

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**November 19, 2007**

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

Absent: Eileen Montalbano, Financial Secretary

Guests: Marisa Dagosto

**CALL TO ORDER**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:04p.m.

**APPROVAL OF MINUTES**

The minutes of the meeting of October 15, 2007 were approved on the motion made by Mr. Rall, 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:

# 22 - October 18, 2007	- 56,195.90
# 23 - November 1, 2007	- 35,096.63
# 24 - November 15, 2007	- 50,286.06
# 25 - November 19, 2007	- 5,532.06
# 26 - November 19, 2007	- 15,662.33
# 27 - November 19, 2007	- 8,955.09
# 28 - November 19, 2007	- 1,434.26
# 29 - November 19, 2007	- 7,862.92

**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 October 2007 was approved on the motion by Mr. Rall, seconded by Mr. Gaughran, which unanimously passed.

A. Law also reported that she has made the transfer of \$3,757.57, the surplus from the Tenants' Rent Security Deposit account to the Capital Improvement Fund account. This transaction will be reflected on next month's report.

## **DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**FRIENDS OF THE LIBRARY FORUM** – On Friday, November 2<sup>nd</sup>, Seaford Friends Vice President Louise Pearsall and Treasurer Peggy Butler attended the Annual Friends of the Library Forum at NLS. An explanation of the proposed consolidation of Nassau libraries was presented by NLS Director Jackie Thresher. Discussion included a roundtable discussion on Friends' relationships with library directors and boards, membership recruitment and advocacy efforts.

**TOWN OF HEMPSTEAD PARKING LOT S-1** – The library director was required to appear at the Supreme Court in Mineola on Tuesday, October 30<sup>th</sup> to testify in connection with Carla Powell's law suit against the town following her fall in parking lot S-1.

**WORKROOM REDESIGN** – There was a consultation with local architect Mike Interrante regarding the removal of a structure which is a barrier to expansion in the workroom. He indicated that if the stairway is removed, we must replace it with another exit which may cost anywhere from \$40,000 to \$50,000. After a discussion, it was decided to go ahead with obtaining an estimate for the initial plan presented by Waldner's Business Furniture which would make use of the currently available room. More discussion will follow.

**LONG ISLAND LIBRARY RESOURCES COUNCIL** – Mr. Jeffrey W. Cannell, Deputy Commissioner for Cultural Education was the guest speaker at the Annual Membership Meeting on November 15, 2007.

**GRANT** – A \$5,000 grant secured through New York State Senator Fuschillo has been received. A new AV system in the meeting room will be purchased with this grant.

**BUILDING REPAIRS** – Painter Bill Sullivan has been contacted regarding the exterior painting of the library tower. An estimate will be forwarded but Mr. Sullivan does not recommend that this work be done until the spring. Mrs. Griffin also reported that flowers continue to be pulled out from the planter in the building's outdoor seating area. She recommended removing the whole planter.

**VOLUNTEER BREAKFAST** – There was a reminder that the volunteer breakfast will be held on Wednesday, November 28<sup>th</sup> at 10am in the library's meeting room.

## **CORRESPONDENCE**

Thank you letter to Seaford Lions Club

Re: A gift of \$300 for purchasing a television stand in the meeting room

Letter to NYS Senator Charles J. Fuschillo, Jr.

Re: Requesting a grant to expand the summer outdoor musical entertainment programs for the community

Thank you letter to Seaford Lions Club

Re: For sponsoring the Children's Halloween Show on October 31, 2007

Thank you letter to Michael Di Silvio, Seaford Wellness Council

Re: Appreciation for the generous contribution to the library's 50<sup>th</sup> Anniversary celebration

Thank you letter to Grace Pommersheim, Friends of the Library

Re: tremendous contribution to the success of the library's 50<sup>th</sup> Anniversary celebration

Thank you letter to Cliff Miller

Re: For creating an enduring work of art for the Seaford Library

Letter from the Town of Hempstead Department of Highways

Re: Acknowledgment of the removal of a diseased tree in Parking Field S1

Letter from student volunteers who help out in the Children's Room

Re: Thank you for the Halloween party

Mr. Ruffner suggested that Mrs. Griffin write back a Thank you letter to this group of students.

## **PERSONNEL**

**GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB)** – Mrs. Griffin reported that she received a list of names of actuarial firms provided by the Library Auditor, Mr. Abrams. The Buck Consultants of New Jersey, who have provided the same service to the NYS Department of Civil Service, was also suggested. Mr. Gaughran reminded the Board that there may be a conflict of interest because his son-in-law works for the Buck Consultants firm. Mr. Ruffner also pointed out that according to the document provided by Mr. Abrams, the GASB provision does not require governments to fully fund their OPEB liabilities. It was also indicated that government with fewer than 100 employees could perform the actuarial calculation themselves by using a simplified alternative measurement method. According to the chart, our library falls into Phase 3 of GASB 45 implementations for which the effective date would be after 12/15/2008. After a brief discussion, the Board asked Mrs. Griffin to bring up this topic for discussion at the Member Director’s Meeting as an initial step. Further discussion will be tabled to the future Board of Trustee meeting.

**OLD BUSINESS** – None

## **INCREASING LIBRARY EFFECTIVENESS**

Mrs. Griffin reported that there was a miscalculation on the September Statistics. A corrected report was provided to the Board of Trustees prior to the meeting. A corrected chart from Mr. Gaughran will be discussed at the next Board meeting.

There was a brief discussion on the NY Times article distributed by Mr. Gaughran. The article referred to a study linking a drop in test scores to a decline in time spent reading. Mr. Ruffner thanked Mr. Gaughran for the information.

**ANNIVERSARY BOOKMARK** – Mr. Ruffner suggested making bookmarks as a way of extending the library’s 50<sup>th</sup> anniversary celebration. Mrs. Griffin reported that she has already made an initial contact with the printer, but no arrangement has been made yet. After a brief discussion, the Board agreed to get the largest size bookmark in order to show the picture. The picture of the painting will be put horizontally on the front and the wording “Seaford Public Library celebrating 50<sup>th</sup> Years” will be put at the back of the bookmark. Mrs. Griffin will look into the price and quantity option from the printer and will report back to the Board.

Mrs. Griffin also reported that monthly statistics provided by ALIS are usually available the end of the second week of each month. Since the Board of Trustees meeting is usually held on the 2nd Monday of each month, the statistics report would generally be a month behind.

## **NLS AND OTHER ORGANIZATIONS**

Mrs. Griffin asked if any of the Trustees would be available to attend the meeting on Tuesday, November 27 at 7pm at the NLS. For this meeting, the Nassau County Executive Thomas Suozzi has asked to speak to Library Trustees about the consolidation of libraries. Mr. Gaughran agreed to attend and Mr. Rall will check his availability for that day and will contact Mrs. Griffin.

**NEW BUSINESS** - None

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

Mrs. Griffin reported that there were an estimated 200 to 250 turnout for the October 14<sup>th</sup> grand celebration. Thank you letters have been sent out to participating individuals and groups indicating our appreciation for their generosity and hard work. A plaque has been ordered to accompany Cliff Miller’s painting to indicate that it is a gift from both the Friends of the Library and the Seaford Wellness Council.

### **CONSOLIDATION ISSUES**

A copy of the anti-consolidation resolution adopted by the Board of Trustees was forwarded with a cover letter to Nassau County Executive Thomas Suozzi, County Legislators Dennis Dunne, Peter Schmitt and David Denenberg, NYS Senator Charles Fuschillo and Assemblyman David McDonough.

A current approved/adopted budget was prepared and submitted to John Schwartzman, the consultant working on libraries for the County's Consolidation Feasibility Study.

### **PUBLIC COMMENT**

Mr. Ruffner and Mrs. Griffin answered general questions from Ms. Marisa DaGosto, a library school student from Queens College.

### **EXECUTIVE SESSION**

On the Motion made by Mr. Rall, seconded by Mrs. Cox, the Board entered into Executive Session at 8:05pm to discuss personnel issues.

The Board reconvened in open session at 8:16pm on the motion made by Mrs. Cox, seconded by Mr. Gaughran.

There being no further business the meeting was adjourned at 8:18pm.

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

Respectfully submitted by  
Amy Law