

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 7, 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

Guest: Frank Mahnken, Fred Mahnken, Loraine Mahnken, Michael Gillman
Nassau County Legislator David Denenberg

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:10p.m.

PLEDGE OF ALLEGIANCE

Mr. Frank Mahnken led those assembled in the Pledge of Allegiance.

EAGLE SCOUT PROJECT

On behalf of the Board of Trustees, library staff and the community, Mr. Ruffner thanked Mr. Mahnken and his family, the Eagle Scouts and all volunteers for the fantastic job on the project that restored the garden on the west side of the Library. Mr. Ruffner complimented Mr. Mahnken for his demonstration of Scout spirit, leadership and commitment to duty. This project makes the library look nicer and it brightens up the whole community. A thank you note has also been published in the May Newsletter. Pictures that were taken before and after the project by Mrs. Mahnken will be displayed at the library this month. Mrs. Mahnken also indicated that in the next two weeks, they are planning to plant a variety of annual plants to add more color to the garden. A photo-op is also scheduled for the next Board of Trustees meeting.

NASSAU COUNTY LEGISLATOR, DAVID DENENBERG

On behalf of the Nassau County Legislature, David W. Denenberg, Nassau County Legislator, came to present citation to Mr. Gaughran, thanking him for his contribution to the Seaford community and congratulating him as the winner for the 2012 LTA (Library Trustees Association) Outstanding Trustee Award. The Board of Trustees also participated in a photo op with Legislator Denenberg.

APPROVAL OF MINUTES

The minutes of the meeting of April 9, 2012 were approved on the motion made by Mr. Rall, seconded by Mrs. Montalbano and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 57 - April 12, 2012	- 35,019.66
# 58 - April 16, 2012	- 2,121.23
# 59 - April 26, 2012	- 57,796.63
# 60 - May 7, 2012	- 8,551.33
# 61 - May 7, 2012	- 16,517.46
# 62 - May 7, 2012	- 6,299.30

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 April 2012 was approved on the motion by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

PHYSICAL PLANT AND FACILITIES:

- a. Tenant Flooring and Carpeting: The replacement of the 25' x 6' section of the flooring with new carpeting and molding on the tenant level of the building was completed on 5/7/12.
- b. The installation of an outdoor commercial sign by Eye Catcher Neon & Sign Co. was completed on 5/6/2012.
- c. Stucco Exterior Wall: Damages were found on the exterior wall of the building. Mr. Ruffner suggested Mr. McKenna contacting Lahey Construction and getting an estimate on repairing the damages. Mr. McKenna agreed.
- d. Gas Piping – Mr. McKenna reported a gas pipe vent that sticks out near the gas meter may cause potential danger in case of vandalism. There is a suggestion from our HVAC contractor to install fence around that area. Mr. McKenna will keep the Board of Trustees informed regarding this issue.

AUDITOR – The contract that was prepared by Nawrocki Smith LLP regarding the Annual Audit Services was signed and sent.

LEASE RENEWAL – Notifications regarding freezing the rent with a one year lease term were sent to all tenants.

MEMORIAL DAY PARADE – After a discussion, Mrs. Coughlin expressed interest in participating in the Seaford Memorial Day Parade that will be held on Monday, May 28th. Mr. McKenna will continue to keep Mrs. Coughlin informed as more details become available. At the same time, Mr. McKenna also indicated that a new banner may be needed for the parade. Mr. Ruffner suggested Mr. McKenna contacting the Friends of the Library for sponsorship of the banner. Mr. McKenna agreed.

READ ALOUD/CAREER DAY – The annual Harbor School Read Aloud/Career Day will be held on Wednesday, May 30th. The Board of Trustees is invited to be guests readers.

CONTEST FOR NAMING THE SEAHORSE – Mr. McKenna reported that there will be a contest for naming the Seahorse of the Library.

CORRESPONDENCE

Letters to Community Groups (Friends of the Seaford Public Library, Lions Club of Seaford, Seaford Chamber of Commerce and Seaford Wellness Council)

Re: Inviting for co-sponsorship for the 2012 Summer Outdoor Concerts

PERSONNEL – None

OLD BUSINESS

COMPENSATED ABSENCES – After a discussion, the Board of Trustees proposed to make change to the policy “Reimbursement for Unused Sick Leave” for future appointments. Proposed policy as follows:

Hired Prior to 7/1/2012 - the policy for “Reimbursement for Unused Sick Leave” remains the same: 10% after 5 years; 25% after 10 years; 50% after 15 years; 75% after 20 years and 100% after 25 years.

Hired After 7/1/2012 - the proposed policy for “Reimbursement for Unused Sick Leave” would be: 10% after 5 years; 25% after 10 years and 50% after 15 years.

The rate will be based on the employee’s salary at the time of separation. The maximum number of days is 150.

There will be more discussion on this issue 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. On behalf of the Board of Trustees, Mr. Ruffner thanked Mr. Gaughran for the analysis.

MUSEUM PASSES - Mr. Rall also suggested putting positive feedbacks in the library newsletter, and hoping this will promote the use of free museum passes that are available to Seaford residents. Mr. McKenna agreed.

NLS AND OTHER ORGANIZATIONS

An article about an overview of services provided by Nassau Library System.

NEW BUSINESS

PARLIAMENTARY PROCEDURES: THE RULES OF THE ROAD - Mr. Gaughran reported that at the 2012 Trustee Institute Conference on May 5th, he attended an interesting workshop regarding Parliamentary Procedures. Topics including basic knowledge of parliamentary procedure which can make a group’s decision process more effective and orderly. Paperwork regarding this workshop will be distributed to all Board of Trustees either by mail or email for their review. More discussion on this topic will be discussed at the next Board of Trustee meeting.

PUBLIC RELATIONS/MEDIA COVERAGE

Two items local press coverage regarding programs that are offered by the library.

PUBLIC COMMENT

Mr. Gillman had questions which were answered by Mr. Ruffner.

EXECUTIVE SESSION

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

The Board reconvened in open session at 9:14pm on the motion made by Mr. Rall, seconded by Mrs. Coughlin.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 9:15pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 11, 2012 at 7:00 p.m.

Respectfully submitted by Amy Law