

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 13, 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 7:10p.m.

APPROVAL OF MINUTES

The minutes of the meeting of December 9, 2013 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 Mrs. Coughlin, seconded by Mr. Rall, which unanimously passed:

# 34 -	December 19, 2013	-	63,357.03
# 35 -	December 20, 2013	-	6,305.89
# 36 -	January 2, 2014	-	37,981.13
# 37 -	January 13, 2014	-	167,687.26
# 38 -	January 13, 2014	-	6,406.00
# 39 -	January 13, 2014	-	18,142.38
# 40 -	January 13, 2014	-	17,105.93

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 December 2013 was approved on the motion by Mr. Rall, seconded by Mrs. Montalbano which unanimously passed.

Amy Law reported that an invoice of \$153,473.39 for the employer contribution to the NYS Retirement System was received from the Seaford School District. This would cover the period from April 1, 2012 to March 31, 2013

Amy Law also reported that the first installment for the PILOT (Payment in Lieu of Taxes) for the old Bast Chevrolet property (now Nissan of Massapequa) in the amount of \$1,918.56 for this fiscal year was received through the Seaford School District on December 20, 2013. The second and final installment should be received around June 2014.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PLANT AND FACILITIES –

- a. Architect – Mr. McKenna had a meeting with Mr. Lee Sagistano, architect of LAS Associates, on December 13th to review relevant blueprints of the building. Mr. Sagistano stated that the blueprints of the building were not adequate for him to create a proposal for the renovation of the bathrooms and measurements of the two levels of restrooms are needed. Mr. McKenna also reported that Mr. Sagistano will attend our next Board of Trustees meeting to discuss this project. Mr. Ruffner suggested Mr. McKenna request a contract from LAS Associates for the Board of Trustees to review before the next meeting. And eventually a time table for this project including specifications for equipment, publishing the bid document in local newspapers, reviewing the bids and awarding the contract should be included for discussion. Mr. McKenna agreed.
- b. Snow Storm – The library was closed at 5pm on Thursday, 1/2/14 and all day on Friday, 1/3/14 due to severe snow storm.
- c. Windows – With the frigid weather and cold air leaking through the window frames, Mr. McKenna reported that a future project may be the replacement of all windows in the building.
- d. Electricity – Allways Electric was called today to replace a few of the breakers that were burned out in one of the electrical panels. A replacement of the panel may be needed for safety issues. An estimate for replacing the panel will be available for discussion at the next Board of Trustees meeting.

COMPUTERS AND TECHNOLOGIES – IT consultant Tom Kustchera came to re-set and upgrades the wireless system for the library.

ART WORK & PHOTOGRAPHY DISPLAY SYSTEM – Mr. McKenna met with Seaford School District Assistant Superintendent for Curriculum John Strifolino to arrange for student artwork to be displayed at the library.

LIBRARY WEBSITE – The new design of the library's website is being finalized. The next step is to work on content. Another meeting is scheduled on January 14th, and Mr. McKenna will send out a link for the Board of Trustees review for the site goes "live".

FRIENDS GROUP – The announcement of longtime President and founder of the Seaford Friends group, Grace Pommersheim's death on November 3, 2013 was made. The February newsletter will feature a memorial to Grace by Mr. Ruffner.

WINTER SPEAKER SERIES – The second presentation of the Winter Speaker Series was conducted by Jan Kasoff, NBC cameraman, who worked at "Saturday Night Live". It was well received. Mr. McKenna complimented Adult Librarian Kristen Jording on doing a great job in arranging this Winter Speaker Series. Mr. Ruffner suggested publicizing this speaker series as a big event in local newspaper/media for extra publicity next year. The Board of Trustees agreed.

LIBRARY ADVOCACY DAY – The NCLA's annual Advocacy Day bus trip to Albany is scheduled on Wednesday, February 26th. All library staff, administrators, trustees, friends groups and members of the public are welcome to attend.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

PROPOSED BUDGET 2014/2015 –The revised proposed Operating Budget and Projected Revenue for fiscal year 2014/2015 were discussed. The Personnel Budget was discussed in Executive Session. A final draft copy of the Proposed Budget for 2014/2015 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 materials. A new chart that showed cost per usage for the Museum Passes was also discussed. The Board of Trustees thanked Mr. Gaughran for the analysis.

NLS AND OTHER ORGANIZATIONS

A copy of the Nassau Library System Board of Trustees Minutes for October 28, 2013 was distributed to the Board of Trustees for review.

NEW BUSINESS

CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR MARCH 2014 –

On the motion made by Mr. Rall, seconded by Mrs. Coughlin, the Board of Trustees agreed to change the meeting date for March 2014 from Monday, March 24th to Thursday, March 20th.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:20pm to discuss the personnel budget.

The Board reconvened in open session at 9:22pm on the motion made by Mrs. Coughlin, seconded by Mr. Rall.

ADJOURNMENT

Via a motion made by Mrs. Montalbano and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:25pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, February 18, 2014 at 7:00 p.m.

Respectfully submitted by
Amy Law