

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 9, 2012

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

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:03p.m.

APPROVAL OF MINUTES

After a few clarifications, the minutes of the meeting of December 14, 2011 were approved on the motion made by Mr. Gaughran, seconded by Mr. Rall and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 34 - December 22, 2011	- 63,882.04
# 35 - January 5, 2012	- 37,518.78
# 36 - January 9, 2012	- 10,006.14
# 37 - January 9, 2012	- 10,582.44
# 38 - January 9, 2012	- 4,360.10

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 December 2011 was approved on the motion by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

Amy Law reported that the check for paying out the unused vacation and sick leave will be issued to Brian Griffin on January 19, 2012. As discussed at previous meeting, it was agreed for Amy Law to transfer money from "Compensated Absences Account" to the "General Fund Account" to cover this expense.

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, will be cut and put back in order for the tree to grow unimpeded. Mr. Arnold is doing this at no cost to the Library.

- b. Awning: The awning at the front entrance of the building was blown off by the wind storm on December 20, 2011. After a discussion, the Board of Trustees asked Mr. McKenna to put in a claim with the insurance company for a replacement of the awning. Mr. McKenna agreed to make the contact and will keep the Board of Trustees informed as more information becomes available.
- c. Fire Inspection: The annual fire inspection that was scheduled for Friday, January 6, 2012 was cancelled due to the closure of Jackson Avenue that day for the John Capano funeral possession. It has been rescheduled for the week of January 9th instead.

TAX CAP – Mr. McKenna provided more information to the Board of Trustees regarding the tax cap. He also made the recommendation for the Board of Trustees to pass a resolution for the tax cap override. He explained that by passing the resolution, the library will be covered if the levy exceeds the cap due to miscalculations or erroneous incomplete information. The Board of Trustees took no action at this point. Mr. McKenna also reported that he will attend a Webinar on this topic on January 24, 2012. More discussion will follow as more information becomes available.

BOOKMARK – A markup of the bookmark has been reviewed. Mr. McKenna reported that the bookmark will be paid by the Friends of the Library.

AUDITORS – The Audit Proposal submitted by Cullen & Danowski, LLP was discussed. Mr. Ruffner suggested Mr. McKenna to get a couple more quotes from other accounting firms for comparison. Mr. McKenna agreed and more discussion will follow at future Board of Trustees meetings.

TENANTS – Discussion on the agreement with Karen Cass of Exit Premier Realty will be deferred to the next Board of Trustees meeting.

COMPUTERS AND TECHNOLOGY – Three new computers were purchased through the New York State Contract with Dell. They will be installed for the Public Service area and Reference Desk.

MTA PAYROLL TAX – Mr. McKenna reported that Senator Jack Martins is planning to introduce a bill for the upcoming legislative session that libraries should be exempted from this tax. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

NATURAL GAS – A copy of the Power Point presentation that was prepared by JJT Energy was distributed to the Board of Trustees for their review. The Board of Trustees will read the material and it will be discussed at the next meeting. Mr. McKenna will continue to keep the Board of Trustees informed as additional information becomes available about this topic.

CORRESPONDENCE

Letter from Nassau County Police Department

Re: The closure of Jackson Avenue on January 6, 2012 for the funeral service for ATF Senior Special Agent John F. Capano.

PERSONNEL

The following personnel change was approved by the Board of Trustees:

Appointment: Ginamarie Leone, Page, eff. 1/17/2012

After a discussion, the Board of Trustees unanimously agreed that in the future when the library is in search of a Page position for the library, residents in Seaford School District will be considered first.

OLD BUSINESS

COMPENSATED ABSENCES - Discussion will be deferred to future Board of Trustees meeting.

PROPOSED BUDGET 2012/2013 – Mr. McKenna explained the changes and adjustments in the Operating Budget. The revised proposed Operating Budget and Projected Revenue for fiscal year 2012/2013 were discussed. The Personnel Budget was discussed in Executive Session. A final draft copy of the Proposed Budget for 2012/2013 will be presented at 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. The Board of Trustees thanked Mr. Gaughran for the analysis.

TUTOR.COM – Mr. McKenna reported that the statistics for Tutor.com were up for the month of November 2011. After discussion, it was agreed to promote this free online help regularly on the newsletter. Mrs. Montalbano also suggested outreaching to the school guidance office about the career service that was offered through this online service. Mr. McKenna agreed.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS – None

PUBLIC RELATIONS/MEDIA COVERAGE

A local press clipping regarding “Condo Proposal Pitched for Seaford Avenue School Property” was discussed.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Coughlin, seconded by Mr. Rall, the Board entered into Executive Session at 8:55pm to discuss the personnel budget.

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

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:07pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 13, 2012 at 7:00 p.m.

Respectfully submitted by
Amy Law