

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**April 9, 2007**

Present: Peter J. Ruffner, President  
Stephen J. Gaughran, Vice-President  
Jeanne Cox, Secretary  
Eileen Montalbano, Financial Secretary  
Marilyn Griffin, Director

Absent: John Rall, Asst. Financial Secretary

Guests: Joe McMahon

**CALL TO ORDER**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:05p.m.

**BUDGET VOTE RESULTS FOR 2007/2008**

Mr. Ruffner congratulated Mrs. Cox for being re-elected as Trustee with a total of 103 votes. The Board of Trustees was pleased to announce that the 2007/2008 budget was approved by a vote of 78 to 45.

**APPROVAL OF MINUTES**

The minutes of the meeting of March 26, 2007 were approved on the motion made by Mrs. Cox, seconded by Mrs. Montalbano and unanimously passed.

**APPROVAL OF THE WARRANTS**

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

# 54 - April 5, 2007 - 33,093.33  
# 55 - April 9, 2007 - 3,382.98  
# 56 - April 9, 2007 - 10,128.72  
# 57 - April 9, 2007 - 7,067.31

**MONTHLY OPERATING SCHEDULE** – None

**TREASURER'S REPORT**

The Treasurer's Report for the month of March 2007 was approved on the motion by Mr. Gaughran, seconded by Mrs. Cox, which unanimously passed.

**DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**BUDGET VOTE** – There was a discussion regarding a loss of participation for this budget vote due to the school spring break falling the same week. For the scheduling of future votes, it was agreed that time periods when school is closed are to be avoided. Increased publicity through bookmark reminders was also discussed.

Mr. Ruffner also questioned whether the voters' books for the School Budget are different from the books for the General Election. Mrs. Griffin will check this out with the School District Clerk.

**CLOCK TOWER** – Arrangements have been made for the library tower clock to be repaired on Wednesday, April 25<sup>th</sup>.

**MEDICARE PART D SUBSIDY** – A letter has been sent out by Amy Law regarding obtaining information on claims for Medicare Part D subsidy. It was confirmed that information will be sent out when it's available.

### **CORRESPONDENCE**

Letter to Division of Employees Benefit, NYS Dept. of Civil Service  
Re: Getting a report on claims for the Medicare Part D Subsidy

**PERSONNEL** - None

### **OLD BUSINESS**

**RECONFIRM ANNUAL CONTRIBUTION TO MLD ADVOCACY FUND** – On the motion made by Mr. Gaughran, seconded by Mrs. Montalbano the Board unanimously approved that the annual fee of \$50.00 be budgeted for the Member Library Directors Advocacy Fund.

**WORKPLACE VIOLENCE PREVENTION POLICY** – Mrs. Griffin reported that library attorney Bill Cullen recommends that references to “library security staff” not be eliminated in the text of the policy but merely made secondary to library administration. After a brief discussion, a motion to accept the preliminary policy was tabled to the next Board of Trustees meeting.

**INCREASING LIBRARY EFFECTIVENESS** - None

**NLS AND OTHER ORGANIZATIONS** - None

**NEW BUSINESS** – None

### **LONG TERM PLAN/50<sup>th</sup> ANNIVERSARY**

The revised text of the letter of invitation for the designation of an honorary chairperson has been reviewed by the Board of Trustees. Mrs. Griffin will contact Mr. Ruffner to obtain his signature on the letters when they are ready to be sent out.

The next scheduled meeting with artist Cliff Miller is Thursday, April 19<sup>th</sup> at 7pm.

**PUBLIC COMMENT** - None

### **EXECUTIVE SESSION**

On the Motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board entered into Executive Session at 7:30pm to discuss personnel issues.

The Board reconvened in open session at 7:42pm on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano.

There being no further business the meeting was adjourned at 7:43pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, May 21, 2007 at 7:00 p.m.

Respectfully submitted by  
Amy Law