

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

May 18, 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

CALL TO ORDER

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:05p.m.

On the motion made by Mrs. Coughlin, seconded by Mrs. Montalbano the Board approved the excused absence for Mr. Gaughran for the May 18, 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. Coughlin, seconded by Mrs. Montalbano and unanimously passed.

APPROVAL OF THE WARRANTS

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

# 65 - April 30, 2009	- 40,140.78
# 66 - May 11, 2009	- 9,770.30
# 67 - May 11, 2009	- 9,098.14
# 68 - May 11, 2009	- 13,468.00
# 69 - May 11, 2009	- 52,995.10

Mr. Ruffner asked Mrs. Griffin to prepare a data sheet explaining the monthly ALIS fees for the next Board of Trustees meeting.

A discussion on dental insurance followed. Mrs. Griffin reported that a staff member asked about the possibility of receiving family coverage if they are willing to pay the additional cost. After a brief discussion, the Board of Trustees asked Mrs. Griffin to contact the broker for more information and also make sure that this change ultimately will not cause the library any extra cost. More discussion will follow for the future Board of Trustees Meeting.

MONTHLY OPERATING SCHEDULE

The Monthly Operating Schedule was reviewed by the Board of Trustees. Mr. Ruffner suggested that A. Law prepare a Monthly Income Schedule starting July 2009.

Mrs. Coughlin pointed out that the budget line that covers the budget vote was over the amount projected and budgeted. Mrs. Griffin explained that the reason was that the cost to publish the Legal Notices was higher than we budgeted for. Mr. Ruffner asked Mrs. Griffin to investigate if libraries are required to publish their Legal Notices in two newspapers.

TREASURER'S REPORT

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

DIRECTOR'S REPORT

Mrs. Griffin reported that:

TOWN OF HEMPSTEAD PARKING LOT RENOVATION – Town of Hempstead representative John Vita and Andy Acierno, representing Stasi Brothers Construction came and indicated that the S-1 parking lot renovation was to begin on Tuesday, May 12th. They indicated that portions of the lot would remain available as other portions of the project are being completed. The handicap accessibility to street level on the northeast corner of the building will be widened. They are both aware of the Memorial Brick Walk area and pointed out that if any bricks need to be temporarily moved aside they will be carefully replaced.

DOWNLOADABLE AUDIO BOOKS – We have begun the process of joining the other Nassau County libraries that are part of the “Overdrive” Consortium for downloadable audio books. The cost includes a minimum purchase of \$1,500 in materials, a \$500 set up fee and a membership of \$20,000 which will be shared among the libraries who join this consortium. Actual membership will not begin until July 2009. Mr. Ruffner suggested adding the statistics for Downloadable Audio Books to the monthly statistic report.

RFID- LATEST UPDATE– ALIS Corporation has submitted a draft of the Legal Notice to Bidder for the invitation to bid for the Radio Frequency Identification (RFID) and Automated materials Handling systems. This system will provide patron self service, materials security, and efficient staff services for public libraries. The ALIS Executive Board also voted to purchase at least ten RFID conversion stations, to be used by libraries on a rotating, shared basis as they tag their collections.

OUTSIDE PLANTER – Mrs. Griffin asked if anyone had a suggestion about the outside planter since we have not had any success with plantings there. They either get pulled out or die. After a brief discussion, it was suggested that the library keep planting annual flowers in the planter in order to keep it nice.

FRONT TOWER OF THE BUILDING – Mrs. Griffin reported that stains at the front of the tower are getting worse. The flashing seems to be deteriorating and repair is needed before any new painting is attempted. After a brief discussion, it was agreed that Mrs. Griffin talk to painters first. Mr. Ruffner also suggested that eventually we get a bigger and darker green color for the lettering on the tower.

LIBRARY EMAIL ACCOUNTS – Mrs. Griffin reported that the library's email accounts receive a large number of pornographic emails. I. Zaharopoulos has already talked to NLS about this issue but they claimed that nothing could be done to avoid this. Mr. Ruffner suggested Mrs. Griffin talk to the NLS Director, J. Thresher and the library's webmaster, Ted Gutman to see if there are any other solutions to this problem.

CORRESPONDENCE

Response letter to New York State United Teachers

Re: Freedom of Information Law Request

Mr. Ruffner also would like to get a copy of the list of names with job titles and department for his library file.

Letter from Assemblyman David G. McDonough

Re: Summer Reading Challenge

Thank you letters from Seaford Harbor School

Re: Annual Harbor School Read Aloud/Career Day Celebration

PERSONNEL

The following personnel changes were approved by the Board of Trustees:

Appointment: Catherine Salvin, Page, eff. 5/5/09

Separation: Jennifer Rodriguez, Page, eff. 4/23/09

OLD BUSINESS

MUSEUM PASSES – Mrs. Griffin reported that passes for the Long Island Children’s Museum, the Cradle of Aviation Museum and the Museum of Natural History were ordered. All transactions regarding the museum passes will be handled by Reference. The Museum Pass Program/User Agreement was also reviewed and discussed. Suggestions and recommendations were noted. Mr. Ruffner asked if the Nassau County Firefighters Museum which is located inside the Cradle of Aviation Museum is included in the Cradle of Aviation Museum pass. Mrs. Griffin will look into this.

INCREASING LIBRARY EFFECTIVENESS

The Monthly Statistics Summary for the month of April 2009 was discussed and reviewed by the Board of Trustees.

NLS AND OTHER ORGANIZATIONS

SEAFORD HIGH SCHOOL 9/11 MEMORIAL COMMITTEE – A letter was received from Angela Egan, a member of the Seaford High School 9/11 Memorial Committee asking for donations. Mr. Ruffner explained that the library cannot make donations because taxpayer money is involved.

UP-TO-DATE CHARTS FOR 2009 BUDGET VOTES FOR ALL NASSAU LIBRARIES – It is confirmed that if there is a 0% increase on the budget, you are not required to have a vote.

NEW BUSINESS

NAMED AWARD FOR PUBLIC RECOGNITION – Mr. Ruffner noted that he will talk to the Historical Society and hope to come up with a historical name for this special award. More discussion will follow at future Board of Trustees Meetings.

CHANGE OF BOARD OF TRUSTEES MEETING DATE FOR SEPTEMBER 2009 – The Board of Trustees agreed to change the meeting date from Monday, September 14th to Tuesday, September 15th at 7pm.

MTA PAYROLL TAX – Mrs. Griffin reported that libraries became aware that the MTA Bailout Bill was passed and that this imposes a payroll tax of 34 cents for every \$100 in salary for every employer within the 12 county MTA service area. Under this plan, we estimate that the amount of payroll tax for the library will be \$3,394. Mr. Ruffner suggested adding a line for the “MTA Payroll Tax” on the Monthly Operating Schedule starting in the next fiscal year.

WINTER SPEAKER SERIES – There was a brief discussion on this topic, but no definite plan was set. Discussions indicated that the ideal months for this series were January, February and March. Mr. Ruffner will try to approach different community groups over the next month or two regarding co-sponsorship for this winter speaker series. More discussion will follow at future Board of Trustees Meetings.

FUTURE PLANS/NEW TECHNOLOGIES - None

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Coughlin and seconded by Mr. Rall, which unanimously passed, the meeting was adjourned at 8:55pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, June 8 2009 at 7:00 p.m.

Respectfully submitted by
Amy Law