

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**November 18, 2019**

Present: Peter J. Ruffner, President  
Dr. Mary L. Westermann, Vice-President  
Margaret D. Grub, Secretary  
Catherine DiPietro, Financial Secretary  
John Scaparro, Trustee  
Frank McKenna, Director  
Amy Law, Treasurer

Guest: Library Auditor, John Castles and David Tellier, Mr. Karl Westermann

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

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

**APPOINTMENT OF TRUSTEE TO FILL MRS. COUGHLIN POSITION**

Mr. Ruffner succinctly reviewed the meeting the Board had with potential Trustee candidates on October 16, 2019. On the motion made by Mrs. DiPietro, seconded by Mrs. Grub, the Board unanimously voted to appoint Mr. Scaparro. This term runs until April 22, 2020. Mr. John Scaparro took the Oath of Office, and signed the Oath of Office card. Mr. Scaparro was welcomed to the Board by the other Trustees.

**AUDIT REPORT BY LIBRARY AUDITOR, DAVID TELLIER**

A brief presentation on the fiscal year ending June 30, 2019 audit was made by Mr. David Tellier, CPA of Nawrocki Smith LLP. Mr. Tellier is the partner in charge of our audit. He reported no material weaknesses or significant deficiencies in internal controls and stated that the library is strong financially. There was one recommendation based on the audit of the financial statements regarding the employee cash reimbursements. It is recommended that all disbursements should have sufficient documentation to identify the business purpose and internal control over employee reimbursements may be enhanced. Mr. Ruffner asked about how we determine the land value of the building. Mr. Tellier explained that it is based on the original assessment at the time of the purchase. Mr. Ruffner remarked, and Mr. Tellier concurred, that using the 1953 purchase price of the land is not accurate, but in accordance with present accounting guidelines. Mr. Tellier commented that this may be the last remaining issue needed to be addressed by a future GASB pronouncement. Mr. Ruffner also questioned about the source on the footnote regarding the Tax Abatements information in the report. Mr. Tellier will check that out and get back to us.

**GASB STATEMENT NO. 84, FIDUCIARY ACTIVITIES** - The purpose of this new accounting standard is to establish guidance regarding what constitutes fiduciary activities for accounting and financial reporting purposes, the recognition of liabilities to beneficiaries, and how fiduciary activities should be reported. Mr. Tellier explained that this will not affect the library's financial statement. He also mentioned that the Tenant Leases may be considered as fiduciary funds and need to be reported when time comes.

Mr. Tellier also acknowledged the courtesy and assistance they received from library office personnel during the July 8<sup>th</sup> library audit. Mr. Ruffner thanked Mr. Tellier for his analysis and for his assistance throughout the year

### **APPROVAL OF MINUTES**

The minutes of the meeting of October 15, 2019 were approved on the motion made by Mrs. Grub, seconded by Mrs. DiPietro and unanimously passed.

### **APPROVAL OF THE WARRANTS**

The following warrant was approved on the motion made by Mrs. Grub, seconded by Mrs. DiPietro, which unanimously passed:

Capital Improvement Account:

# 04 - November 18, 2019 - \$347,275.00

The following warrant was approved on the motion made by Dr. Westermann, seconded by Mrs. Grub, which unanimously passed:

Rent Security Deposit Account:

# 01 - November 18, 2019 - \$ 499.00

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

General Fund Account:

# 23 - October 17, 2019 - \$ 61,457.73

# 24 - October 31, 2019 - \$ 44,974.27

# 25 - November 14, 2019 - \$ 40,442.11

# 26 - November 18, 2019 - \$ 15,586.01

# 27 - November 18, 2019 - \$ 7,967.27

# 28 - November 18, 2019 - \$ 13,989.96

# 29 - November 18, 2019 - \$ 11,136.63

### **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point it is still premature to make any comparison as we have only experienced one-third of the current fiscal year.

### **LIBRARY USAGE**

Mrs. DiPietro discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of August 2019. It showed that a cumulative total of circulation of materials and library services were both up for August compared to last year. There was a question regarding the high numbers on the Reference Questions, Amy Law will check the numbers again and will report at the next meeting.

**TUTOR.COM** – A discussion was made on the low usage of the Tutor.com. It was agreed to promote this free online help in the newsletter again.

### **TREASURER’S REPORT**

The Treasurer’s Report for the month of October 2019 was unanimously approved on the motion by Mrs. DiPietro, seconded by Mrs. Grub.

### **DIRECTOR’S REPORT**

Mr. McKenna reported that:

**WINDOW AND DOOR REPLACEMENT PROJECT** – BBS Architect inspected the work performed by Arrow Steel Windows Corp. to develop a punch list of items on October 21<sup>st</sup>. One remaining shade and door molding need to be installed.

**ADMINISTRATION OFFICE/TOP LEVEL RENOVATIONS** – Discussion will be deferred until the new year.

**FACILITIES STUDY** – A copy of the Facilities study that was performed by BBS Architect, Joseph Retting was distributed to all trustees. Recommended items and estimated costs were listed in the report with different level of priorities. Mr. McKenna reported that a couple items have been taken care of by library staff. After a discussion, it was agreed and deferred this topic to the January 2020 meeting.

**EXTERIOR LIGHTING** – On November 4<sup>th</sup>, Allways Electric installed a digital timer for the outside lights.

**NO SMOKING AND NO VAPING SIGNS** – No Smoking and No Vaping signage has been placed throughout the building in accordance with the new Non-Smoking Law which became effective June 29, 2019.

**BUILDING REPAIRS** – Contractor Bob Lahey replaced a roof fixture and spackled the wall in the Teen Area in preparation for the mural.

**UTICA INSURANCE RECOMMENDATIONS** – Four recommendations were received from Utica Insurance Company in order to make the library safer. Mr. McKenna reported that he is in the process of taking all actions as suggested. Mr. Ruffner suggested to Mr. McKenna that he should notify Utica Insurance when it is all done.

**ASBESTOS TESTING** – Mr. McKenna proposed to apply the \$60,000 SAM Grant, sponsored by State Assemblyman David McDonough to replace much of the carpeting in the main level and lower level children’s area. As a result, Envirosciences, Inc. came and conducted an asbestos testing of the tiles underneath the carpet on both levels. The report indicated the presence of asbestos in the tiles. There was a discussion about whether is safe to lay the new carpet on top as long as the tile is still intact. Mr. McKenna agreed to discuss this matter with the carpet company and will keep the Board updated on this topic at the next meeting.

**FRIENDS OF THE SEAFORD LIBRARY** – The Friends held a Supermarket Blitz on October 19<sup>th</sup> with \$410 raised. Their upcoming event is a Holiday Sale on November 23<sup>rd</sup> and various events have also scheduled for Year 2020.

**FUNDING ADVOCACY** – A meeting was held with State Senator John Brooks and several area directors on Friday, November 8<sup>th</sup>. Discussed topics included funding for libraries, possibility of a brief meeting with the Governor, the formulation of System Aid and Construction Aid and the MacMillan/ebook embargo issue.

**INCIDENT** – A discussion was held on the incident report regarding disruptive behavior from patron Mr. Roger Langan on October 30<sup>th</sup>. As a result, a letter has been delivered to Mr. Langan, to notify him that the Library has revoked his library privileges and banned him from the Library for a period of one year. Mr. Scaparro suggested preparing a “Patrons Banned” binder with copy of necessary paperwork be filed at Circulation Desk and/or Reference Desk. This will be helpful to police if we ever have to call them for assistance. Mr. McKenna has discussed this matter with the POP Officers from the NCPD Seventh Precinct so that they are aware of this patron and the aggregate issue. Staff has been instructed to call 911 if this patron is seen on or in library property.

**NEWSLETTER** – Mr. McKenna reported that we have received four quotes for an eight-page newsletter. Our current printer, Corporate Color has the lowest quote. After a discussion, it was agreed to retain Corporate Color. The Library will start the eight-page newsletter with the January 2020 issue.

**SICK LEAVE** – Mr. McKenna announced that he will be out sick from Monday, November 25 to Friday, December 6<sup>th</sup>. During that period, Librarian-in-charge will be Ida Zaharopoulos.

### **TRUSTEE ITEM**

An updated list of Trustees information was distributed to all trustees for informational purposes.

### **CORRESPONDENCE**

Thank you note to Adult Librarian, Ms. Jording  
Re: Complemented the Adult Program of the Library

**PERSONNEL** - None

### **OLD BUSINESS**

#### **NYS MINIMUM PUBLIC LIBRARY STANDARDS**

**STANDARD #1: WRITTEN BYLAWS** – The Bylaws of the Library was reviewed and re-approved by the Board of Trustees on April 8, 2019.

### **NLS AND OTHER ORGANIZATIONS**

The NLS Board of Trustees minutes of the September 23<sup>rd</sup> were distributed to the Board of Trustees for review. The NLS Annual Meeting will be scheduled on Monday, December 9<sup>th</sup> at 7pm. All trustees are welcome to attend.

### **NEW BUSINESS**

**GRANT FROM STATE SENATOR JOHN BROOKS** – Mr. McKenna reported that we should receive the grant check very soon from State Senator Brooks office through NLS. This grant is for funding the renovation of the Valentine Meehan Community room.

**MURAL IN THE TEEN AREA** – Mr. McKenna reported that a “Mural Contest” will be announced in our December newsletter, and hope the Teens in Seaford can think of a design that incorporates Seaford as part of the mural’s theme. The contest will start from Monday, December 2<sup>nd</sup> to Monday, December 30<sup>th</sup>.

## **TENANT ISSUE**

- a. **REFUND OF SECURITY DEPOSIT TO CPAID, INC.** - A discussion was held regarding the calculation of the refund of the remaining security deposit to CPAid, Inc. The calculation has included a deduction of ½ month rent for September 2019 and cost of removing two desks from the office by College Hunks. After a discussion, the Board unanimously agreed to charge an administration fee of \$200 for the extraordinary time spent to remove the remaining two desks. A total refund of \$168 will be issued. Mr. Ruffner asked Mr. McKenna to send in the check with a letter to explain the calculation to CPAid Inc.
- b. **MATOS AND ASSOCIATES** – Mr. McKenna reported that Matos and Associates refused to pay the ½ month rent for September 2019. After a discussion, it was agreed for Mr. McKenna to write an official letter to Mr. Matos and request for the balance due of the rent for September 2019.

**HVAC PREVENTIVE MAINTENANCE INSPECTION AGREEMENT** – A discussion was held regarding the renewal of a multi-year agreement with Lane Associates for a Preventive Maintenance Inspection Agreement. Mr. Ruffner asked to have a full copy of the agreement at the next meeting for more discussion.

**RESOLUTION FOR BOARDS OF TRUSTEES OF PARTICIPATING ILS & ASSOCIATED SERVICE LIBRARIES** – On the motion made by Dr. Westermann, seconded by Mrs. Grub and the Board unanimously in favor to the recommended budget and schedule of fees proposed by NLS and appoint Library Director, Mr. McKenna as the Library Board’s Representative to vote on the budget.

## **PUBLIC RELATIONS/MEDIA COVERAGE**

Article on an adult program offered by the Library, “Historic Haunts of Long Island” and an article on “Weird but True” were distributed to the Board of Trustees.

**PUBLIC COMMENT** - None

## **ADJOURNMENT**

Via a motion made by Dr. Westermann and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 9:20pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, December 16, 2019 at 7:00 p.m.

Respectfully submitted by  
Amy Law