

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**May 21, 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

**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 April 9, 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 Mrs. Cox, seconded by Mr. Gaughran, which unanimously passed:

# 58 - April 18, 2007 - 4,212.67  
# 59 - April 19, 2007 - 54,376.39  
# 60 - May 3, 2007 - 32,332.30  
# 61 - May 14, 2007 - 3,499.80  
# 62 - May 14, 2007 - 10,559.74  
# 63 - May 14, 2007 - 11,774.16  
# 64 - May 14, 2007 - 13,711.08  
# 65 - May 17, 2007 - 49,906.56

**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 April 2007 was approved on the motion by Mr. Gaughran, seconded by Mrs. Montalbano, which unanimously passed.

Mr. Ruffner questioned the original purpose for setting up the "Unemployment Insurance" bank account. Library Treasurer, A. Law will check with the library auditor and report back to the Board of Trustees at the next meeting.

## **DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**PROCUREMENT GUIDELINES POLICY** – All purchases of goods and contracts for public services shall be made in accordance with the provisions of NYS general municipal law. Public works contracts in excess of \$20,000 and purchase contracts in excess of \$10,000 are subject to competitive bidding. Since Baker & Taylor offers books at discounted rates and the materials it provides actually originate with multiple publishers, it is an exception to the general rule.

**PROCTORING ASSISTANCE IN THE LIBRARY** – After consultation with the trustees, we have taken all appropriate steps to honor the proctoring request. The student was informed that we will honor her request, but as of today, the student has not contacted the library. Mr. Ruffner indicated that he would send a follow up email to the student.

**NEWSDAY PROBE – PHASE TWO OF FOIL REQUEST** – Phase two of the FOIL request from Newsday has been prepared and submitted to Jackie Thresher who will in turn forward all information to reporter Randi Marshall.

**PUBLIC LIBRARY CONSTRUCTION GRANT**– A check for \$3,418 has received from the State of New York. This represents 90% of the amount approved in the application for assistance through the public library construction grant program. It will be used to begin our HVAC component replacement project.

**SUBMIT BOOK REVIEWS ONLINE** – As a special feature this summer, the Young Adult Summer Reading Club members have the opportunity to register and submit their book reviews online starting this summer.

**VOTING BOOKS** – The voting books used for general elections are separate ones from those used in the school/library votes. However, the Board of Elections does provide us with a list of eligible voters which is updated annually.

**MONTHLY NEWSLETTER** – Starting June 2007, library newsletters will be delivered to all community businesses.

**BUILDING INSPECTION** – Thomas Connaughton, Senior Loss Control Representative of the Utica National Insurance Group performed the regularly scheduled walk through on Thursday, April 26<sup>th</sup>.

## **CORRESPONDENCE**

Thank you letter to Mrs. Griffin

Re: Participation in Read Aloud/Career Day at the Seaford Harbor School

Thank you letter to C. Schaaf

Re: Participation in “Reading is Magical” celebration at the East Broadway School,

Levittown

Letter from Ms. Jessica Balter

Re: Requesting proctoring services at the library

Letter to State Senator, Charles J. Fuschillo, Jr.

Re: Requesting consideration in any future bullet aid

Thank you letter to State Senator, Charles J. Fuschillo, Jr.

Re: His support in the public library construction grant program

Mr. Ruffner asked that when a letter is sent out to government officials, it should be carbon copied to the Board of Trustees.

## **PERSONNEL**

**MEDICARE PART D SUBSIDY DATA** – A monthly breakdown of the 2006 Medicare Part D Retiree Drug Subsidy was received from the NYS Department of Civil Service. The calculation of the subsidy is based on the actual pharmacy claims of the Medicare primary enrollees who are not enrolled in a Medicare Part D plan. The Retiree Drug Subsidy is 28% of the calculated Net Retiree Eligible Costs.

## **OLD BUSINESS**

**WORKPLACE VIOLENCE PREVENTION POLICY** – After discussion, on the motion made by Mr. Gaughran, seconded by Mrs. Cox, the Board unanimously approved the Workplace Violence Prevention Policy.

## **INCREASING LIBRARY EFFECTIVENESS**

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library material.

## **NLS AND OTHER ORGANIZATIONS**

**OCLC - BACKGROUND** - A service used cooperatively by the NLS service center and member libraries to locate and to obtain resources not available within the county.

There was a brief discussion on Governor Eliot Spitzer's recent executive order creating a Commission on Local Government Efficiency and Competitiveness.

**NEW BUSINESS** – None

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

A committee meeting on the Cliff Miller art work was held on Monday, May 7<sup>th</sup>. Mr. Miller presented a mock up of the painting and the committee was pleased with the presentation. A few suggestions for adjustments were made.

**WORDING FOR THE OFFICIAL INVITATION FOR THE 50<sup>th</sup> ANNIVERSARY** – a mock up of the proposed wording for the official invitation was discussed. Several suggestions were made by Mr. Ruffner. 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. Cox, the Board entered into Executive Session at 7:50 to discuss tenant issues.

The Board reconvened in open session at 7:54pm on the motion made by Mr. Gaughran, seconded by Mrs. Cox.

There being no further business the meeting was adjourned at 7:55pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 11, 2007 at 7:00 p.m.

Respectfully submitted by  
Amy Law