

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 9, 2008

Present: Peter J. Ruffner, President
Stephen J. Gaughran, Vice-President
Patricia Coughlin, Asst. Financial Secretary
Marilyn Griffin, Director

Absent: Eileen Montalbano, Secretary
John Rall, Financial Secretary

Guests: Barbara McDonald

CALL TO ORDER

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

Mr. Rall and Mrs. Montalbano were excused for their absence from the Board of Trustees meeting.

APPROVAL OF MINUTES

The minutes of the meeting of May 19, 2008 were approved on the motion made by Mr. Gaughran, seconded by Mrs. Coughlin and unanimously passed.

APPROVAL OF THE WARRANTS

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

64 - May 29, 2008 - 57,168.22
65 - June 9, 2008 - 7,153.29
66 - June 9, 2008 - 7,404.18
67 - June 9, 2008 - 7,727.13

An item on the warrant was questioned by Mr. Gaughran regarding a payment to one of the employees. After a brief discussion, it was suggested that for any future reimbursement for a non-director a better description on the warrant should be provided.

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 May 2008 was approved on the motion by Mr. Gaughran, seconded by Mrs. Coughlin, which unanimously passed.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

HVAC SYSTEM REPLACEMENT PROJECT – A project planning meeting was held with the Sound Refrigeration and Air Conditioning Service Manager. There was a discussion on the completion of phase 2 of the project, scheduled after Labor Day. This project includes the furnishing and installation of a new Carrier air handler with steam coil which services the main level of the library. Some electrical modification to the new air handler may be required and our general contractor, Bob Lahey, will need to remove a section of the wall to allow for removal of the old unit. The wall section will then be replaced. All asbestos abatement and removal in the building was completed 17 years ago. Mrs. Griffin also explained that the plan for phase 3 will be to install an additional air cooled condenser unit for the second floor and elimination of the old water tower. For phase 4, Sound will install an air handler in the basement to replace the 2 that currently service the second floor level. A long range projected plan for the heating system will be to speak with National Grid to obtain information regarding possible incentives available for oil to gas conversion.

STATE COMMISSION ON PROPERTY TAX RELIEF – Nassau County Executive Tom Suozzi recommends a 4% ceiling on yearly increases in school property tax levies and the elimination of school budget votes except those exceeding the 4% tax cap. It's too early to tell what effect this would have on libraries, but we will continue to keep the Board of Trustees informed as more information becomes available.

PEDESTRIAN CROSSWALK – The pedestrian crosswalk at the front of the library has been repainted. This request was made through Angie Cullin's office.

CORRESPONDENCE

Letter from Publisher of BookPage

Re: Nomination of Cindy Schaaf for the 2008 BookPage Spotlight Award

The Board of Trustees wished her the best of luck with this award.

PERSONNEL - None

OLD BUSINESS - None

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 asked Mr. Gaughran to add a chart for statistics on Library Visits for the next Board of Trustees meeting. Mr. Ruffner thanked Mr. Gaughran for the analysis.

NLS AND OTHER ORGANIZATIONS - Mr. Ruffner asked about the Annual meeting for the Area 4 Trustees with Harrison Hunt. Mrs. Griffin reported that no date has been set for this meeting yet.

NEW BUSINESS

PUBLIC LIBRARY CONSTRUCTION PROGRAM PHASE 3 APPROVAL – On the motion made by Mrs. Coughlin, seconded by Mr. Gaughran, the Board of Trustees gave the approval for the process of requesting public library construction aid for phase 3 of the HVAC project. When the paperwork is completed, Mrs. Griffin will contact Mr. Ruffner for his signature before submitting to the Nassau Library System.

LONG TERM PLAN - None

CONSOLIDATION ISSUES - None

EXECUTIVE SESSION

On the Motion made by Mr. Gaughran, seconded by Mrs. Coughlin, the Board entered into Executive Session at 7:46pm to discuss tenant issues.

The Board reconvened in open session at 8:54pm on the motion made by Mr. Gaughran seconded by Mrs. Coughlin.

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 September 8, 2008 at 7:00 p.m.

Respectfully submitted by
Amy Law