

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 11, 2007

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

Guests: Barbara McDonald

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:03p.m.

APPROVAL OF MINUTES

The minutes of the meeting of May 21, 2007 were approved on the motion made by Mr. Gaughran, seconded by Mrs. Cox and unanimously passed.

APPROVAL OF THE WARRANTS

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

66 - May 31, 2007 - 41,024.18

67 - June 11, 2007 - 2,326.11

68 - June 11, 2007 - 6,883.21

69 - June 11, 2007 - 22,769.67

70 - June 11, 2007 - 6,824.68

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 May 2007 was approved on the motion by Mr. Rall, seconded by Mrs. Montalbano, which unanimously passed.

A. Law reported that the expenses for Phase I of the Construction Project will be taken from the "Capital Improvement" line of the Budget. Any additional monies remaining from this line will transfer to the "Capital Improvement Fund" checking account by the end of the 06/07 fiscal year.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

UNEMPLOYMENT INSURANCE ACCOUNT – The library auditor, Mr. Abrams, recommended that the library continue to maintain the account. Mrs. Griffin reported that even though it is used infrequently, there are cases when the library is liable for payment. Mr. Abrams also confirms that although set aside for unemployment insurance, these monies are also considered part of the general fund and are available if necessary for other purposes.

QUESTIONABLE SURFING ON THE INTERNET – On Friday, May 25th, two young girls about 10 years of age objected to the images being viewed by an adult patron on a nearby computer. The library attorney was contacted who advised us to monitor the situation. If we do observe actual illegal behavior, the patron will immediately be told to leave and a written memo outlining New York State law can be prepared. After discussion, Mr. Ruffner asked Mrs. Griffin to talk to other libraries about their policy regarding this issue. Mr. Ruffner also asked Mrs. Griffin to notify the Board of Trustees through email immediately when situations like this occur in the future.

CONSTRUCTION PROJECT – PHASE I – HVAC component replacement project is going on now. The new air cooled condensing unit was installed at the back of the building.

REPLACEMENT OF DESKS AND STORAGE UNITS IN WORKROOM - Consultations with Hon Office Furniture and W.T. Morris Architectural Woodwork were initiated for the project to replace desks and storage units in the library workroom. Mrs. Griffin will keep the Board of Trustees informed. Mrs. Griffin also mentioned that a built-in DVD projector is needed for the Meeting Room in the future.

SUMMER OUTDOOR CONCERTS – The summer 2008 outdoor concerts have already been booked. There was a suggestion to take digital pictures for the summer concerts and send them out to local newspapers for extra publicity.

LIBRARIAN-IN-CHARGE – Whenever the Library Director is out, Cindy Schaaf will be the librarian-in-charge. Amy Law is to be consulted on office administration questions. For emergencies, the President of the Board of Trustees will be contacted also.

CORRESPONDENCE

Letter from the Assemblyman David G. McDonough

Re: Public Library construction grant program

Thank you card from Our Redeemer Nursery School

Re: Thank you Ms. Cindy for the class visit to the library

PERSONNEL - None

OLD BUSINESS - None

INCREASING LIBRARY EFFECTIVENESS

SEAFORD PUBLIC LIBRARY WEBSITE – Mrs. Griffin reported that reference librarian, I. Zaharopoulos is planning to talk to the Webmaster over the summer about redesigning the library's website. Mr. Ruffner spoke about other public libraries that have their own domain and website. After a brief discussion, Mr. Ruffner asked Mrs. Griffin to get details on how to get our own domain and report back to the Board of Trustees for the next meeting.

PLACEMENT ON SEAFORD PUBLIC LIBRARY WEBSITE – It was confirmed that the Library Budget is currently posted on the website. Mr. Ruffner suggested posting the Library Monthly Newsletter, Monthly Board Minutes and Board of Trustees Meeting Calendar on the Website. After discussion, it was agreed to put all of the information on the newly designed website.

NLS AND OTHER ORGANIZATIONS

2007 DIRECT ACCESS PAYMENTS – Mrs. Griffin reported that the total number of Seaford Public Library’s materials lent to the patrons of other libraries on direct access is greater than the number of materials that our patrons borrow from other libraries. Therefore, Seaford remains as a “plus use library” and is entitled to receive payment in the amount of \$884.39.

NEW BUSINESS

PUBLIC LIBRARY CONSTRUCTION PROGRAM – PHASE II APPROVAL – For the year 2007-2008, the New York State Legislature has announced a grant program for local public library construction aid. Mrs. Griffin is planning to apply this grant to the second stage of HVAC component replacement which involves the interior installation of a new Carrier air handler for the main floor of the building. The completed paperwork is due at NLS no later than Friday, August 3rd. Since the Board of Trustees do not meet during the summer months, the signature of the Board of Trustees President will be obtained when all the necessary paperwork is completed. After a brief discussion, the Board of Trustees gave the approval for the process of requesting this construction aid. Mr. Ruffner pointed out that a paint job is needed for the front of the building. He asked Mrs. Griffin to inquire if this project can be included when applying for this grant.

LEASE RENEWAL - The extension of lease renewal for tenant Wantagh Associates for the 13 months term commencing June 1, 2007 and ending June 30, 2008 was approved on the motion made by Mr. Rall, seconded by Mr. Gaughran.

LONG TERM PLAN/50th ANNIVERSARY

WORDING ON THE OFFICIAL INVITATION TO THE 50th ANNIVERSARY EVENT - a mock up of the proposed wording for the official invitation was discussed. Several suggestions were made and a final draft copy will be presented to the Board of Trustees at the next meeting.

PUBLIC COMMENT - None

EXECUTIVE SESSION

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

The Board reconvened in open session at 8:10pm on the motion made by Mr. Gaughran, seconded by Mrs. Montalbano.

There being no further business the meeting was adjourned at 8:11pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, September 10 , 2007 at 7:00 p.m.

Respectfully submitted by
Amy Law