

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**February 12, 2007**

Present: Peter J. Ruffner, President  
Stephen J. Gaughran, Vice-President  
Eileen Montalbano, Financial Secretary  
John Rall, Asst. Financial Secretary  
Marilyn Griffin, Director

Absent: Jeanne Cox, Secretary

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

The minutes of the meeting of January 8, 2007 were approved on the motion made by Mrs. Montalbano, seconded by Mr. Ruffner 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:

# 39 -	January 11, 2007	- 33,415.31
# 40 -	January 25, 2007	- 53,471.28
# 41 -	February 8, 2007	- 32,896.31
# 42 -	February 12, 2007	- 8,784.89
# 43 -	February 12, 2007	- 6,163.43
# 44 -	February 12, 2007	- 5,959.78
# 45 -	February 12, 2007	- 31,845.40
# 46 -	February 12, 2007	- 9,536.65

**MONTHLY OPERATING SCHEDULE**

The Monthly Operating Schedule was reviewed by the Board. Mr. Gaughran discussed the graphs he distributed prior to the meeting.

**TREASURER'S REPORT**

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

## **DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**MEDICARE PART D EMPLOYER SUBSIDY** – The library is now receiving the Retiree Drug Subsidy. This was established to encourage employers to continue to provide prescription drug coverage to their Medicare eligible retirees. The subsidy distribution is given in the form of lower health insurance premium bills. Printed information regarding this subsidy was given to Mr. Ruffner for further examination.

**TENANT OFFICE SPACE** – A lease has been prepared for the new tenant, certified public accountant Stewart Matos. The lease will commence March 1, 2007.

**COMMUNITY CELEBRATION FOR CEILING TILE ART PROJECT** – On Wednesday, January 24<sup>th</sup>, the children's department hosted a reception for the children who participated in the creative art project to decorate the ceiling tiles on the lower level of the library. Over 150 young people, parents, and grandparents enjoyed seeing the results of their hard work. Refreshments were provided by the Friends of the Library. An article written by a mother of one of the participants was published in the Wantagh Seaford Citizen.

**COMPUTER PRINTER CHARGES** – There is a plan to increase the charge for the purchase of computer paper. Ten sheets will now cost 50 cents rather than 25 cents. This plan is an alternative to the option of converting to the use of network printers and black and white printing. The fee increase will help to defray the cost of printer cartridges.

**MUSEUM PASSES** – Mrs. Griffin explained that the Long Island Children's Museum presented an offer to member libraries to purchase passes as part of a program which is to be coordinated by the Youth Services Manager at NLS. After discussion, the Board of Trustees decided not to go forward with this pass.

## **CORRESPONDENCE**

Letter from the NYSUT (New York State Union Teachers)

Re: Freedom of information law request

Response letter to NYSUT

Re: FOIL Request

Thank you letter to Seaford La Leche League

Re: Donation of books

Thank you letter to Life Enrichment Group

Re: Gift to the library staff during Christmas holidays

## **PERSONNEL** - None

## **OLD BUSINESS**

**PROPOSED LIBRARY BUDGET FOR 2007/2008** – After discussion, on the motion made by Mr. Rall, seconded by Mr. Gaughran, the Board of Trustees unanimously approved the 2007/2008 library budget and raised the Capital Improvement line from \$25,000 to \$50,000.

This reflects a 3.62% increase over the 2006/2007 budget in the balance to be raised by taxation. A final draft copy will be forwarded to the Board of Trustees through email.

## **INCREASING LIBRARY EFFECTIVENESS**

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.

**OUTDOOR SUMMER CONCERT** – Young Adult Librarian, E. Wasserman, confirmed that he has booked the group "Turnpike Joe and the Traffic Jam" for the August 11<sup>th</sup> summer outdoor concert to be held at the Seaford Railroad Station gazebo location. Mr. Ruffner reported that he is still waiting for confirmation from LIRR officials on the use of their restrooms.

## **NLS AND OTHER ORGANIZATIONS**

**ALIS USERS GROUP AGREEMENT** – After a brief discussion, the Board of Trustees approved the new users agreement between ALIS and the member libraries. The agreement was signed by Mr. Ruffner.

## **NEW BUSINESS**

**ANNUAL REPORT FOR 2006** – The Annual Report for 2006 prepared by A. Law was reviewed and accepted by the Library Board of Trustees.

**NLS' REQUEST FOR FINANCIAL SUPPORT OF DELIVERY SERVICE IN CALENDAR YEAR 2007** – On the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board of Trustees unanimously voted to approve NLS' request for financial support of delivery services for calendar year 2007 in the amount \$2,579.00.

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

Mrs. Griffin reported that the 50<sup>th</sup> anniversary committee members met with artist Cliff Miller on January 31<sup>st</sup> to continue planning the theme for the framed oil painting. Planned entertainment includes the Marian Male Chorus for adults and a magic show for children. Both will entertain at the celebration on Sunday, October 14<sup>th</sup>. There was a discussion on the Letter of Invitation to community organizations and the suggested guest list. Mr. Ruffner will contact Mrs. Griffin regarding additional suggestions for wording on the Letter of Invitation. The plan is to mail the letter as soon as possible.

**PUBLIC COMMENT** - None

## **EXECUTIVE SESSION**

On the Motion made by Mr. Gaughran, seconded by Mr. Rall, the Board entered into Executive Session at 8:42pm to discuss tenant issues.

The Board reconvened in open session at 9:05pm on the motion made by Mr. Gaughran, seconded by Mr. Rall.

There being no further business the meeting was adjourned at 9:06pm.

The next meeting of the Board of Library Trustees and Budget Hearing was scheduled for Monday, March 26, 2007 at 7:00 p.m.

Respectfully submitted by  
Amy Law