

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**March 31, 2008**

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

Guests: Steve Andreski, Barbara McDonald, Joe McMahon

**CALL TO ORDER**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:06p.m.

**APPOINTMENT OF TRUSTEE TO FILL MRS. COX'S POSITION**

A motion was made by Mr. Ruffner to appoint Patricia Coughlin to fill Jeanne Cox's unexpired term of office. Mr. Gaughran seconded the motion. The Board unanimously voted to appoint Mrs. Coughlin. This term runs until June 30, 2012. Mr. Gaughran swore in Mrs. Coughlin, she took the Oath of Office, and signed the Oath of Office card. Mrs. Coughlin was welcomed to the Board by the other Trustees.

**REORGANIZATION OF BOARD POSITIONS**

On the motion made by Mr. Ruffner, seconded by Mr. Gaughran, the Board unanimously voted the following nomination of officers:

Eileen Montalbano, Secretary  
John Rall, Financial Secretary  
Patricia Coughlin, Assistant Financial Secretary

**APPROVAL OF MINUTES**

The minutes of the meeting of February 11, 2008 were approved on the motion made by Mr. Gaughran, seconded by Mr. Rall and unanimously passed.

**BUDGET HEARING**

Peter J. Ruffner, President, reviewed the 2008/2009 Proposed Library Budget and discussed the percentage increase for each item over last year's budget. The taxable amount to be voted upon is \$1,770,295 which represents a 3.68% increase over last year's budget. Mr. Ruffner answered questions raised by some of the guests present at the meeting.

## **APPROVAL OF THE WARRANTS**

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

|                          |             |
|--------------------------|-------------|
| # 46 - February 21, 2008 | - 54,212.01 |
| # 47 - March 6, 2008     | - 33,136.98 |
| # 48 - March 10, 2008    | - 11,484.84 |
| # 49 - March 10, 2008    | - 10,965.98 |
| # 50 - March 10, 2008    | - 15,361.40 |
| # 51 - March 20, 2008    | - 55,295.84 |

## **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 February 2007 was approved on the motion by Mr. Rall, seconded by Mrs. Montalbano, which unanimously passed.

## **DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**NEW 403B REGULATIONS** – On July 26, 2007, the IRS published new regulations for 403B tax sheltered annuity plans. These new regulations require that the employer must adopt and have a written plan by January 1, 2009. Letters have been sent out to the three insurance companies with which staff hold annuities so that the appropriate information sharing agreements can be drawn up. The library's auditor suggested contacting an outside firm for drawing up proper written plan documents. Mrs. Griffin will make the contact with other libraries and the Seaford School district before actually hiring any outside firm.

**WORKROOM RENOVATIONS** – All desks, chairs, storage units and carpeting products have been ordered. We anticipate that delivery and installation will take place at the end of April. Mrs. Griffin requested that the Board of Trustees allow closing to the public for the hours necessary only if it becomes necessary due to a safety issue. After a brief discussion, Mr. Ruffner asked Mrs. Griffin to provide a time line for this whole project for the next Board of Trustees meeting. Mrs. Griffin will speak with the project manager and will fine tune the schedule.

**REDESIGN OF LIBRARY'S WEBSITE** – The reference department is going forward with making changes to the design and content of the library's web site. After a brief discussion, it was decided that a listing of e-mail addresses by department only should be posted on the website. In addition, a general Board of Trustees e-mail address should be posted too. It was also agreed to post current and past minutes on the website for archival purposes.

**SUMMER OUTDOOR CONCERTS** – A total of 4 concerts have been scheduled for this coming summer. Two will be held in the Town of Hempstead lot adjacent to the library, two at the Seaford railroad station location. Those held on home turf are "rain or shine" arrangements. Mr. Ruffner confirmed co-sponsorship from the Seaford Wellness Council, Seaford Chamber of Commerce and the Seaford Lions Club for these concerts. He also requested that Mrs. Griffin email him the details of each concert. Each sponsored group should also be sent a letter requesting payment.

**FRIENDS OF THE LIBRARY** – The Friends of the library generously agreed to supplement gift donations recently made in memory of Dorothea Hahnefeld with additional funds. The funds will be used to purchase a larger display case for the side hall which is used to post library and non profit related announcements. Mrs. Griffin also reported that an arrangement has already been made to have all the 50<sup>th</sup> Anniversary citations and proclamations professionally framed. The Friends of the library also agreed to pay for the framing.

**PUBLIC LIBRARY CONSTRUCTION GRANT** – The Library has been awarded \$6,102 in state funding as part of the Public Library Construction Grant. It will be used to update the HVAC system.

**WIRELESS PEOPLE COUNTER** – These counters have been installed at the front and side entrances of the library. These numbers have been included in the Monthly Statistical Report under “Library Visits”.

**SOUND SYSTEM FOR THE MEETING ROOM** – The new audio visual projection system and replacement screen have been successfully installed in the library meeting room.

**DECORATIVE SLATS FOR THE CHAIN LINK FENCES** – Mr. Ruffner requested that Mrs. Griffin investigate the installation of privacy slats on all chain link fences. Mrs. Griffin will look into it and will discuss at the next Board of Trustees meeting.

### **CORRESPONDENCE**

Letter to Oppenheimer Funds Distributor, Inc., Phoenix Life Insurance Company and  
Presidential Life Insurance Company

Re: New 403B Regulations

Letter from Oppenheimer Funds Services

Re: Information Sharing Agreement regarding the new 403(b) Final Regulations

Letter from State Librarian, Janet Welch

Re: Approval of the Public Library Construction Grant for 2007-2010

Complimentary letter from Gerry and Janet Lowe

Re: Complimented staff at Reference and Circulation Department

Complimentary note from Florence Warren

Re: For the new FT staff addition, Linda Cannati

### **PERSONNEL**

The following personnel changes were approved by the Board:

Appointment: Linda Cannati, FT Clerk Typist, eff. 2/22/08

Michele Rouse, PT Clerk, eff. 3/7/08

Alyssa Cannati, Page, eff. 3/13/08

**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. Rall thanked Mr. Gaughran for the analysis.

### **NLS AND OTHER ORGANIZATIONS**

Syntax (Michael Conte, CEO) has been retained by NLS as its “Agency of Record” for media relations services. This is a concept which has great support with the NLS Board of Trustees as well as with the member library directors.

Also, the Elmont Public Library has now become a member of ALIS.

### **NEW BUSINESS**

**NLS’ REQUEST FOR FINANCIAL SUPPORT OF DELIVERY SERVICE IN CALENDAR YEAR 2008** – On the motion made by Mr. Gaughran, seconded by Mrs. Montalbano, the Board unanimously approved NLS’ request for financial support of delivery services for calendar year 2008 in the amount of \$2,723.

**MAY 2008 BOARD OF TRUSTEES MEETING** – On the motion made by Mr. Rall, seconded by Mr. Gaughran, the Board of Trustees agreed to change the meeting date from May 12th to May 19<sup>th</sup> at 6:30pm.

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

**ANNIVERSARY BOOKMARK** – Mr. Ruffner asked Mrs. Griffin to finalize the cost with the printing company and report back at the next Board of Trustees meeting.

## **CONSOLIDATION ISSUES**

Mrs. Griffin reported that NLS director Jackie Thresher indicated that the consultant task force assigned to investigate library consolidation was prepared to report formally to County Executive Suozzi with the recommendation that consolidation not take place, but rather that there be increased cooperation and collaboration through NLS. The county will also continue to pursue the possibilities for reduction of insurance, energy and fuel price costs through cooperation.

## **PUBLIC COMMENT**

Mrs. McDonald had a question which was answered by Mr. Ruffner.

## **EXECUTIVE SESSION**

On the Motion made by Mrs. Montalbano, seconded by Mr. Rall, the Board entered into Executive Session at 8:45pm to discuss personnel.

The Board reconvened in open session at 9:25pm on the motion made by Mrs. Montalbano, seconded by Mr. Rall.

There being no further business the meeting was adjourned at 9:30pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 14, 2008 at 7:00 p.m.

Respectfully submitted by  
Amy Law