PERSONNEL

Mr. McKenna reported that as of June 2012, PT Librarian Martha Murphy will be retiring. Mr. McKenna and Head of Reference, Mrs. Zaharopoulos suggested filling this position with a PT Librarian Trainee, and they both agreed that Library Page, Ginamarie Leone will be a good candidate for this position. After a discussion, on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran, the Board of Trustees agreed to fill this position with Ms. Leone subject to Civil Service Commission approval.

OLD BUSINESS

PROPOSED BUDGET FOR YEAR 2012/2013 - After discussion, on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board of Trustees unanimously approved the 2012/2013 library budget. This reflects a 1.75% increase over the 2011/2012 budget in the balance to be raised by taxation.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. Montalbano, which unanimously passed, the meeting was adjourned at 9:10pm.

The next meeting of the Board of Library Trustees and Budget Hearing was scheduled for Monday, March 26, 2012 at 7:00 p.m.

Respectfully submitted by
Amy Law