

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 10, 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, Joe McMahon, Barbara McDonald,
Nassau County Legislator David Denenberg

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:05p.m.

ORGANIZATIONAL MEETING

Jeanne Cox was sworn in as elected trustee by Mr. Ruffner for a 5-year term commencing July 1, 2007 and ending June 30, 2012.

On the motion made by Mr. Gaughran, seconded by Mrs. Cox, the Board unanimously voted to keep the same slate of officers:

Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Jeanne Cox, Secretary
Eileen Montalbano, Financial Secretary
John Rall, Asst. Financial Secretary

The following designations were approved on the motion made by Mr. Ruffner, seconded by Mr. Rall:

LIBRARY AUDITOR -	R. S. Abrams & Co. LLP
LIBRARY ATTORNEY -	William Cullen, Esq. of Behrens, Loew & Cullen
INSURANCE COMPANY -	Utica National Insurance Co. provided by HomeTown Insurance
OFFICIAL NEWSPAPER-	Wantagh Seaford Citizen South Bay's Neighbor
DEPOSITORY BANK -	Commerce Bank

APPROVAL OF MINUTES

The minutes of the meeting of June 11, 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:

# 71 - June 14, 2007	- 45,705.80
# 72 - June 28, 2007	- 39,793.61
# 73 - June 20, 2007	- 20,664.99
# 74 - June 20, 2007	- 6,723.00
# 01 - July 1, 2007	- 18,108.19
# 02 - July 12, 2007	- 34,577.38
# 03 - July 13, 2007	- 4,403.18
# 04 - July 13, 2007	- 11,818.44
# 05 - July 13, 2007	- 21,198.22
# 06 - July 26, 2007	- 55,004.42
# 07 - August 9, 2007	- 35,191.79
# 08 - August 13, 2007	- 3,549.78
# 09 - August 13, 2007	- 11,446.86
# 10 - August 13, 2007	- 21,158.40
# 11 - August 23, 2007	- 55,623.58
# 12 - September 6, 2007	- 35,192.65
# 13 - September 10, 2007	- 9,728.47
# 14 - September 10, 2007	- 11,699.99
# 15 - September 10, 2007	- 5,810.92

MONTHLY OPERATING SCHEDULE

The Monthly Operating Schedule was reviewed by the Board. Mr. Gaughran discussed the graphs he distributed prior to the meeting. Mr. Ruffner complimented the library office administration for the well managed budget (97%) for fiscal year 2006/2007.

TREASURER'S REPORT

The Treasurer's Report for the months of June, July and August 2007 were approved on the motion by Mr. Rall seconded by Mrs. Montalbano, which unanimously passed.

Treasurer, A. Law reported that the interest rate had dropped to 3.20% at one point at the end of August 2007, due to a decrease in the Treasury bill rate. The Treasury bill rates are now starting to increase. The rate as of September 11, 2007 was 4.70%. A. Law also reported that the library auditor, Mr. Abrams recommended the transfer of any surplus from the Tenants' Rent Security Deposit account to the General Fund account at the end of each fiscal year. Only money owed to the tenants will be kept in the Tenants Rent Security Deposit account. Mr. Ruffner suggested making this transfer to the Capital Improvement Fund account rather than to the General Fund account. The Board unanimously agreed.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

CONSOLIDATION ISSUE – EFFECT ON LIBRARIES – On April 23, 2007, New York State Governor Eliot Spitzer issued an executive order creating a Commission on Local Government Efficiency and Competitiveness. County Executive Tom Suozzi has called upon three consulting groups to make this project work in Nassau County. He proposes the creation of a public library district with taxing authority to replace the current decentralized system. A hearing was held on July 24 & 25, 2007 at Hofstra. And on Wednesday, September 5th, Trustees Peter J. Ruffner, Stephen J. Gaughran and John Rall were in attendance with her at a special meeting at the Nassau Library System which was convened to fully explain the consolidation issue.

REDESIGN OF LIBRARY'S WEB SITE – I. Zaharopoulos and Mrs. Griffin met with web master Ted Gutman on Wednesday, August 29 to consult with him on various elements of redesign for the library web page. Copies of the proposal submitted by his company Melvil, Inc. were distributed to the Board of Trustees. After a brief discussion, The Board of Trustees decided to look through the proposal first, and more discussion was tabled to the next Board Meeting. The Board of Trustees did give the go ahead for the library to continue to work with Ted Gutman.

WORKROOM DESIGN – Two preliminary plans were prepared by Hon Furniture, but they did not meet our needs. Hon has agreed to resubmit additional alternatives. Although we had consulted with John Parmiter at W.T. Morris Architectural Woodwork, he has relocated and downsized his business and is no longer handling projects of this type. A meeting has been scheduled with Waldner's Business Furniture on Monday, September 17, 2007. Mrs. Griffin will keep the Board informed.

ROOF REPAIR AND PAINTING – Painter John Rurney has provided an estimate for power wash and painting work on the exterior of the building. Mrs. Griffin is working with the general contractor Bob Lahey to repair the roof first, and he is trying to set us up with a roofer. Mr. Ruffner mentioned that the tree at the front of the library needs pruning. Mrs. Griffin will contact Daniel Baudouin Landscaping about this matter.

YEAR-END AUDIT – R. S. Abrams conducted an annual audit for fiscal year 2006/2007 on Thursday, August 23, 2007. A meeting will be scheduled with Mr. Abrams to answer any questions related to the library audit.

PLAYAWAYS – Details for circulating the prerecorded audio books dubbed "Playaways" are now being worked on. Batteries will be included and ear buds will be sold for \$1.00.

BLOOD DRIVE – On Thursday, August 16th, the library served as a venue for a student run blood drive. There was a total of 34 pints of blood collected.

CORRESPONDENCE

Thank you letter from the Town Clerk, Mark A. Bonilla to Mrs. Griffin

Re: Thank you for taking the time to stop by their Mobile Passport Services on Tuesday, June 12th.

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

Re: Requesting consideration for a grant to update projection equipment in the library community room.

Letter from New York State Senator, Charles J. Fuschillo, Jr.

Re: \$5,000 NYS Senate funding has been approved for the Seaford Library Judicial Subpoena from the Supreme Court

Re: Requesting Mrs. Griffin's appearance in court for the case between Carla J. Powell and William A. Powell against the Town of Hempstead

Letter to the Seaford Lions Club from C. Schaaf

Re: Requesting sponsorship of the Halloween Program on Wednesday, October 31st.

Letter to Mr. Robert Brennan from E. Wasserman

Re: Requesting the use of the railroad restrooms for the outdoor musical concert held on Saturday, August 11th.

Thank you email to NYS Senator Fuschillo and Assemblyman McDonough

Re: Mobile office hours on Friday, July 20th at the library

PERSONNEL

The following personnel changes were approved by the Board:

Appointments: Nicholas J. Tirino, PT Cleaner, eff. 8/9/07

Separations: Evita LaQua, PT Cleaner, eff. 8/5/07

OLD BUSINESS

2006-2007 CONSTRUCTION GRANT COMPLETION FORM – Necessary paperwork was signed by Mr. Ruffner for the 2006-2007 Construction Grant completion form.

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. Ruffner thanked Mr. Gaughran for the analysis.

The October Newsletter was discussed, adjustments and recommendations were noted.

NLS AND OTHER ORGANIZATIONS

POSTER FOR LOCAL LIBRARY LOCAL CONTROL – The Board agreed to post the flyer at the library. Mr. Gaughran suggested that we can give it out as a bookmark when people check out books at the circulation desk. Mrs. Griffin will look into it.

NEW BUSINESS

CALENDAR FOR THE YEAR 2008 & PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2008 – After discussion, on the motion made by Mr. Rall, seconded by Mr. Gaughran, it was decided that the library will close on Saturday, July 5, 2008 for Independence day. The Board unanimously accepted the Proposed Calendar for year 2008. The Board of Trustees also unanimously accepted the Proposed Schedule for Board Meeting Dates for the year 2008 and the Proposed Budget Dates as follows:

Board Meeting and Budget Hearing	-	Monday, March 31, 2008
Registration	-	Tuesday, April 1, 2008
Budget Vote	-	Wednesday, April 9, 2008

TENANTS LEASE RENEWAL – The following lease renewals were approved on the motion made by Mr. Rall, seconded by Mr. Gaughran:

Christine M. Weber, Ph.D. Psychological Services PLLC for the eleven month term commencing August 1, 2007 and ending June 30, 2008.

Virginia Belling Senior Placement Services Inc. for the nine month term commencing October 1, 2007 and ending June 30, 2008.

RESOLUTION REGARDING CONSOLIDATION – After a brief discussion, the Board will need more time to read through all the papers first, and the final approval was tabled to the next Board of Trustees meeting.

LONG TERM PLAN/50th ANNIVERSARY

LOCAL MEDIA PUBLICITY – Mr. Ruffner suggested placing a one time ½ page Ad in local newspapers to publicize the library's 50th Anniversary in the week just before the event. Press releases should also be sent to Newsday and News 12. Mrs. Griffin will look into this matter as soon as possible. For this expense, the Board agreed to take monies from the "Publicity" budget line.

Copies of the formal invitation, mailing list and the program for the 50th Anniversary were reviewed by the Board of Trustees. Invitations are to be mailed out by the end of the week. The program will be distributed to guests on the day of the event.

PUBLIC COMMENT - None

NASSAU COUNTY LEGISLATOR, DAVID DENENBERG

Nassau County Legislator, David Denenberg congratulated the members of the Board of Trustees at their annual re-organization meeting. The Board of Trustees also participated in a photo op with Legislator Denenberg.

There being no further business the meeting was adjourned at 8:31pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, October 15 , 2007 at 7:00 p.m.

Respectfully submitted by
Amy Law