

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 11, 2016

Present: Peter J. Ruffner, President
Patricia Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
James DiPietro, Asst. Financial Secretary
Margaret D. Grub, Trustee
Frank McKenna, Director

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:00p.m.

ELECTION OF OFFICER

A motion made by Dr. Westerman, seconded by Mr. DiPietro, the Board unanimously voted Mrs. Coughlin as Vice-President for the Board of Trustees.

APPOINTMENT OF TRUSTEE TO FILL MR. GAUGHRAN'S POSITION

A motion was made by Mr. Ruffner to appoint Margaret Grub to fill Stephen Gaughran's unexpired term of office. Mrs. Coughlin seconded the motion. The Board unanimously voted to appoint Mrs. Grub. This term runs until June 30, 2016. Mrs. Grub took the Oath of Office, and signed the Oath of Office card. Mrs. Grub was welcomed to the Board by the other Trustees.

APPROVAL OF MINUTES

The minutes of the meeting of December 15, 2015 were approved on the motion made by Dr. Westermann, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 34 -	December 15, 2015	-	1,799.98
# 35 -	December 17, 2015	-	58,863.45
# 36 -	December 31, 2015	-	41,807.21
# 37 -	January 11, 2016	-	21,230.69
# 38 -	January 11, 2016	-	12,604.28
# 39 -	January 11, 2016	-	8,599.42

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 2015 was unanimously approved on the motion by Mrs. Coughlin, seconded by Mr. DiPietro.

MEDICARE B REIMBURSEMENT - Amy Law reported that on January 6th, retiree Marilyn Griffin notified us that she has been paying the Medicare Part B Income-Related Monthly Adjustment Amount (IRMAA) since 2014. The IRMAA is a Federal law that requires some people to pay a higher premium for their Medicare Part B coverage based on their income levels. According to Section 167-a of New York State Civil Service Law - Employers that participate in NYSHIP are required to reimburse Medicare primary enrollees for the Medicare Part B premium, including any income related monthly adjustment amount (IRMAA). As a result, a retro payment of \$1,762.80 will be issued to Mrs. Griffin on January 28, 2016 for this additional IRMAA premium for years 2014 and 2015. Amy Law also suggested that starting this year, all retirees will be required to send in a copy of their Social Security Administration (SSA) letter stating their monthly Medicare premium for our record. The Board was agreeable to this suggestion.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS

- a. Funding of the project:
 - i. HUD's Community Development Block Grant (CDBG) - A letter has been sent to Mr. George Bakich, Commissioner of Planning and Economic Development in hopes of receiving a HUD's Community Development Block Grant (CDBG) for the bathrooms renovations.
 - ii. NYS Construction Grant – In the process of filling out the form for this grant.
 - iii. State Senator Venditto's Office – In the process of setting up a meeting with Senator Michael Venditto to discuss the possibility of obtaining a State Grant from the New York State & Municipal Facilities Program.
- b. BBS Architects: Drawings and specifications are finally completed; these forms will be sent out for signatures.

OFFICE LEAK - Modern Sprinkler Corp. came and repaired the leak from the pipes above one of the upstairs offices (CPAid) on December 29th.

ELEVATOR – The installation of the new infrared safety edges on the front and side doors of the elevator on January 6th and 7th.

LIBRARY AUDITOR – A discussion was held on the standard engagement letter from Nawrocki Smith LLP for professional services to be rendered to the library for the fiscal year ending June 30, 2016. The total fees for these services will not exceed \$9,000. A discussion was also held on a Newsday article regarding a NYS Comptroller's audit of the Shelter Rock Library. The NYS Comptroller's office recommended the library to ensure that bank reconciliations are performed by someone who is independent of the accounting functions. Mr. Ruffner asked Mr. McKenna to check with Library auditor, David Tellier for their recommendation. More discussion will follow at the next Board of Trustees Meeting.

AUTOMATED LIBRARY INFORMATION SYSTEM (ALIS) – A special ALIS Directors meeting will be held on January 14th to discuss ALIS/NLS Investigative Committee's forthcoming report. A vote will be taken to transfer all functions of ALIS to NLS and ALIS Executive Board will develop a plan to accomplish this goal. Mr. McKenna agreed to keep the Board updated on this topic.

CHARGING STATION – Seaford Chamber of Commerce has approved buying a charging station for the library, and this station will be put on the Main Level of the Library.

HEALTH CARE DECLINATION – A discussion was held regarding the Health Care Coverage Declination policy and the Board of Trustees agreed that starting July 1, 2016, the library will offer a stipend of \$2,500 to each full time employee who voluntarily waived the health insurance coverage. Mr. Ruffner asked Mr. McKenna to write up a detailed policy for discussion at the next Board of Trustees meeting for approval.

VACANT OFFICE SPACE – The list of pros and cons for the use of the vacant space by the library was reviewed. A discussion was also held on the proposal for remodeling the second floor vacant office that was submitted by George Beery Construction Corp. The Board of Trustees suggested Mr. McKenna get at least 2 more proposals for comparison. In addition, a sketch of the space and layout of the room are needed for discussion at the next Board of Trustees meeting.

LIBRARY ADVOCACY DAY – The NCLA's Annual Advocacy Day bus trip to Albany is scheduled on Wednesday, March 2nd. All library staff, administrators, trustees, friends groups and members of the public are welcome to attend.

PAPER BALLOTS VS OPTICAL VOTING MACHINES – A discussion was held on the cost comparison between using Paper Ballot vs Optical Voting Machine. Mr. McKenna reported that an estimated total cost of \$2,000 for the Optical Voting Machines and approximately \$100 for using Paper Ballots. After a discussion, on the motion made by Mrs. Coughlin, seconded by Mr. DiPietro, the Board unanimously approved using the Paper Ballots for our next Budget Vote which will be held on April 20, 2016.

TRUSTEE ITEM

FRANK J. HOSCHEK MEMORIAL SERVICE AWARD – Mr. Ruffner suggested nominating the late Robert Coughlin, as the third recipient of the award. On the motion made by Mr. DiPietro, seconded by Dr. Westermann the Board agreed on this nomination. It was agreed that this award will be presented at 2016 Summer Outdoor Concert. Mr. Ruffner asked Mr. McKenna to work out the schedule with Mrs. Coughlin regarding this award presentation.

CORRESPONDENCE

Donation from Seaford Wellness Council

Re: A donation of \$300 for spending in the Children's Department.

PERSONNEL

The following personnel change was approved by the Board:

Resignation: Maureen Fox, PT Librarian, eff. 12/21/15

OLD BUSINESS

PROPOSED BUDGET FOR YEAR 2016/2017 – An overview of the Projected Revenue and Proposed Personnel Budget for 2016-2017. Suggestions, recommendations and changes were noted. As of today, Mr. McKenna reported that the rate for the Property Tax Cap Inflation and Allowable Levy Growth Factors is still not available. It is expected to be announced mid January. After a discussion, a complete Proposed Budget for fiscal year 2016/2017 will be presented at the next Board of Trustees meeting for discussion.

LIBRARY USAGE

The Comparison of Museum Passes statistics was distributed to the Board of Trustees for review.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the November 23rd 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

EXECUTIVE SESSION

On the Motion made by Dr. Westermann seconded by Mrs. Grub the Board entered into Executive Session at 9:10pm to discuss the personnel budget.

The Board reconvened in open session at 9:18pm on the motion made by Mrs. Coughlin, seconded by Mrs. Grub.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 9:20pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 8, 2016 at 7:00 p.m.

Respectfully submitted by
Amy Law