

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 12, 2014

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Eileen Montalbano, Secretary
Patricia Coughlin, Asst. Financial Secretary

Absent: Frank McKenna, Director
John Rall, Financial Secretary

Guest: James DiPietro, Margaret Grub, Marie Tirino, Nicholas Tirino

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.

A FORMAL ANNOUNCEMENT FOR MR. MCKENNA AND MR. RALL TO BE ABSENT FOR THE BOARD MEETING

Due to Mr. McKenna absence, Mr. Ruffner announced that some items related to the Director's Report or that required the Director's response will be deferred to the next Board of Trustees meeting. Mr. Rall was formally excused.

APPROVAL OF MINUTES

The minutes of the meeting of April 14, 2014 were approved on the motion made by Mr. Gaughran, 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 Mrs. Montalbano, which unanimously passed:

# 60 - April 24, 2014	- 63,122.09
# 61 - May 8, 2014	- 36,750.02
# 62 - May 12, 2014	- 17,658.47
# 63 - May 12, 2014	- 4,603.44
# 64 - May 12, 2014	- 6,444.32

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 April 2014 was unanimously approved on the motion by Mrs. Coughlin seconded by Mrs. Montalbano.

Amy Law reported that she has put a stop payment request for 2 checks this month, a long outstanding check since November 2013 and a check lost in the mail. She also reported that as of April 28th, the interest rate at Chase Bank has been reduced from 0.1% to 0.07%.

DIRECTOR'S REPORT

Under this heading the following occurred:

AUTOMATIC DOORS: Both automatic doors were running rough and slow; as a result, new track capping and carriage wheels are needed. More discussion will be followed at the next Board of Trustees meeting.

ART WORK AND PHOTOGRAPHY DISPLAY SYSTEM – Art work from Seaford High School students will be displayed for the month of May. Mr. Ruffner remarked that artwork from Seaford High School should be exhibited a few times a year, other Board member were in agreement.

NASSAU DIGITAL DOORWAY - It was deferred to the next Board of Trustees meeting.

WEBSITE – The library's new website was launched on Wednesday, April 30, 2014. The Board of Trustees offered complimentary remarks about the new website and library staff who involved with this project. Mr. Ruffner stated that he had made a number of requests to add items to the website. Mr. McKenna can address that at the next Board of Trustees meeting.

INCIDENTS –

- a. Vandalism: Men's Bathroom on the Main Level was flooded on April 26th. Police officer came and picked up the pictures of the two boys who caused the flooding and notified their family.
- b. Exterior Doors: Front entrance automatic doors were left unlocked on Saturday, April 26th through Sunday, April 27th. This set off the alarm and the police was called in.
- c. Gasoline/Tar Smell: On May 7th the Seaford Fire Department was called to investigate an odor of gas or tar in the main level of the library. Sources were not detected and the odor dissipated.
- d. Intoxicated Patron: On May 9th a patron highly intoxicated, pulled out a lighter at the Reference Department and also urinated in the basement. Called 911 and case report was issued.

TRUSTEES ITEM

INSURANCE COVERAGE – Mr. Ruffner suggested getting proposals from local businesses for the library's insurance coverage. The Board of Trustees unanimously agreed.

SEAFORD SCHOOL DISTRICT BUDGET NOTICE – Mr. Ruffner pointed out that there are two items reference to "Library Debt" in the School District Budget Notice. Mr. Ruffner also clarified that the Library Board of Trustees own the building and the library has no outstanding debt.

CORRESPONDENCE

Letter to Bethpage Federal Credit Union

Re: Request for co-sponsorship for the Summer Concert Series

Letter to Mr. Arnold Pilsner

Re: Respond letter concerning the showing of movie "Philomena" on 4/23/14

PERSONNEL - none

OLD BUSINESS

MEETING ROOM POLICY - It was deferred to 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. Mr. Gaughran also agreed making a chart for the Museum Pass Usage for year 2012 and 2013 for comparison. Mr. Ruffner thanked Mr. Gaughran for the analysis.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the March 24th were distributed to the Board of Trustees for review. Mr. Ruffner questioned about the reimbursement of MTA Payroll Tax that was mentioned in the NLS Board minutes. Amy Law confirmed the receipt of the reimbursement check on April 23rd. Mr. Ruffner requested more information regarding this reimbursement at the next Board of Trustees meeting.

NEW BUSINESS

NLS' REQUEST FOR MEMBER LIBRARY SUPPORT OF NLS FOR 2015 AND 2016 – The Board of Trustees voted to approve NLS' request for Member Library Support for 2015 in the amount of \$13,068 and for 2016 in the amount of \$12,768.

WINTER SPEAKER SERIES – Mr. Ruffner suggested getting sponsorship from local institutions for the Winter Speaker Series. The Board of Trustees agreed and there will be more discussion on this issue at the next Board of Trustees meeting.

COMMERCIAL BANK RELATIONSHIP – There was a question regarding the banking relationship with public libraries, whether libraries are still required to deal with commercial banks only. Mr. McKenna will report back at the next Board of Trustees meeting.

ART EXHIBIT – Mr. Ruffner suggested reserving no less than one month per year for displaying artwork from the Seaford School students. The Board of Trustees agreed.

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT

Mrs. Grub had questions which were answered by the Board of Trustees.

EXECUTIVE SESSION

On the Motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board entered into Executive Session at 7:50pm

The Board reconvened in open session at 7:55pm on the motion made by Mrs. Montalbano, seconded by Mrs. Coughlin.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 8:00pm.

The next meeting of the Board of Library Trustees was scheduled for Wednesday, June 11, 2014 at 7:00 p.m.

Respectfully submitted by
Amy Law