

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 15, 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

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 September 10, 2007 were approved on the motion made by Mrs. Cox, seconded by Mr. Gaughran 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:

# 16 -	September 20, 2007	- 55,186.35
# 17 -	October 4, 2007	- 34,998.06
# 18 -	October 15, 2007	- 40,158.80
# 19 -	October 15, 2007	- 4,640.24
# 20 -	October 15, 2007	- 22,199.00
# 21 -	October 15, 2007	- 12,292.92

Mr. Ruffner questioned the dating for Warrant #18 through #21. A. Law will check into it and will report back to the Board of Trustees through email.

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 September 2007 was approved on the motion by Mrs. Cox, seconded by Mrs. Montalbano, which unanimously passed.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

CONSOLIDATION UPDATE – NLS Director Jackie Thresher, Port Washington Library Director Nancy Curtin and Plainview Library Trustee Joe Eisner have met with representatives from all three consulting organizations and several county staff regarding this issue. Substantial data collection and analysis is in process, and they have formally requested detailed personnel information from all member libraries. Mrs. Griffin also reported that the Nassau Library System and some member library boards have already passed the anti-consolidation resolution.

REDESIGN OF LIBRARY'S WEBSITE – Webmaster Ted Gutman has been contacted and given the go ahead to generate mock ups and begin the implementation of his proposal for the library web site redesign.

WORKROOM DESIGN – A second meeting has been scheduled with Sue DiGesù of Waldner's Business Furniture on Wednesday, October 17, 2007 to discuss a design plan for the library workroom. Any feasible design plan will be presented for Board approval.

DONATION - Mrs. Griffin reported that a \$300 check has been received from the Seaford Lions Club and was presented to the library on the occasion of its 50th Anniversary.

BUILDING REPAIRS – General contractor Bob Lahey has completed the roof repair needed to correct water overflow on the library tower. The tree in the front seating area has been trimmed. Painter John Rurney has completed the power wash and painting work on the bottom part on the exterior of the building. We will need to find another painter to finish up the painting of the front clock tower. Mr. Ruffner will provide names to Mrs. Griffin regarding this matter.

CORRESPONDENCE

Letter from Legislator Peter J. Schmitt

Re: Acknowledgement of the invitation for the Library's 50th Anniversary celebration

Letter from Michael Di Silvio

Re: Inviting participation in Seaford Wellness Council meetings and events

Thank you letter to Senator Fuschillo

Re: Securing \$5,000 grant for purchasing new projection equipment for the library

Thank you letter to Mr. Robert Brennan

Re: Outdoor concert held at the Long Island Railroad site on August 11, 2007

Mr. Ruffner reminded Mrs. Griffin to write letters requesting grants to Senator Fuschillo's office as soon as possible.

AUDIT REPORT BY LIBRARY AUDITOR, MR. ABRAMS

Mr. Abrams reported to the Board of Trustees that he found no material weaknesses and no control deficiency in the recordkeeping. He explained that the GASB 45 provision requiring that public employers account for and report on the cost of providing health and other non-pension benefits for their current and future retirees will need to be implemented by the library beginning July 1, 2009. The first step would be appointing an actuary and set up a plan to implement the GASB 45 Provision. Eventually, funds will need to be set aside and put into a separate reserve account. He also mentioned that since the library fund balance goes up every year, funds will build up and be available for this purpose. Mr. Abrams will provide names of actuarial consulting firms to the library. Mr. Ruffner asked Mr. Abrams to provide more information on this issue and send it to us. Mr. Abrams also discussed the recommendations he made on the Audit Report. Regarding the bank reconciliation for the Revolving Fund Account, A. Law has submitted an additional copy of bank reconciliation to Mr. Abrams at this meeting as she had done previously in August 2007. Another recommendation he made on the report was to buy a "Paid" Stamp, explaining that this procedure is a safety precaution for avoiding duplicate payments. A. Law will purchase a "Paid" stamp as recommended.

PERSONNEL - None

OLD BUSINESS

RESOLUTION REGARDING CONSOLIDATION – The Board of Trustees discussed and carefully reviewed the resolution. It was agreed to insert the word “thoroughly” on the proposed resolution. (See Attached). Under the normal procedure, the Board of Trustees officially adopts resolutions after a 30 day waiting period, but due to the time sensitivity of this important resolution, the Board of Trustees has decided to adopt the resolution at this meeting. On the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board unanimously adopted the Anti-Consolidation Resolution. Mr. Ruffner suggested Mrs. Griffin draft a cover letter for the Board of Trustees to send County Executive Suozzi and other local government officials regarding the Board of Trustees stand on this issue.

INCREASING LIBRARY EFFECTIVENESS

Mr. Gaughran discussed the graphs he distributed prior to the meeting showing increases and decreases in the use of library material. The Board of Trustees thanked Mr. Gaughran for the analysis. The Board of Trustees also inquired about the timing for the availability of statistics from ALIS. A. Law will check this out with I. Zaharopoulos and report back to the Board of Trustees at the next meeting.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

OUTDOOR CONCERTS – Mr. Ruffner reported that for the summer of 2008, the outdoor concerts will be run in cooperation with the Seaford Wellness Council, which has already agreed to contribute to this program. Mr. Ruffner suggested that we can try to reach out to more local groups and ask for their sponsorship for these events. The library will then be able to present more outdoor concerts. After a brief discussion, the Board unanimously agreed.

LONG TERM PLAN/50th ANNIVERSARY

50th ANNIVERSARY – Trustee Stephen J. Gaughran wished to officially recognize the enormous contribution that all members of the library staff made to the success of the 50th Anniversary celebration on Sunday, October 14, 2007. He also expressed great appreciation for the work of the Friends of the Library, artist Cliff Miller, and the Seaford Wellness Council. The Board of Trustees unanimously agreed.

PUBLIC COMMENT - None

EXECUTIVE SESSION - None

There being no further business the meeting was adjourned at 8:55pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, November 19, 2007 at 7:00 p.m.

Respectfully submitted by
Amy Law