

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 19, 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: Jeanne Cox, Joe McMahon

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 6:43p.m.

APPROVAL OF MINUTES

The minutes of the meeting of April 14, 2008 were approved on the motion made by Mrs. Coughlin, seconded by Mr. Gaughran and unanimously passed.

APPROVAL OF THE WARRANTS

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

57 - April 17, 2008 - 55,354.54
58 - May 1, 2008 - 33,924.46
59 - May 15, 2008 - 35,840.27
60 - May 19, 2008 - 37,438.57
61 - May 19, 2008 - 5,496.37
62 - May 19, 2008 - 10,881.37
63 - May 19, 2008 - 13,565.26

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 April 2008 was approved on the motion by Mr. Rall, seconded by Mrs. Montalbano which unanimously passed.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

UNEMPLOYMENT INSURANCE ACCOUNT – After an investigation with the insurance company and library's auditor, Robert Abrams, it was confirmed that this account is needed. According to the auditor, paying for insurance coverage is not practical and the cost would be much higher than simply maintaining the account. Mr. Ruffner asked Mrs. Griffin to discuss with Mr. Abrams again when he comes for the audit to see if the amount in this account is sufficient.

READ ALOUD/CAREER DAY AT SEAFORD HARBOR SCHOOL – Mr. Ruffner thanked Mr. Gaughran and Mrs. Montalbano for participation in the Read Aloud event at the Harbor School as representatives of the Board of Trustees. Mrs. Griffin and Mrs. Schaaf also participated in this event and the experience was very rewarding. Thank you letters were also received from the Seaford Harbor School.

WORKROOM RENOVATION – The workroom renovation was completed. Mrs. Griffin reported that the library remained open during the renovation. The staff would like to thank the Board of Trustees for giving their approval to this project.

PAINTING JOB ON THE EXTERIOR OF THE BUILDING – After a brief discussion on the water streaking problem on the tower of the building, it was agreed to consult with DiMonda Construction before a painting job is arranged.

PHASE II OF THE HVAC COMPONENT REPLACEMENT – 90% of the public library construction aid that was promised was received. Mr. Ruffner asked Mrs. Griffin to provide a detailed report on phase II of the HVAC project for the next Board of Trustees Meeting.

TOWN OF HEMPSTEAD PARKING LOT – A letter was received from the Town of Hempstead regarding the reconstruction and improvement of the Parking Field S-1. According to the letter, the bidding of this project is scheduled later this summer, but no specific dates are mentioned. Since this project will affect the accessibility of the parking space for library patrons, the Board of Trustees would like to inform the public about this project through the library's newsletter. After a brief discussion, it was agreed that Mrs. Griffin request more information from the Town of Hempstead again if we do not get specific details on the project by the end of August.

CORRESPONDENCE

Thank you letter from Seaford Harbor School

Re: Thank you to Mrs. Griffin for taking part in the Read Aloud Day celebration

Letter to Councilwoman Angie Cullin

Re: Reconstruction schedule for Parking Lot S-1

Response letter from Town of Hempstead Dept. of Engineering

Re: Schedule for the improvements to Parking Lot S-1

Letter from Charles J. Fuschillo, Jr., NYS Senator

Re: Approval of the \$5,000 grant for helping defray costs associated with the outdoor musical concerts.

Thank you letter to Charles J. Fuschillo, Jr., NYS Senator

Re: Thank you for the approval of the grant for the library's outdoor musical concerts

Letter to Seaford Wellness Council; Lions Club of Seaford; Seaford Chamber of Commerce and Friends of the Seaford Library

Re: Appreciation for their co-sponsorship of the upcoming summer outdoor concerts.

Letter to Christopher Schneider, Director of Communications

Re: April Newsletter acknowledgement to the community for the grant secured through Senator Fuschillo's Office.

Electronic questionnaire requested by the State of New York Office of the Attorney General

Re: Professionals on Payroll

PERSONNEL - None

OLD BUSINESS

DECORATIVE SLATS FOR THE CHAIN LINK FENCE – Mr. Ruffner complimented the choice of color for the decorative slats since they match nicely with the stucco on the building. Mrs. Griffin also explained that the custodial staff will gradually finish this project over the summer.

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.

Mr. Ruffner suggested creating a headline article in the July newsletter regarding the upcoming series of four summer outdoor concerts.

NLS AND OTHER ORGANIZATIONS

COOPERATIVE ACQUISITION OF GOODS AND SERVICES – MLD COMMITTEE –

One of this committee's projects is the investigation of actuarial services which are available to achieve compliance with the GASB 45 reporting of post employment benefits. The NLS staff and the NLS auditor will be meeting with the vendor that provides an online actuarial calculator. A demonstration of the product will then be arranged for library directors.

DIRECT ACCESS REIMBURSEMENT – Seaford remains a plus use library and will be paid in the amount of \$933.97 after July 1, 2008.

NEW BUSINESS – None

LONG TERM PLAN

ANNIVERSARY BOOKMARK – Mrs. Griffin informed the Board of Trustees that the bookmark is already in order.

CONSOLIDATION ISSUES

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Montalbano , the Board entered into Executive Session at 7:22pm to discuss tenant issues.

The Board reconvened in open session at 8:13pm on the motion made by Mr. Rall, seconded by Mrs. Montalbano.

There being no further business the meeting was adjourned at 8:15pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 9, 2008 at 7:00 p.m.

Respectfully submitted by
Amy Law