

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 8, 2009

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

Absent: Stephen J. Gaughran, Vice-President
Patricia Coughlin, Asst. Financial Secretary

Guests: Joe McMahon, Michael Gillman

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:13p.m.

On the motion made by Mrs. Montalbano, seconded by Mr. Rall the Board approved the excused absence for Mr. Gaughran and Mrs. Coughlin for the June 8, 2009 Board of Trustees meeting.

APPROVAL OF MINUTES

The minutes of the meeting of May 18, 2009 were approved on the motion made by Mrs. Montalbano, seconded by Mr. Rall 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:

70 - May 28, 2009 - 41,074.12
71 - June 8, 2009 - 12,994.35
72 - June 8, 2009 - 9,228.31
73 - June 8, 2009 - 13,231.80

MONTHLY OPERATING SCHEDULE

The Monthly Operating Schedule was reviewed by the Board. Mr. Ruffner also spoke about the New York State Retirement Fund and noted that we should be conscious about the huge contribution increase of possibly 25% to 50% for the next fiscal year 2010/2011.

Mrs. Griffin also reported that the library has received a final distribution payment of \$1,942.52 from the Rowecom Liquidating Trust. Mrs. Griffin explained that RoweCom, Inc. once placed orders for printed journals and periodicals for libraries.

TREASURER'S REPORT

The Treasurer's Report for the month of May 2009 was approved on the motion by Mrs. Montalbano, seconded by Mr. Rall, which unanimously passed.

Amy Law reported that as of July 1, 2009, TD Bank will reduce the interest rate floor of 1.60% to 1.00% on the LIMBC (L.I. Municipal Bank Consortium) investment accounts.

DIRECTOR'S REPORT

Mrs. Griffin reported that:

AUTOMATED LIBRARY INFORMATION SYSTEM (ALIS) – Mrs. Griffin gave a brief overview of the ALIS Corporation and explained all the monthly charges for which Seaford is billed.

SUMMER READING – LIBRARY/SCHOOL COOPERATION – Seaford Schools Assistant Superintendent Brian Conboy has arranged for the school district to purchase required summer reading books for middle and high school students. These books will be owned and retained as a permanent part of the Seaford Public Library's collection. They will be displayed as summer reading but will be available to all patrons of the library both in the summer and year round. After a brief discussion, on the motion made by Mr. Rall, seconded by Mrs. Montalbano it was unanimously approved to accept the summer reading books from the Seaford School District.

NEW EMAIL ADDRESS – Mrs. Griffin explained that excessive spam on the library email addresses is being addressed with the help of Mike Morea at the Nassau Library System. Mr. Morea has redirected all the current accounts to new gmail accounts and the gmail does a good job of filtering out the spam. Mr. Ruffner asked Mrs. Griffin to check with the library's webmaster, Ted Gutman, to see if he can run the email through seafordlibrary.org by using his server. Mrs. Griffin will investigate and see what other options we have with this issue. Discussion will follow at future Board of Trustees Meetings.

LEGAL NOTICES – It was confirmed that school district public libraries must publish the legal notices of their budget vote and trustee election four times within the seven weeks preceding the vote in two newspapers having general circulation within the district.

MUSEUM PASSES – Mrs. Griffin reported that the Firefighters museum is a separate institution from the Cradle of Aviation Museum. They do not offer any general memberships or membership passes at this time.

TOWN OF HEMPSTEAD PARKING LOT RENOVATION – It has been confirmed that around 20 trees and numerous low bushes will be added to the new space.

CORRESPONDENCE

Thank you letter from Parish of the Holy Family

Re: Donation of Reference Books for Holy Family School Library

Thank you letter to Mr. & Mrs. Barclay

Re: Thank you for monies donated in memory of Valentine Meehan
Acknowledgement letter to Peg Meehan
Re: Memorial contribution given in Valentine Meehan's memory
Thank you letter to Jessica Wengler
Re: Donation of books in memory of Penney Krebs
Letter to New York State United Teachers
Re: Correspondence regarding Freedom of Information Law Request

PERSONNEL

A copy of the list of Seaford Public Library employees with job titles and department was distributed to the Board of Trustees for their own file. Mr. Ruffner inquired about the differences between the title Librarian I and Librarian II. Mrs. Griffin explained that Librarian I is the initial level under the Civil Service Commission. To become a librarian II, years of experience as Librarian I are required and candidates must also pass a written test administered through the Nassau County Civil Service Commission.

OLD BUSINESS - None

INCREASING LIBRARY EFFECTIVENESS - None

NLS AND OTHER ORGANIZATIONS

GOVERNMENT REORGANIZATION AND CITIZEN EMPOWERMENT ACT – This Consolidation Bill has been passed by both the New York State Assembly and Senate. The legislation is intended to include libraries but the bill is complex and some of the bill's provisions seem to run contrary to current State Education Law. Mrs. Griffin will continue to keep the Board of Trustees informed as more information becomes available. Mr. Ruffner requested that Mrs. Griffin forward all emails regarding these issues to the Board of Trustees when she receives them from NLS Director, Jackie Thresher.

NEW BUSINESS

NAMED AWARD FOR PUBLIC RECOGNITION – Mr. Ruffner explained that he did not have any further information; but discussion will follow at future Board of Trustees Meetings.

WINTER SPEAKER SERIES - Mr. Ruffner explained that he did not have any further information; but discussion will follow at future Board of Trustees Meetings.

LIBRARY NEWSLETTER – Mr. Ruffner suggested finding ways to improve the look of the library's newsletter. There was discussion regarding a 2-page newsletter for busy months. Mr. Rall also suggested that the Children's Summer Calendar could be included with the Newsletter. Mrs. Griffin confirmed that the largest size paper that can be printed on the duplicator is 11x17. After a brief discussion, it was agreed that Ida Zaharopoulos be asked if she has any other suggestion, and samples of newsletters from other libraries will be looked at. Mrs. Griffin will also check with the vendor to determine if there are

folding machines that can fold more than one page at a time, etc. More discussion will follow at future Board of Trustees Meetings.

PUBLIC LIBRARY CONSTRUCTION PROGRAM PHASE 4 APPROVAL – On the motion made by Mr. Rall, seconded by Mrs. Montalbano, the Board of Trustees gave the approval for the process of requesting public library construction aid for phase 4 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.

FUTURE PLANS/NEW TECHNOLOGIES - None

PUBLIC COMMENT

Mr. Gillman had questions which were answered by Mr. Ruffner.

EXECUTIVE SESSION

On the Motion made by Mr. Rall, seconded by Mrs. Montalbano, the Board entered into Executive Session at 8:15pm to discuss tenant issues.

The Board reconvened in open session at 8:25pm on the motion made by Mr. Rall, seconded by Mrs. Montalbano.

ADJOURNMENT

Via a motion made by Mrs. Montalbano and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:26pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, September 15, 2009 at 7:00 p.m.

Respectfully submitted by
Amy Law