

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**February 26, 2015**

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

Absent: Patricia Coughlin, Financial Secretary

Guest: Margaret Grub

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:15p.m.

**ANNOUNCEMENT FROM TRUSTEE, EILEEN MONTALBANO**

Mrs. Montalbano made an announcement that at the end of her term in June, she will not seek re-election as member of the Board of Trustees. She thanked the Board for the opportunity to serve the community and has been a pleasure to work with everyone. The rest of the Board of Trustees also thanked for her service and contribution to the community.

**APPROVAL OF MINUTES**

The minutes of the meeting of January 12, 2015 were approved on the motion made by Mr. Gaughon, seconded by Mr. DiPietro and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

# 38 - January 15, 2015	- 57,559.99
# 39 - January 29, 2015	- 42,184.93
# 40 - February 9, 2015	- 18,841.60
# 41 - February 9, 2015	- 8,047.08
# 42 - February 9, 2015	- 204,846.22

**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 January 2015 was unanimously approved on the motion by Mr. Gaughran, seconded by Mr. DiPietro.

**NYS RETIREMENT SYSTEM CONTRIBUTION** - An invoice of \$183,200.44 for the employer contribution to NYS Retirement System was received from the Seaford School District. This would cover the period from April 1, 2013 to March 31, 2014.

**PILOT (PAYMENT IN LIEU OF TAXES)** – The first installment for the PILOT from the Massapequa Nissan dealership on Sunrise Highway in the amount of \$1,874.50 was received through the Seaford School District on January 23<sup>rd</sup>. The second and final installment should be received around June 2015.

**JP MORGAN CHASE BANK** – A letter was received from JP Morgan Chase Bank announcing that, as of April 2015, they will start charging service fees for all transactions. The interest that would have been earned on balances will instead contribute toward the payment of fees. Since the interest earned on balances is lower than the threshold, the end result is that the library will be responsible for a monthly fee of approximately \$600. An account analysis was also received from Chase Bank and a copy was distributed to the Board of Trustees for review. Amy Law reported that she has already made contact with TD Bank and Capital One Bank. A copy of the account analysis from Chase Bank was also submitted to both banks for a pricing proposal. But this afternoon, Capital One Bank has already given a response and claimed that they will not submit any proposal to us since the same fees will be charged. As for TD Bank, we are still waiting for their pricing proposal. Mr. Ruffner suggested that July 2015 will be set as the target date for switching banks if the TD Bank proposal is worthwhile. Amy Law agreed and will continue to keep the Board of Trustees informed as more information becomes available.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

### **PLANT AND FACILITIES:**

- a. Bathroom Renovations: Francesca Marino of BBS Architects came to the library on January 30<sup>th</sup> and took a field measure of the bathrooms.
- b. Automatic Doors: On President's Day, February 16<sup>th</sup>, while the library was closed, Tri-State Automatic Doors came and replaced two new single slide doors at the Front Entrance. Allways Electric, Inc. was also called to reroute some wires for this project.
- c. Elevator: A call was made again to Thyssenkrupp Elevator regarding the inspection of the elevator. The company indicated that an inspection was performed on January 9<sup>th</sup>, an inspection letter and a new chart for displaying in the elevator will be sent out later on. A load test is also scheduled to be done in June.
- d. HVAC: On February 12<sup>th</sup>, a service call was made to Sound Refrigeration, Inc. regarding no heat in the building. Mr. Ruffner asked Mr. McKenna to make a call to the alarm company, Tyco Integrated Security, to inquire about the possibility of installing a temperature/heat sensor to the alarm system. This way, we will get alerts on any dangerous high or low temperatures in the building. Mr. McKenna will follow up with this suggestion and more discussion at the next Board of Trustees meeting.

**WINTER SPEAKER SERIES** – Due to inclement weather, two of the four scheduled speaker sessions has been postponed to the spring. Combined with two lectures from last year's series being cancelled because of low registration, it is decided to have a Spring Speaker Series instead for year 2016.

**ADULT WINTER READING PROGRAM** – The 2015 Adult Reading Program – “Hot Reads for Cold Nights” was very successful. A total of 77 patrons have signed up for this program.

**PERSONNEL** –Town of Hempstead Councilwoman Eric King Sweeney presented a Citation of Achievement to Miss Cindy on Monday, January 26<sup>th</sup>. Many patrons and school children also presented cards, flowers and food to Miss Cindy during her last week at work. She has also been selected as a 2015 SHS 9/11 Honorary Patriot Award Winner.

**LIBRARY ADVOCACY DAY** – Mr. McKenna attended the Annual Advocacy Day bus trip to Albany on February 24<sup>th</sup> and 25<sup>th</sup> with hope that the final New York State Budget will include some restoration of funding to Public Libraries.

**STORYCORPS** – The goal of this project is to allow libraries to implement StoryCorps’ interview methods and resources within a framework of high-quality library programming that will serve public libraries as they seek to expand their influence and engagement with their communities. On February 4<sup>th</sup>, Librarians Ida Zaharopoulos and Eric Wassermen met with librarians from Bellmore Memorial Public Library to discuss the overall mission and goals of the StoryCorp project. Another meeting will be scheduled to discuss the technical issues. Mr. McKenna indicated that this project has the cooperation of the Seaford Historical Society. Mr. Charles Wroblewski had provided the Library with some oral recording the Society had in their possession.

**TRUSTEE ITEM** - None

**CORRESPONDENCE**

Letter from JP Morgan Chase  
Re: Monthly Service Fees

**PERSONNEL**

The following personnel changes were approved by the Board:

Appointment/Status Change: Sabrina Krug, FT Librarian I, eff. 2/3/2015

**OLD BUSINESS**

**PROPOSED BUDGET FOR 2015/2016** – The revised proposed Operating Budget and Projected Revenue for fiscal year 2015/2016 were discussed. The Personnel Budget was discussed at the Executive Session.

**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.

**POSTERS FOR SUMMER CONCERT SERIES** – Mr. McKenna reported that they are working on the line-up for the coming 2015 Summer Concert Series. Mr. Ruffner suggested Mr. McKenna work up a rough sketch of the poster for discussion at the next Board of Trustees meeting. Mr. McKenna agreed.

**NLS AND OTHER ORGANIZATIONS**

The NLS Board of Trustees minutes and the 2015 Operating Budget were distributed to the Board of Trustees for review.

**NLS ANNUAL MEETING** - Mr. McKenna reported that the NLS Annual Meeting is confirmed and will be held on Monday, December 14<sup>th</sup>. Since this date has a conflict with the Library Board of Trustees Meeting for December 2015, it was agreed that the library will change the meeting date due to this conflict. Mr. Ruffner asked Mr. McKenna to propose a few possible meeting dates for that month for discussion at the next Board of Trustees meeting. Mr. McKenna agreed.

**NEW BUSINESS**

**TACKAPAUSHA PRESERVE PARTNERSHIP** – Mr. Ruffner spoke about the idea of collaboration with Tackapausha Museum and Preserve and the Friends of Tackapausha, Inc. and the Children’s Program. More discussion will follow at future Board of Trustees Meetings.

**CONTRACT WITH BBS ARCHITECTS & ENGINEER** – Mr. McKenna reported that the contract with BBS Architects has been delivered to the Library Attorney for review. Further discussion will be made at the next Board of Trustees meeting.

**JANUARY 2015 PROPERTY TAX** – Due to a new School District Treasurer in place at the school, there was a delay of the monthly transfer of the tax levy for the month of January 2015. It was finally confirmed that the money has been transferred to our account on February 6th. As for the February, it is also confirmed and received on February 17<sup>th</sup>. Mr. Ruffner questioned if the Library has any formal agreement or letter with the school regarding when the school will remit our portion of the property tax to us each month. Mr. McKenna agreed to make contact with the School regarding this issue and discussion will be on the agenda at the next Board of Trustees meeting. Mr. Ruffner suggested contacting other Library Directors and David Tellier of Nawrocki Smith, our accountants.

#### **PUBLIC RELATIONS/MEDIA COVERAGE**

A few articles were distributed to the Board of Trustees.

#### **PUBLIC COMMENT**

Mrs. Grub has a few questions which were answered by Mr. Ruffner.

#### **EXECUTIVE SESSION**

On the Motion made by Mr. DiPietro, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:15pm to discuss the personnel budget.

The Board reconvened in open session at 9:25pm on the motion made by Mr. Guaghan, seconded by Mr. DiPietro.

**2015/2016 PERSONNEL BUDGET** – On the motion made by Mr. Gaughran, seconded by Mr. DiPietro, the proposed merit raises and salary adjustments to start July 1, 2015 if the budget is passed were unanimously approved. A final draft copy of the Proposed Budget for 2015/2016 will be presented at the next Board of Trustees meeting.

#### **ADJOURNMENT**

Via a motion made by Mrs. Montalbano and seconded by Mr. DiPietro, which unanimously passed, the meeting was adjourned at 9:26pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, March 9, 2015 at 7:00 p.m.

Respectfully submitted by  
Amy Law