

SEAFORD PUBLIC LIBRARY
Seaford, New York

BUDGET HEARING
AND
MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 26, 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: Anne Conboy, Barbara McDonald

CALL TO ORDER

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

BUDGET HEARING

Peter J. Ruffner, President, reviewed the 2007/2008 Proposed Library Budget and discussed the percentage increase of each item over last year's budget. He asked for comments and questions from those present. There were none.

APPROVAL OF MINUTES

The minutes of the meeting of February 12, 2007 were approved on the motion made by Mr. Gaughran, seconded by Mr. Rall and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 47 - February 22, 2007	- 53,646.46
# 48 - March 8, 2007	- 32,887.10
# 49 - March 12, 2007	- 3,112.56
# 50 - March 12, 2007	- 7,057.14
# 51 - March 12, 2007	- 4,408.04
# 52 - March 12, 2007	- 12,937.06
# 53 - March 22, 2007	- 54,367.00

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

DIRECTOR'S REPORT

Mrs. Griffin reported that:

FREEDOM OF INFORMATION LAW REQUEST – On February 12, 2007, Newsday special writer Sandra Peddie sent official FOIL request letters to all public libraries in Nassau and Suffolk County. NLS director Jackie Thresher consulted with member directors and spoke with Ms. Preddie. An agreement was worked out whereby Newsday would accept (at least initially) copies of each library's annual report to the state as well as indication of the compensation paid to directors and trustees. An email response directly from the Seaford Public Library was also sent to Newsday.

NEW TECHNOLOGY – On Thursday, March 8th, librarian Ida Zaharopoulos and Mrs. Griffin attended an ALIS sponsored "new product" demonstration presented by Innovative Interfaces. It focused on next generation interfaces which allow library patrons to do research remotely by means of "federated searching". Federated searching allows for a more unified approach to find information. Mr. Gaughran expressed interest in this new technology and would like to be kept informed when these meetings are held.

LIBRARY LOBBY DAY – On Tuesday, March 13th, Mrs. Griffin went to Albany with the Nassau County contingent to meet with state legislators and their representatives to lobby for state dollars in support of libraries.

POWER WASHING – A "test" power washing has been scheduled to determine if it is safe to use on our building.

CORRESPONDENCE

Letter from and to the New York State United Teachers

Re: Providing information about the number of employees in each job title

Thank you letter to Ms. Poniatowski

Re: A gift of \$50 for the celebration of the library's 50th anniversary

Letter from Newsday

Re: Freedom of Information Law (FOIL) request

Emailed to Newsday

Re: Response to the FOIL request

Letter to Mr. Eckhardt

Re: Confirmed the appearance of the Marian Male Chorus on Sunday, October 14, 2007

Thank you letter from Senator Charles J. Fuschillo, Jr.

Re: Mammography van has been scheduled on Thursday, May 17, 2007 at the Library

PERSONNEL - None

OLD BUSINESS

ANNUAL CONTRIBUTION TO MLD ADVOCACY FUND – Mr. Ruffner would like to get more details on this issue. Further discussion was tabled to the next Board Meeting.

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. Rall thanked Mr. Gaughran for the analysis.

NLS AND OTHER ORGANIZATIONS

Jeff Cannell has been appointed the Deputy Commissioner for Cultural Education, State Education Department.

NEW BUSINESS

WORKPLACE VIOLENCE PREVENTION POLICY – The Workplace Violence Prevention Act is designed to prevent and minimize the hazard of workplace violence to public employees. This new law became effective March 4, 2007. Although our library is not specifically required to have a written workplace violence prevention program since we do not employ a total of 20 or more full time permanent employees, Mrs. Griffin recommended that the Board of Trustees adopt this policy as a preliminary step to compliance with the new law. Specific guidelines for compliance with the law are expected to be developed by July 2007. A suggested Workplace Violence Prevention policy recommended by the library attorney, Mr. Cullen was also discussed. After a brief discussion, Mr. Ruffner asked Mrs. Griffin to check out whether the senior staff of the library or the Nassau County Police Department would be considered as the “Library Security Staff” as referred to in the suggested policy. Further discussion was tabled to the next Board Meeting.

TENANT LEASES – The lease agreement for Matos & Associates, LLC for the term of sixteen months commencing March 1, 2007 and ending June 30, 2008 was approved on the motion made by Mr. Gaughran, seconded by Mrs. Cox.

LONG TERM PLAN/50th ANNIVERSARY

The Friends of the Library reception to commemorate opening day in 1957 was held on Saturday, March 3rd. It was a very successful gathering. Town of Hempstead Clerk Mark Bonilla also participated.

The wording for “letter of invitation” and guest list for the October 14th celebration will be finalized with Mr. Ruffner before being mailed.

PUBLIC COMMENT

Mrs. McDonald had a question which was answered by Mr. Ruffner.

There being no further business the meeting was adjourned at 8:00pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 9, 2007 at 7:00 p.m.

Respectfully submitted by
Amy Law