

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**May 18, 2015**

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

Absent: Eileen Montalbano, Secretary

Guest: Joe McMahan, Mary Westermann

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:08p.m.

**APPROVAL OF MINUTES**

The minutes of the meeting of April 6, 2015 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran 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:

General Fund Account:

# 54 - April 9, 2015	- 35,029.97
# 55 - April 15, 2015	- 1,267.92
# 56 - April 23, 2015	- 58,515.05
# 57 - April 27, 2015	- 470,000.00
# 58 - May 7, 2015	- 35,766.93
# 60 - May 18, 2015	- 6,263.90
# 61 - May 18, 2015	- 12,842.76
# 62 - May 18, 2015	- 8,239.67
# 63 - May 18, 2015	- 60,000.00

All Other Accounts:

# 01 - April 27, 2015	- 940,203.83
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General Fund Account:

# 59 - May 18, 2015 - 15,925.29

Motion by Mrs. Coughlin, seconded by Mr. DiPeitro, for the approval of Warrant# 59 from item 1 through 13 and item 15 through 26, in the total of \$15,825.29.

All Ayes

Motion carried

A discussion was made on item #14 in Warrant #59 regarding a reimbursement for an employee who downloaded the new "Nassau Public Libraries Mobile" app on her Android phone for testing and resulted damage to the phone.

Motion by Mrs. Coughlin, seconded by Mr. DiPeitro, the approval of Item# 14 in Warrant# 59, in the amount of \$100 for a reimbursement for damage phone:

Peter J. Ruffner - Nay

Stephen J. Gaughran - Aye

Patricia Coughlin - Aye

James DiPietro - Aye

Motion carried

## **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 2015 for Bank Accounts at Chase Bank and TD Bank were unanimously approved on the motion by Mr. DiPietro, seconded by Mrs. Coughlin.

**BANK STATUS** - Amy Law reported that on April 23<sup>rd</sup>, all five (5) bank accounts at Chase Bank, except the General Fund Account, were closed. A small balance is kept in the General Fund account to cover outstanding checks. This account will be closed when all checks are cleared. Notifications were also sent to NYS Retirement System, Accu Data Payroll Company and Seaford Schools regarding this change.

As of May 1, 2015, we're officially operating funds through TD Bank. As of April 30, 2015, the interest rate for all (3) Money Market Accounts was 0.15%. A transfer of \$60,000 from the General Fund Checking Account to General Fund Money Market Account was also made on May 14<sup>th</sup> in order to earn some interest with the money.

**PAYMENT IN LIEU OF TAXES** - We have received a one payment of \$510.47 PILOT (Payment in lieu of Taxes) through the Seaford School on April 15<sup>th</sup>. This PILOT payment was received from Nassau County for the property located on 508 Duffy Avenue in Hicksville - Neptune Regional Transmission System. The second and final PILOT payment from the Town of Hempstead was for the property on Sunrise Highway - Nissan of Massapequa for an estimated amount of \$1874.50 should be received around June 2015.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**BATHROOM RENOVATIONS** – The revised Standard Agreement between BBS Architects and the Library was signed by Mr. Ruffner. Mr. Ruffner asked Mr. McKenna to contact BBS Architects to ask for a time line or procedures regarding this project. Mr. McKenna agreed.

**PLANT AND FACILITIES** – Modern Sprinkler Corporation came and installed four missing cover plates, raised six concealed sprinklers in basement and one on Main Floor for proper spray patterns. Mr. Ruffner asked to email him a copy of the bill for review.

Mr. Ruffner also asked Mr. McKenna making contact for trimming the tree at the front.

**TAX FREEZE** – Mr. McKenna reported that the vast majority of libraries in Nassau County are not planning to submit an Efficiency Plans. Mr. McKenna will continue and follow up with Library Auditor for more details and will keep the Board of Trustees informed as more information becomes available.

**LIBRARY BUDGET AND TRUSTEE VOTE** – The library budget for 2015/2016 was approved. The vote total was 145, 127 yes and 18 no. Mary Westermann was elected Trustee with a total of 78 votes.

**STORYCORP** – Barbara Richardson was interviewed on May 6<sup>th</sup> by Librarian I. Zaharopoulos and E. Wasserman for this project. Several more Seaford residents are scheduled to be interviewed in the coming months.

### **TRUSTEE ITEM**

**CHANGE OF BOARD OF TRUSTEES MEEETING DATE FOR JUNE 2015** – On the motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board of Trustees unanimously agreed to change the meeting date from Monday, June 8<sup>th</sup> to Monday, June 15, 2015 at 7pm

### **CORRESPONDENCE**

Thank you letters from NYS Senator Venditto

Re: Senior I.D. Card Program on April 13<sup>th</sup> at the library

Re: Sponsorship of Pet Food Drive with Long Island Cares at the library

### **PERSONNEL**

The following personnel changes were approved by the Board of Trustees:

Appointment: Alessia R. Russo, Page, eff. 4/27/2015

Resignation: Alexandra Kuczynski, Page, eff. 4/17/2015

### **OLD BUSINESS**

**COLLATERAL POLICY** – Collateralizing deposit can keep public deposits safe and secure. The proposed Collateral Policy that was recommended by TD Bank was discussed. The Board of Trustees unanimously agreed sending this policy to Library Auditor, David Tellier for his review and suggestion. At the same time, Mr. Ruffner asked Mr. McKenna to get sample of this policy from other libraries for more discussion at the next Board of Trustees meeting. Mr. McKenna agreed.

**DECLINATION OF HEALTH CARE COVERAGE** – Full time employees who are entitled to receive health insurance shall have the option of declining such health insurance coverage. They may apply for a health insurance benefit “buy back” provided they have adequate health insurance coverage through another program and can furnish such proof. If such declination is made, the employee may receive a stipend. After a discussion, Mr. Ruffner asked Mr. McKenna to prepare a bullet point list including proposed payment options and specific plan on how to proceed with this policy. More discussion will be tabled 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. Ruffner thanked Mr. Gaughran for the analysis. Mr. Ruffner requested a summary of the “Statistics for Museum Passes” based on fiscal year instead of calendar year for the next Board of Trustees Meeting for comparison. Amy Law agreed. Mr. Ruffner also questioned if the newly launched mobile application statistics will be available for review. Mr. McKenna agreed to check with the Nassau Library System.

**POSTERS FOR SUMMER CONCERT SERIES** – A final draft of the poster was approved by the Board of Trustees and is ready to be professionally printed. Mr. Ruffner asked Mr. McKenna to make contact with all four community groups regarding their confirmation of sponsorship of the 2015 Summer Concerts before sending out for printing.

**LONG-RANGE PLANNING** – According to New York State, libraries should have a long range plan on file. A discussion was made on the preliminary draft of the Long-Range Plan for 2016 to 2020. More discussion will follow at future Board of Trustees Meetings.

**NLS AND OTHER ORGANIZATIONS**

The NLS Board of Trustees minutes of the March 23<sup>rd</sup> was distributed to the Board of Trustees for review.

**PUBLIC RELATIONS/MEDIA COVERAGE**

A few articles were distributed to the Board of Trustees.

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION**

On the Motion made by Mrs. Coughlin seconded by Mr. Gaughran the Board entered into Executive Session at 8:45pm to discuss Tenant Lease Renewal.

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

**NEW BUSINESS**

**TENANT LEASE RENEWAL** – On the motion made by Mr. Gaughran, seconded by Mrs. Coughlin and unanimously approved a 2% of rent increase for all tenants.

**ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 9:01pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 15, 2015 at 7:00 p.m.

Respectfully submitted by  
Amy Law