

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 25, 2013

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

Trustees Absent with prior notice: John Rall, Financial Secretary

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:13p.m.

MOMENT OF SILENCE

Mr. Ruffner asked all present to observe a moment of silence to mourn the loss of employee M. LeRose's mom; M. Rouse's grandmother and long time patron Bryan Flack.

A FORMAL EXCUSE FOR MR. RALL TO BE ABSENT FOR THE BOARD MEETINGS

On the motion made by Mrs. Coughlin, seconded by Mr. Gaughran the Board approved the excuse for Mr. Rall to be absent for the March 2013 Board of Trustees meeting.

BUDGET HEARING

Peter J. Ruffner, President, reviewed the 2013/2014 Proposed Library Budget and noted that there is a total tax levy increase of 0.67% over last year's budget.

APPROVAL OF MINUTES

The minutes of the meeting of February 4, 2013 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:

# 46 - February 11, 2013	- 11,981.04
# 47 - February 14, 2013	- 55,188.10
# 48 - February 28, 2013	- 40,798.38
# 49 - March 11, 2013	- 16,961.97
# 50 - March 11, 2013	- 5,261.60
# 51 - March 11, 2013	- 13,683.97
# 52 - March 11, 2013	- 19,881.08
# 53 - March 14, 2013	- 35,788.21

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 2013 was approved on the motion by Mrs. Coughlin, seconded by Mrs. Montalbano, which unanimously passed.

DIRECTOR'S REPORT

Mr. McKenna reported that:

NYS UNEMPLOYMENT INSURANCE – There was a discussion regarding an unemployment claimant and recent developments. If the library receives another adjustment bill from the NYS Department of Labor regarding the claimant's unemployment benefits; it was agreed that Mr. McKenna would challenge it.

PHYSICAL PLANT AND FACILITIES - New custom built lights for the front entrance have been installed by Allways Electric. The project for replacement and installation of LED lighting for the whole building was also completed.

ACTIVE SHOOTER BRIEFING – Mr. McKenna attended the Active Shooter Briefing at the Morelley Homeland Security Center in Bethpage on February 19th. Follow-up discussion will be made at the MLD Security Committee meeting regarding setting up security checklist and guidelines for libraries.

ALIS – Mr. McKenna attended ALIS Executive Board meetings to discuss the Sierra Update. Several patches have been released to mitigate the problems and software experts have been brought in from Innovative Interfaces, Inc. to witness the problems first hand at several libraries. Also discussed was uniformity of VHS Loan Rules for fines, holds, renewals and maximum lost replacement costs.

INCIDENTS – Discussion were made on several incident reports regarding a disruptive patron, Steve Lavenda, who is banned from the library for 60 days, and an elderly patron who came and bleed from a fall at his home. Mr. McKenna has already talked to the staff to call 911 immediately in case of emergency.

ANNUAL FRIENDS/VOLUNTEER APPRECIATION BREAKFAST – On Wednesday, March 6th, the library held its annual Friends/Volunteer Appreciation Breakfast. Trustees Mrs. Coughlin, Mrs. Montalbano and Mr. Rall were among the 35 attendees. Mrs. Montalbano spoke on behalf of the library Board of Trustees.

FRIENDS OF THE LIBRARY FORUM – On Friday, March 15th, the annual Friends of the Library Forum and Luncheon was held at NLS. This was an opportunity to meet and mingle with fellow "Friends" of Nassau libraries and learn how Friends groups can make all the difference for their library and their community.

STAFF MEETING - Fire Marshall and the POP unit from 7th Precinct are scheduled to come and talk about security issues at the next staff meeting on Wednesday, May 8th. A fire drill will also be scheduled at the same time.

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 2013 Summer Outdoor Concerts

PERSONNEL

The following personnel changes were approved by the Board:

Appointment: Paige Franco, Page, eff. 3/1/2013

Status Change: Ginamarie Leone, PT Librarian I, eff. 3/1/2013

OLD BUSINESS - None

LIBRARY USAGE

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library material. Mr. Ruffner thanked Mr. Gaughran for the analysis.

COMPUTER PROGRAMS - Mrs. Montalbano suggested adding a prerequisite requirement for patron to take the Computer Kindergarten class first in order to registers for the Computer 1st Grade class. Mr. McKenna agreed to discuss this matter with Reference Librarians.

SEAFORD HIGH SCHOOL DRAMA CLUB: Mr. McKenna reported that the library is planning to purchase the DVD from the Seaford High School Drama Club for the Play “Wizard of Oz” for this year and put into our collection. After a discussion, it was agreed for Mr. McKenna to contact the School and get an approval for circulating the DVD. Mr. McKenna agreed.

EXPANSION OF NEWSLETTER – It was agreed for Mr. McKenna to start gathering information during the summer, and discussion will start in the fall.

2012 ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES - The New York State Annual Report that was prepared by Amy Law was reviewed and accepted by the Board of Trustees.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees Minutes was distributed to the Board of Trustees for their review.

NEW BUSINESS - None

PUBLIC RELATIONS/MEDIA COVERAGE

A few articles were distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Montalbano and seconded by Mr. Gaughran, which unanimously passed, the meeting was adjourned at 8:30pm.

The next meeting of the Board of Library Trustees was scheduled for Wednesday, April 17, 2013 at 7:00 p.m.

Respectfully submitted by
Amy Law