

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 13, 2017

Present: Peter J. Ruffner, President
Dr. Mary L. Westermann, Secretary
James DiPietro, Financial Secretary
Margaret D. Grub, Asst. Financial Secretary
Frank McKenna, Director

Absent: Patricia Coughlin, Vice-President

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

A FORMAL EXCUSE FOR MRS. COUGHLIN TO BE ABSENT FOR THE BOARD MEETING

On the motion made by Mrs. Grub, seconded by Dr. Westermann the Board approved the excused absence of Mrs. Coughlin from the meeting.

APPROVAL OF MINUTES

The minutes of the meeting of January 9, 2017 were approved on the motion made by Dr. Westermann, seconded by Mrs. Grub.

Peter J. Ruffner -	Abstain
Mary Westermann -	Aye
James DiPietro-	Aye
Margaret Grub -	Aye
Motion carried	

APPROVAL OF THE WARRANTS

The following warrant was approved on the motion made by Mrs. Grub, seconded by Mr. DiPietro, which unanimously passed:

CAPITAL IMPROVEMENT FUND ACCOUNT:

02 - February 13, 2017 - 1,006.98

APPROVAL OF THE WARRANTS

The following warrants were approved on the motion made by Mr. DiPietro, seconded by Dr. Westermann, which unanimously passed:

GENERAL FUND CHECKING ACCOUNT:

# 37 - January 9, 2017	- 7,654.95
# 38 - January 9, 2017	- 13,368.60
# 39 - January 26, 2017	- 62,077.97
# 40 - February 9, 2017	- 36,279.61
# 41 - February 13, 2017	- 171,045.80
# 42 - February 13, 2017	- 6,398.32
# 43 - February 13, 2017	- 15,496.59

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board.

LIBRARY USAGE

Mr. Ruffner discussed the graphs that showing increases and decreases in the use of library materials. The museum pass utilization was reviewed and discussed.

TREASURER'S REPORT

The Treasurer's Report for the month of December 2016 and January 2017 were unanimously approved on the motion by Mrs. Grub, seconded by Mr. DiPietro.

Amy Law reported that a total of \$1,909.88 for the first PILOT (Payment in lieu of Taxes) was received from the Seaford School District on January 19th from the Town of Hempstead for the Massapequa Nissan property on Sunrise Highway. The last payment is expected to receive around June/July 2017.

We have also received our NYS Retirement System invoice for \$153,446.20 from the school district for mandatory contributions for fiscal year 2016/17.

DIRECTOR'S REPORT

Mr. McKenna reported that:

BATHROOMS RENOVATIONS – Many walk-throughs were conducted by prospective contractors in the last several weeks. A bid opening was also held earlier today under the supervision of BBS Architect Ken Schupner. A total of 15 bids were opened and they will be examined and analyzed by Mr. Schupner. A Special Board of Trustees Meeting will be scheduled on Thursday, February 23rd at 7pm for awarding the winning bidder. Mr. McKenna also reported that the actual demolition will start around 6 to 8 weeks after awarding the winning bidder. Mr. Ruffner asked Mr. McKenna to write a column in the April Newsletter to notify the community regarding this project. A memo also should be sent to all tenants. Mr. McKenna agreed.

PLANT & FACILITIES –

- a. Water Fountain – Universe came and installed a new Elkay Bottle Fed Water Cooler on January 11th. Necessary fitting for installing this new cooler was required and a part of the sheet rock was cut in order to accommodate the cooler.
- b. Snow Closing – Due to inclement weather, the library was closed on Thursday, February 9th and had a delayed opening of 12 noon on Friday, February 10th.
- c. Downstairs Bathroom: A patron, attending the recent Defensive Driving Course in the Meehan Community Meeting Room expressed her dismay that there was no bathroom facility in the lower level.

ADVOCACY – Meetings were held with local legislators, State Senator John Brooks and State Assemblyman David McDonough, to discuss the restoration and enhancements of State Library Aid and the State Construction Grant program. Mr. McKenna recommended taking action by writing letters to State Senators and Assembly Representatives to reject Governor’s devastating cuts to library funding.

FRIENDS OF LIBRARY – A meeting was held with the Friends of the Library and library attorneys Lauren Bristol and Joe Cronin regarding their 501(c)(3) status and filing of tardy 990 forms. The Friends of the Library is a registered NYS Charity, but needs to reinstate its 501(c)(3) status. Mr. McKenna will continue and make contact with the President of Friends of the Library, Dolores Humphreys, regarding this issue.

STAFF MEEETING – A staff meeting was held on Wednesday, February 8th. Discussions included the Resource Sharing Code, updates on the Restroom Renovation Project, and various projects in Children’s, Teens and Adult Services. Seventh Precinct POP Officer Patricia McCaffrey came and spoke about Narcan, homeless patrons and encouraged the staff to call 911 for any emergencies. Mr. McKenna is planning to schedule a staff meeting every other month and will invite different speakers for each meeting.

2017 SUMMER SERIES - The line-up for the 2017 Summer Concert, a comedy night with John Shea and an outdoor movie night were discussed. A total of six events will be scheduled for this coming summer. Mr. Ruffner suggested getting more sponsorship from local institutions for this Summer Series and instructed Mr. McKenna to draft the sponsorship letters to past community groups and Bethpage Federal Credit Union regarding the 2017 Summer Concert Series. Mr. McKenna agreed.

ROKU – Roku is a device that plugs into an HDMI port on the TV that enables you to stream movies to your TV that are loaded on the Roku. The library has purchased three of the Roku units for circulation. Information regarding Roku has been distributed to the Board and more discussion will follow at the next Board meeting.

TRUSTEE ITEM

A couple of articles from Library Hotline were distributed to the Board of Trustees.

CORRESPONDENCE

Thank you letter from the Freeport INN

Re: Coat Drive Collection Box and Holiday Toy Drive to be placed in the Library

PERSONNEL

The following personnel change was approved by the Board:

Appointment: Michael O’Brien, PT Cleaner, eff. 2/11/2017

OLD BUSINESS

PROPOSED BUDGET FOR 2017/2018 – After discussion, on the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board of Trustees unanimously approved the 2017/2018 library budget. This reflects a 1.21% increase over the 2016/2017 budget in the balance to be raised by taxation.

DISASTER PLAN FOR COMPUTER AND DATA RECOVERY – Mr. McKenna reported that librarian, Ida Zaharopoulos is in the process of purchasing the software for backing up necessary files for the library. A final approval of the written policy was tabled to the next Board Meeting.

BUSINESS TRAVEL REIMBURSEMENT POLICY – On the motion made by Mr. DiPietro, seconded by Dr. Westermann, the Board unanimously approved the Business Travel Reimbursement Policy.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR DECEMBER 2017 – On the motion made by Mrs. Grub, seconded by Mr. DiPeitro, the Board of Trustees unanimously agreed to change the meeting date from Monday, December 11th to Monday, December 4, 2017 at 7pm.

PUBLIC RELATIONS/MEDIA COVERAGE

An article from Seaford Herald Citizen regarding High School Art Honor Society members' work on display at the library was distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mr. DiPietro and seconded by Dr. Westermann, which unanimously passed, the meeting was adjourned at 8:10pm.

A special meeting of the Board will be held on Thursday, February 23, 2017 at 7 p.m.
The next regular meeting of the Board of Library Trustees was scheduled for Monday, March 27, 2017 at 7:00 p.m.

Respectfully submitted by
Amy Law

SEAFORD PUBLIC LIBRARY
Seaford, New York

SPECIAL MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 23, 2017

Present: Peter J. Ruffner, President
Pat Coughlin, Vice-President
Dr. Mary L. Westermann, Secretary
James DiPietro, Financial Secretary
Margaret D. Grub, Asst. Financial Secretary
Frank McKenna, Director

Guest: Kenneth J. Schupner, AIA
Project Manager, BBS Architects

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

AWARD OF CONTRACT FOR RESTROOM RENOVATION PROJECT

After discussion with Kenneth Schupner of BBS Architects concerning the bid submitted by RCX Construction, Inc. the Board voted unanimously to award the contract to RCX Construction, Inc. for the Restroom Renovation Project in the amount of \$209,500.

Discussion ensued concerning the logistics and scheduling of the project. Work is anticipated to commence in late April 2017.

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mrs. Grub, which passed unanimously, the meeting was adjourned at 7:29 p.m.

Respectfully submitted by
Frank McKenna