

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 18, 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: 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 January 13, 2014 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Rall 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:

# 41 - January 13, 2014	- 2,088.40
# 42 - January 16, 2014	- 61,716.09
# 43 - January 30, 2014	- 43,869.30
# 44 - February 13, 2014	- 37,796.96
# 45 - February 18, 2014	- 17,836.25
# 46 - February 18, 2014	- 6,157.79
# 47 - February 18, 2014	- 13,260.07
# 48 - February 18, 2014	- 14,637.68

Mr. Ruffner asked Mr. McKenna to contact the snow removal company, J & J III, Inc. regarding doing a better job of snow removal to ensure a safe sidewalk for patrons and other users. Mr. McKenna agreed.

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 January 2014 was unanimously approved on the motion by Mr. Gaughran, seconded by Mrs. Coughlin.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PLANT AND FACILITIES –

- a. Architect – Mr. McKenna had several phone conversations with Mr. Lee Sagistano, architect of LAS Associates, and it was determined that the blueprints of the building were not adequate for him to create an accurate proposal for the renovation of the bathrooms and measurements of the two levels of restrooms. Mr. McKenna reported that he has already made contact with the State Education Department and requested a copy of the blue prints of the building from them. As of today, Mr. McKenna is still waiting for their response. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.
- b. 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 and the energy efficient exterior lighting for the building. The Board of Trustees asked Mr. McKenna to get proposals for these two projects. Mr. McKenna agreed and more discussion will follow at the next Board of Trustees Meetings.
- c. Snow Storms: Library was closed for several days due to the snow storms.
- d. Shelving: New shelving has been installed in the Children's picture book area by A.R. Kropp on January 31st

ART WORK & PHOTOGRAPHY DISPLAY SYSTEM –February & March exhibit are photos by Lynn David Nathanson entitled “All Things Bright and Beautiful”. Mr. McKenna also reported that School District Assistant Superintendent for Curriculum John Striffolino stopped by and took pictures of the display area in order to arrange for student artwork to be displayed in the future. Mr. Rall suggested setting up an easel with information of the artist near the Circulation Desk, and this will guide more patrons to see the display. Posting of a brief biography of the artist next to their artwork was also suggested.

LIBRARY WEBSITE – Mr. McKenna reported that they are in the process of working on the content for the website. A “Donate” button will be included in the website to encourage more donations to the library or support from other organizations. Mr. McKenna confirmed that the launch of this new website is scheduled on May 1st. Mr. Ruffner reminded Mr. McKenna about announcing this new website on the newsletter and also sending a press release to local newspaper/media for more publicity. At the same time, Mr. Rall also thanked Mrs. Grub for her participation on this project.

SUMMER OUTDOOR CONCERTS - Mr. Rall suggested looking for additional sponsorship for the summer outdoor concerts. This will be a great opportunity for the organization to get community recognition and great publicity. More discussion will follow at future Board of Trustees Meetings.

LILINK HOLDS – Starting January 6th, patrons are allow to place holds via the LILink (resource sharing with Suffolk libraries) instead of just allowing them to request available items.

LIBRARY ADVOCACY DAY – The NCLA's annual Advocacy Day bus trip to Albany is scheduled on Wednesday, February 26th. Mr. McKenna, Jacqueline Lopez and Jillian Pelliccia are planning to attend this event.

AREA 4 MEETING – An Area 4 meeting for library directors and trustees was held on Feb 11th. Mr. Ruffner and Mrs. Montalbano were among the attendees.

MEMORIAL/DONATION PLAQUE –The Memorial/Honorary plaque was unveiled on Saturday, February 1st. Our first honoree, Florence Warren and about 20 of her family and friends were in attendance. On behalf of the Board of Trustees, Mr. Rall was in attendance and made a few remarks of thanks and appreciation. Mr. McKenna “emceed” the event.

CORRESPONDENCE

Letter from the Eagle Advisor, Patrick Martz

Re: Invited the Board of Trustees' participation in Seaford Council of Organizations

An email from Eric Jurist

Re: FOIL Request

FOIL REQUEST - After a discussion regarding the FOIL request, Mr. Ruffner asked Mr. McKenna to reach out to Mr. Jurist again, informing him that the requested information is ready for him to review. Mr. McKenna agreed.

PERSONNEL - None

OLD BUSINESS

PROPOSED BUDGET FOR 2014/2015 – After discussion, on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board of Trustees unanimously approved the 2014/2015 library budget. This reflects a 2% increase over the 2013/2014 budget in the balance to be raised by taxation.

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 December 16th were distributed to the Board of Trustees for review.

NEW BUSINESS - None

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:30pm.

The next meeting of the Board of Library Trustees was scheduled for Thursday, March 20, 2014 at 7:00 p.m.

Respectfully submitted by
Amy Law