

**SEAFORD PUBLIC LIBRARY
Seaford, New York**

**BUDGET HEARING
&
MEETING OF THE BOARD OF LIBRARY TRUSTEES**

March 26, 2012

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
John Rall, Financial Secretary
Patricia Coughlin, Asst. Financial Secretary
Frank McKenna, Director

Absent: Eileen Montalbano, Secretary

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:04p.m.

BUDGET HEARING

Peter J. Ruffner, President, reviewed the 2012/2013 Proposed Library Budget. The taxable amount to be voted upon is 1,908,750 which represents a 1.75% increase over last year's budget.

APPROVAL OF MINUTES

The minutes of the meeting of February 13, 2012 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:

# 46 - February 16, 2012	- 61,673.46
# 47 - March 1, 2012	- 35,353.20
# 48 - March 12, 2012	- 10,967.09
# 49 - March 12, 2012	- 4,659.60
# 50 - March 12, 2012	- 5,367.24
# 51 - March 12, 2012	- 8,753.01
# 52 - March 15, 2012	- 57,002.38

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 February 2012 was approved on the motion by Mrs. Coughlin, seconded by Mr. Gaughran, which unanimously passed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES:

- a. Meeting Room Carpet: Proposal for purchasing carpet tiles from MCS Floor Covering Services was discussed. The Board of Trustees agreed the purchase of thirty-five of Milliken 36" x 36" Carpet Tiles in the amount of \$1,414. This is for the replacement of the wear and tear carpet tiles in the meeting Room.
- b. 2nd Floor Tenant Level Floors and Carpeting: Proposal from Lahey Construction regarding fixing of the floor and installation of new carpet for the 2nd floor hallway was approved by the Board of Trustees. This will cover an area approximately 25' x 6'.
- c. Outdoor Sign & Lettering: A quote submitted by Eye Catcher Neon & Sign Company for a new outdoor sign and the re-lettering of the front entranceway was discussed. This included the installation of an outdoor commercial aluminum sign and the removal of existing faded vinyl lettering and installation of new lettering for the entryway glass. After a discussion, the Board of Trustees unanimously approved for this project.

The Board of Trustees agreed to pay a combined total of \$7,189.00 for these three projects from the "Building Repairs" line of the budget.

TAX CAP - Mr. McKenna reported that the Property Tax Cap form has been submitted to the Office of the State Comptroller on 3/1/2012. Mr. McKenna also reported that he met with Seaford School District Business Manager Kenneth Aldrich regarding this form. Information about a PILOT (Payment in Lieu of Taxes) from the Nissan dealership in the amount of \$508.23 was provided and scheduled to be received in FYE 6/30/2013. This figure has been reported on the Property Tax Cap form. Mr. Ruffner questioned if the PILOT amount of \$508.23 seems low. After a discussion, it was agreed for Mr. McKenna to check if the figure is accurate. Mr. McKenna agreed.

ALIS:

- a. Expiration Date: Mr. McKenna reported that patrons are now able to view the expiration date of their library card when they log into their accounts on the OPAC.
- b. Innovative's Ecommerce: Patrons are now able to pay their fines and fees (minimum \$5) with their Master or Visa credit card. Mr. Rall questioned whether this service accepting Discover or American Express card. Mr. McKenna agreed to inquire and will keep the Board updated on this issue.

AUDITOR – A discussion on the comparison chart for Professional Annual Audit Services. On the motion made by Mr. Gaughran, seconded by Mrs. Coughlin and unanimously agreed to have Nawrocki Smith LLP auditing for the Library as of July 1, 2012. Mr. Ruffner asked Mr. McKenna contacting Nawrocki Smith LLP and asking them to prepare a contract for the Board of Trustees to review and sign. Mr. McKenna agreed.

EVENTKEEPER – EventKeeper is a new feature under the link "Calendar of Events" on the library's website. It is a great looking and easy to use tool for reminding or informing friends and family of particular upcoming events and programs in the library.

OUTSTANDING LIBRARY TRUSTEE AWARD – Board of Trustee Mr. Gaughran was nominated and selected as the 2012 LTA (Library Trustees Association) Outstanding Trustee Award winner. The award will be presented at the Annual Trustee Institute hosted by LTA. This year the institute is being held at the Long Island Marriott Hotel & Conference Center on Friday, May 4th at 7pm. The Board of Trustees congratulated Mr. Gaughran for his award. At the same time, Mr. McKenna reported that Mrs. Montalbano has already expressed interest in attending this event. Mr. Ruffner also interested in attending too.

LIBRARY FUNDING ADVOCACY – Mr. McKenna reported that he attended a meeting with an aide to Senator Fuschillo and Assemblyman David McDonough to advocate for restoration of library system funding to 2010 levels or at least 4% increase that was proposed for the school districts.

FOIL (FREEDOM OF INFORMATION LAW) REQUEST – We have received two FOIL requests, one from the Manhasset Public Library Staff Association and the other one from the Director on behalf of the Manhasset Board of Trustees. Application for Public Access to Records has already been sent to them and the library will respond appropriately according to the policy. It is believed that these FOIL requests are for collective bargaining negotiations. The Board of Trustees asked Mr. McKenna to obtain a copy of the final decision when this negotiation is completed. Mr. McKenna agreed.

BOOK DONATION – Former American Legion Post Commander Russ Bastin has picked up two boxes of donated books for the veterans at the Northport VA Hospital on March 21st.

SEAFORD LIONS CLUB – The Seaford Lions Club will continue to display their memorabilia for their 60th Anniversary of service to the Seaford Community throughout the month of April. Mr. Ruffner asked Mr. McKenna to schedule a photo op with the Lions Club Board of Trustees and the Library Board of Trustees for the coming months. This is a good chance to show our appreciation for their help through the years and it will be a good publicity for both groups.

EAGLE SCOUT PROJECT – A reminder from Mr. McKenna regarding the Eagle Scout Project is scheduled to start this Saturday, March 31st and Sunday, April 1st. A dumpster is scheduled to be dropped off by the Town of Hempstead for this project. A portable potty will also be delivered on Friday and will be placed in the private lot of the library. Since this set up will be located in the library's property, Mr. Ruffner suggested Mr. McKenna inform the insurance company regarding this project. Mr. McKenna agreed.

CORRESPONDENCE

Confirmation letters from Utica Insurance Company

Re: Withdrawal claim for the replacement of the sign/awning

Letter from Andrew Ward, Director of Facilities and Operations at SUFSD

Re: Certificate of Occupancy for the building

A question was raised by Mr. Ruffner regarding why the fire inspection was coordinated by the School District. Mr. Ruffner explained that the building of the Seaford Public Library is owned by the Library Board of Trustees, not the school district. As a result, the school district should not have had any involvement with our building, and the library should have our own fire inspection scheduled separately. After a discussion, it was agreed that Mr. McKenna investigate the necessity of the involvement and relationship with the school district regarding the arrangement for the fire inspection. More discussion will follow at future Board of Trustees meeting.

PERSONNEL

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

Retirement: Martha Murphy, PT Librarian, eff. 6/4/2012

The Board of Trustees suggested that on behalf of the Board of Trustees, a best wishes letter should be sent out to Mr. Griffin and Mrs. Murphy on their retirements. Mr. McKenna agreed.

OLD BUSINESS

COMPENSATED ABSENCES – With the absence of Mrs. Montalbano, the Board of Trustees agreed and deferred the discussion to the next Board of Trustees meeting. Mr. Rall suggested Mr. McKenna to ask other Library Directors on their thoughts and see if they are considering any changes going forward on this issue. Mr. McKenna agreed bringing this topic up at the next Member Library Director's meeting. There will be more discussion 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.

Mr. Rall suggested displaying signs/posters in the library in order to promote and remind the public about the upcoming library events or new services at the library.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

MAY 2012 BOARD OF TRUSTEES MEETING – On the motion made by Mrs. Coughlin, seconded by Mr. Gaughran, the Board of Trustees agreed to change the meeting date from May 14th to May 7th.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were included in the packet for the Board of Trustees to review.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mr. Rall and seconded by Mrs. Coughlin, which unanimously passed, the meeting was adjourned at 8:52pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 9, 2012 at 7:00 p.m.

Respectfully submitted by
Amy Law