

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 12, 2015

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

Guest: Margaret Grub, Lawrence Salvesen

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

APPROVAL OF MINUTES

The minutes of the meeting of December 8, 2014 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran and unanimously passed.

LAWRENCE SALVESEN FROM BBS ARCHITECTS

Mr. Salvesen spoke about their services in assisting the library in the renovation of the first and second floor public bathrooms. Mr. Salvesen explained that after the library signs the contract with them, field measures will be scheduled and plans will be drawn. Construction documents will be prepared and submitted to the NYS Education Department for permit purposes. The review of the document by the State will take about six months. When the permit is issued, BBS Architects will assist the library with the distribution of Bid Documents. They will also participate in the opening of bids and review of the Contractors qualifications. A single trade contract is also suggested for this project, whereby one prime contractor will be responsible to manage the whole project. BBS Architects will provide construction administration services to assist the library in ascertaining that the contractor of record has performed the work in general conformance with the contract documents. This includes review of payment applications and approval of submitted Closeout Documentation. The service fee will be eight percent (8%) of the Estimated Cost (adjusted for Actual Construction Costs) of the project. Mr. Salvesen explained that if we start the process now, it will take about a year from now before the actual work starts. The actual work for this project will take at least 3 months to finish, and the Library has the right to designate what time frame this project should start to avoid any conflicts with library programs. A discussion was also made that we will start the second floor bathrooms first in order to comply with the code for handicapped accessible bathrooms while the construction is going on. Mr. Salvesen also stated that the Library Attorney and Fire Marshall should be contacted. After a discussion, on the motion made by Mr. DiPietro, seconded by Mr. Gaughran, the proposal submitted by BBS Architects was unanimously approved. Mr. Salvesen will prepare a contract for the Library's attorney to review. Mr. Ruffner suggested Mr. McKenna to continue to keep the Board of Trustees informed on all the updates with the project at each meeting. Mr. McKenna agreed.

APPROVAL OF THE WARRANTS

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

# 32 -	December 16, 2014	-	7,057.86
# 33 -	December 18, 2014	-	60,424.35
# 34 -	December 31, 2014	-	42,174.10
# 35 -	January 12, 2015	-	11,719.62
# 36 -	January 12, 2015	-	17,767.97
# 37 -	January 12, 2015	-	9,313.26

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 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. Circuit Breaker Panel – Allways Electric came and replaced a broken circuit breaker on the panel and replaced two lights in the Circulation Area work room on December 30th.
- b. Elevator – A second call has been made regarding the inspection of the elevator. Mr. McKenna agreed to keep the Board updated on this issue.

WINTER SPEAKER SERIES – A check of \$500 has been received from Astoria Bank for the sponsorship of the Winter Speaker Series. A thank you letter will be sent out and sponsorship of this series will be publicized in the February 2015 newsletter.

WINTER READING PROGRAM – Kristin Jording launched the 2015 Adult Reading Program – “Hot Read for Cold Nights” on January 8th. As of today, 49 people have signed up with this program which is an excellent enrollment.

PERSONNEL – Two retired circulation clerks (Harriet Blake and Rhoda McVicker) passed away in the month of December 2014.

NLS ANNUAL MEETING – Mr. McKenna announced that the Annual Meeting for NLS will be scheduled on Monday, December 14, 2015. Since this date has a conflict with the Library Board of Trustees Meeting for December 2015, it was agreed that the library may change the meeting date due to this conflict. Mr. McKenna will continue to keep the Board of Trustees informed when this date is confirmed by NLS.

TRUSTEE ITEM - None

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

WHISTLEBLOWER POLICY, CODE OF ETHICS AND CONFLICTS OF INTEREST POLICY AND MEETING ROOM POLICY – After a discussion, on the motion made by Mrs. Coughlin, seconded by Mr. DiPietro, the Whistleblower Policy, Code of Ethics and Conflicts of Interest Policy and Meeting Room Policy was unanimously approved and adopted.

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. A discussion was made on the museum passes and it was agreed to publicize this free service to the public.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the October 27th were distributed to the Board of Trustees for review.

NEW BUSINESS

AUTHORIZATION OF FUND TRANSFER – At the end of this month, Ms. Cindy Schaaf will be retired and a lump sum payment will be issued for all her unused sick and vacation leave. After a discussion, the Board of Trustees gave the approval of transferring funds from Compensated Absences Account to General Fund Account in order to cover this expense.

RESOLUTION FOR CHANGING OF AUTHORIZING OFFICER ON CHASE CREDIT CARD - The Seaford Public Library Board of Trustees reviewed the reviewed the Corporate Liability Business Card Change of Authorizing Office Form. It was moved by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously approved:

RESOLVED: That Ida Zaharopoulos is hereby designated to have authority to enter into an agreement on behalf of the Seaford Public Library as the new Authorized Officer for the Chase Credit Card Account.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Grub had a few questions which were answered by Mr. Ruffner

EXECUTIVE SESSION

On the Motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:40pm to discuss the personnel budget.

The Board reconvened in open session at 9:25pm on the motion made by Mr. DiPietro, seconded by Mrs. Montalbano.

CHANGE OF SALARIES – On the motion made by Mr. Gaughran, seconded by Mrs. Montalbano which unanimously approved the change of salary as of February 1, 2015 only for the change of personnel as follow:

- a. Jacqueline Lopez as Head of Children's Department
- b. Jillian Pelliccia as Head of Young Adult Department
- c. Sabrina Krug, status change from Part time to Full time Librarian I

ADJOURNMENT

Via a motion made by Mr. Gaughran and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 9:40pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 9, 2015 at 7:00 p.m.

Respectfully submitted by
Amy Law