

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**March 23, 2009**

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

Absent: Stephen J. Gaughran, Vice-President

Guest: Louise Pearsall

**CALL TO ORDER**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:02p.m.

The Board of Trustees acknowledged and approved the absence for Mr. Gaughran for the March 2009 Board of Trustees meeting.

**BUDGET HEARING**

Peter J. Ruffner, President, reviewed the 2009/2010 Proposed Library Budget and discussed the percentage increase for each item over last year's budget and noted that there is a total increase of 0.17% over last year's budget. He asked for comments and questions from those present. There were none.

**APPROVAL OF MINUTES**

The minutes of the meeting of February 9, 2009 were approved on the motion made by Mr. Rall, 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 Mrs. Montalbano, which unanimously passed:

# 52 - February 19, 2009	- 56,263.36
# 53 - March 5, 2009	- 36,679.08
# 54 - March 9, 2009	- 11,784.51
# 55 - March 9, 2009	- 10,453.67
# 56 - March 9, 2009	- 7,321.52
# 57 - March 9, 2009	- 9,041.79
# 58 - March 19, 2009	- 56,469.09

**MONTHLY OPERATING SCHEDULE**

The Monthly Operating Schedule was reviewed by the Board.

**TREASURER'S REPORT**

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

## **DIRECTOR'S REPORT**

Mrs. Griffin reported that:

**NEW YORK STATE RETIREMENT SYSTEM – TIER STATUS** – In the Retirement System, the term “tier” refers to the particular membership status established by legislation. There are four tiers and tier status is determined by the date of membership. Membership is mandatory for all full time employees. Membership is optional for part time employees, and they must be advised of their right to join the Retirement System.

**GIFTS TO LIBRARY GIVEN IN MEMORY OF A FAMILY MEMBER** – A total of \$400 has been received in memory of Valentine Meehan. No decision has been made on how this money will be spent. During this same time period, the family and close friends of patron Penney Krebs have been communicating with us about a “dedicated bench” in her memory for the front of the library. Mrs. Griffin suggested installing the bench near the Library’s outdoor flag. Mr. Ruffner asked Mrs. Griffin to make sure the location planned for the bench is library property. Mrs. Griffin will look into this carefully before she places the order.

**CHAIRPERSON’S ROLE – BRING MOTIONS TO THE FLOOR** – According to Robert’s Rules of Order, the chairman’s role is to announce the motions made by others. The chair’s role is not to make or to second a motion, but to “recognize” other members of the committee who will in fact make and second motions.

**HVAC CONSTRUCTION PROJECT – GRANT APPROVAL** – Approval on a grant award of \$8,608 was received. This will enable us to go forward with phase 3 of our HVAC replacement project, which includes water tower removal and the addition of a 20 ton condensing unit to cover air conditioning on the top floor of the building. Mrs. Griffin reported that she is planning to start this project later in the Fall when the weather is cooler.

**UPCOMING BLOOD DRIVE** – Last summer, a patron was handing out a flyer “in protest” to the blood drive. With our next blood drive, which will be scheduled on April 8<sup>th</sup>, this patron has verbally told us that he is planning to protest again. Mrs. Griffin has been informed by the local police precinct that the individual in question is permitted to hand out the flyers outside on the public sidewalk as long as he does not block others from entering or cause some other obvious disturbance. After a brief discussion, Mr. Ruffner stated that this individual has the right to hand out the flyers and state his position on public property, but not inside the library.

**TOWN OF HEMPSTEAD PARKING LOT** – Jeff Tierney, Civil Engineer in charge of the redesign for the TOH Parking Lot S-1 confirmed that the contract to repair the lot has been awarded but no definite start date was given for the actual repair. Mrs. Griffin will keep in touch with him and will keep the Board of Trustees up to date.

**AV RETURN BOX** – The Friends of the Library have already agreed to pay a substantial amount for purchasing an AV Return Box which will be placed outside the library.

## **CORRESPONDENCE**

Letter from New York State Senator Fuschillo

Re: His support for the public libraries

Letter from State Education Department

Re: Approval for the Public Library Construction Grant for 2008-2011

Thank you letters to Thomas Meehan and Terry Norden

Re; Memorial gifts given in Valentine Meehan’s memory

Thank you letters to all contributors

Re: Thank you for monies donated in memory of Valentine Meehan

Letter from Gloria Gibson

Re: Museum Passes

Letters to all four community groups

Re: Co-sponsorship for the 2009 Outdoor Music Concerts

**PERSONNEL** - None

**OLD BUSINESS**

**AMNESTY** – Mrs. Griffin reported that after a discussion with the staff, the value of offering a fine amnesty week is very limited. The only advantage is its public relations value, but a major problem experienced by other libraries is that almost all the items returned are severely outdated and no longer useful. Our circulation staff regularly interacts with the public very effectively and in a non confrontational manner when it comes to collecting fines. L. Cannati has the responsibility of contacting patrons and has the unique ability to obtain the items and fines while still avoiding a hostile reaction from patrons.

**MUSEUM PASSES** – Mrs. Griffin has prepared a list of facts regarding how this program is structured at other Nassau Libraries. Overall, directors report great satisfaction with the program, but the user agreement must be carefully worded. After a brief discussion, the Board of Trustees agreed that Mrs. Griffin would begin making inquiries to specific museums such as the Long Island Children’s Museum and Cradle of Aviation Museum. Mrs. Griffin also agreed to put together a sample museum pass user agreement and gather more information about this issue for the next Board of Trustees Meeting. The Board was agreeable to her plans and suggestions.

**INCREASING LIBRARY EFFECTIVENESS**

Mr. Ruffner briefly discussed the increases and decreases in the use of library materials. Mrs. Griffin reported that a letter is ready to send out to New York State Senator Fuschillo for requesting a legislative grant for the library. Also, a new “Night Time Storyhour” on Wednesdays is begin offered in the children’s room to accommodate working parents and their children.

**NLS AND OTHER ORGANIZATIONS**

**DIRECT ACCESS** – Seaford remains a plus use library and will be paid in the amount of \$679.46.

**NLS BOARD OF TRUSTEES** – Area 4 Trustee Harrison Hunt was elected as the Corresponding Secretary on the NLS Board of Trustees.

**NEW BUSINESS**

**CHANGE OF DATE FOR APRIL BOARD OF TRUSTEES MEETING** – The Board of Trustees unanimously agreed to change the April Board of Trustees Meeting to Monday, April 20, 2009.

**NLS REQUEST OF FINANCIAL SUPPORT OF DELIVERY SERVICES IN CALENDAR YEAR 2009** – On the motion made by Mr. Rall, seconded by Mrs. Coughlin, the Board of Trustees unanimously approved NLS’ request for financial support of delivery services for calendar year 2009 in the amount of \$3,604.

For purposes of comparison, Mr. Ruffner asked Mrs. Griffin to put together information regarding the delivery service issue, e.g. calculation and background information on NLS’ previous requests, for the next Board of Trustees meeting.

**FUTURE PLANS/NEW TECHNOLOGIES** - None

**PUBLIC COMMENT** - None

**EXECUTIVE SESSION**

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

The Board reconvened in open session at 8:20pm on the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano.

**ADJOURNMENT**

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:21pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, April 20, 2009 at 7:00 p.m.

Respectfully submitted by  
Amy Law