

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 14, 2008

Present: Peter J. Ruffner, President
Eileen Montalbano, Financial Secretary
John Rall, Asst. Financial Secretary
Marilyn Griffin, Director

Absent: Stephen J. Gaughran, Vice-President

Guests: Karen Cusumano, Barbara McDonald

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:08p.m.

APPROVAL OF MINUTES

The minutes of the meeting of December 10, 2007 were approved on the motion made by Mr. Rall, seconded by Mrs. Montalbano and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 34 -	December 13, 2007	- 35,110.86
# 35 -	December 27, 2007	- 55,771.47
# 36 -	January 10, 2008	- 34,803.74
# 37 -	January 14, 2008	- 9,700.62
# 38 -	January 14, 2008	- 13,746.30
# 39 -	January 14, 2008	- 17,834.15

MONTHLY OPERATING SCHEDULE

The Monthly Operating Schedule was reviewed by the Board.

TREASURER'S REPORT

The Treasurer's Report for the month of December 2007 was approved on the motion by Mrs. Montalbano, seconded by Mr. Rall, which unanimously passed.

A. Law reported that as of January 8, 2008, the following checking accounts have been converted to the Commerce Investment Account Rate – which require minimal transaction on the accounts and offer a higher interest rate (as of January 14, 2008, the rate was 4.65%):

Unemployment Insurance Account; Tenant's Security Deposit Account; Compensated Absences Account and the Capital Improvement Account.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

COUNTY CONSULTANTS STUDY UPDATE – Member library directors were given the opportunity to meet with several members of the county consultants' team during the month of December. Topics included a discussion of existing cooperative efforts and shared services among member libraries. All agreed that working through the Nassau Library System was the preferred model, with individual libraries retaining “self determination”.

JOB DESCRIPTIONS – a list of job descriptions for library staff was distributed to the Board of Trustees. Mr. Rall complimented Mrs. Griffin for the good work on the job descriptions. Mr. Ruffner suggested putting the job descriptions on the library's website with password protection, allowing easy access for the Board of Trustees.

LIBRARY'S WEBSITE – the library has registered the domain name www.seafordlibrary.org for a 2 year period with the option for renewal after that time.

WORKROOM REDESIGN – It was confirmed that the State contract prices will remain in effect as we work our way through the process of redesigning the workroom. There are no plans to close the library during this project. The project will start around 5/1/08.

SOUND SYSTEM FOR THE MEETING ROOM – Design Audio Visual has been consulted regarding a more up to date and streamlined sound system for the library meeting room. Grant money received from State Senator Charles Fuschillo will be used for this purpose. The Board of Trustees unanimously gave approval for this project. Mr. Ruffner suggested that Mrs. Griffin request grant money from the State Officers for a wall mounted Flat Screen TV to be installed in the meeting room.

INSTALLATION OF OFFICES – Librarian Ida Zaharopoulos was officially installed for a two year term as a director on the Nassau County Library Association Executive Board on January 8, 2008.

ELECTRONIC DOOR COUNTER – A possible cooperative order for member libraries on purchasing an electronic door counter. A cost of \$300+ for each door counter was discussed.

FENCE – Mr. Ruffner suggested installing decorative slats for our existing chain link fence behind the building. Mrs. Griffin will look into it.

CORRESPONDENCE

Thank you letter to Life Enrichment

Re: \$25 gift for the staff of the Seaford Library

PERSONNEL

The following personnel changes were approved by the Board:

Retirement: Francis O'Brien, PT Cleaner, eff. 12/22/07

Appointment: Paul Gehrling, PT Cleaner, eff. 12/18/07

OLD BUSINESS

PROPOSED BUDGET 2008/2009 – Mrs. Griffin reported that an increase in the amount budgeted for electricity from \$47,000 to \$48,500 was based upon an updated estimate of expected expenditures. The Nassau Library Delivery Fee will be listed under budget line 439 – Rental, repair of office equipment, service contracts. The Proposed Personnel Budget will be discussed in Executive Session.

INCREASING LIBRARY EFFECTIVENESS

There are no statistical analysis charts from Mr. Gaughran at this meeting due to his absence; discussion will be delayed until the next Board of Trustees meeting.

ANNIVERSARY BOOKMARK – Mrs. Griffin reported that she has contacted a printing company that was recommended by Massapequa library. Samples of their product are expected to arrive. There will be more discussion on this issue at the next Board of Trustees meeting

NLS AND OTHER ORGANIZATIONS

Correspondence regarding Governor Spitzer putting County Executive Suozzi in charge of Property Tax Task Force.

NEW BUSINESS – None

LONG TERM PLAN/50th ANNIVERSARY - None

CONSOLIDATION ISSUES

NLS director Jackie Thresher has submitted some additional requested information that was compiled from the 2006 annual reports to the county consultants. Information included the number of budgeted staff positions; costs for fuel oil, electricity and water for fiscal year 2006/2007 as well as amounts budgeted for the current fiscal year and the square footage of the individual library buildings.

PUBLIC COMMENT

Mrs. McDonald pointed out that some of the bricks in the outdoor reading area have been sinking. A discussion followed regarding possible solutions. Mr. Ruffner stated that the area would be closely watched to ensure a safe sidewalk for patrons and other users.

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:08pm to discuss the personnel budget.

The Board reconvened in open session at 8:50pm on the motion made by Mrs. Montalbano, seconded by Mr. Rall.

PROPOSED BUDGET FOR 2008/2009 – After discussion, the Board of Trustees unanimously agreed and raised the Capital Improvement line from \$50,000 to \$60,000. For the estimated revenue for rent payments, a 4% raise from the last year's figures was agreed upon. A final draft copy of the Proposed Budget for 2008/2009 will be presented at the next Board of Trustees meeting.

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, February 11th, 2008 at 7:00 p.m.

Respectfully submitted by
Amy Law