

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

September 12, 2019

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

Guest: Mickey Ilkiw, Joseph Scarpa, Stewart Matos

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.

APPROVAL OF MINUTES

The minutes of the meeting of July 8, 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 Dr. Westermann, which unanimously passed:

Capital Improvement Account:

#2 - August 12, 2019 -\$ 54.00

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

General Fund Account:

# 04 - July 11, 2019	- \$39,739.45
# 05 - July 15, 2019	- \$ 106.43
# 06 - July 25, 2019	- \$63,489.39
# 07 - August 8, 2019	- \$40,713.36
# 08 - August 12, 2019	- \$18,665.38
# 09 - August 12, 2019	- \$20,675.77
# 10 - August 12, 2019	- \$11,004.88
# 11 - August 12, 2019	- \$16,490.97
# 12 - August 22, 2019	- \$63,137.03
# 13 - September 5, 2019	- \$41,012.80
# 14 - September 12, 2019	- \$47,371.64
# 15 - September 12, 2019	- \$15,369.80
# 16 - September 12, 2019	- \$13,907.53

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point of time, it is premature to make any comparison since the library's fiscal year only started in July.

SURPLUS FROM OPERATING FUND AND EXCESS IN THE REVENUE FOR FISCAL YEAR 2018/2019 – A discussion was made on how to distribute the surplus from the fiscal year 2018/2019. A total surplus was \$184,018 which included an unused balance of \$174,230 from the Operating Budget and \$9,788 from an excess in the anticipated revenue for fiscal year 2018/2019. Based upon a recommendation from Mr. Ruffner, on the motion made by Mrs. Grub, seconded by Mrs. DiPietro, the Board of Trustees approved the following resolution.

RESOLVED that the Board of Trustees approve the transfer of \$92,009 to the Capital Improvement Account for projected building improvements.

RESOLVED that the Board of Trustees approve to allocate \$92,009 to reduce the tax levy for fiscal year 2020/2021.

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 May and June 2019. Statistics also showed that library programs have been expanding to meet the demand from the community. Mr. Ruffner also commented that statistics of the cumulative total of library services was up around 8,000 for fiscal year 2018/2019.

TREASURER'S REPORT

The Treasurer's Report for the month of July and August 2019 were unanimously approved on the motion by Dr. Westermann, seconded by Mrs. Grub.

ANNUAL AUDIT – The Annual Audit was performed and completed by Nawrocki Smith LLP on July 10th for fiscal year 2018/2019. It was also stated that the Library Auditor will attend the November 12th Board meeting for a presentation and review of the financial statements. Mr. Ruffner asked to ascertain when the Audit Report will be ready for review by the Board before the November meeting.

PILOT (PAYMENT IN LIEU OF TAXES) – We have received a total of \$2,012.92 from the Seaford School District on July 23rd. This included \$1,350.30 from the Town of Hempstead for the Nissan Recapture payment and \$662.62 from Nassau County for the Neptune Regional Transmission System Project.

REQUEST FOR TOTAL ANTICIPATED EXPENDITURE FOR MONTH OF AUGUST 2019 – At the July 2019 meeting, the Board unanimously agreed to set a limit of \$185,000 for the total warrants for the month of August 2019. Amy Law reported that the total expenditure for August 2019 was \$170,687.39.

CD ACCOUNT – Amy Law reported that the 150 Days CD with TD Bank expired today, and a total of \$11,150 interest was earned. A discussion was held regarding the next investment step for the Capital Improvement Account. On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously approved the investment for a 150 Days CD of \$500,000.00 with TD Bank.

DIRECTOR'S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT – A meeting was held on August 6th and August 30th with BBS Architects and Arrow Construction. It was confirmed that the abatement will start from Monday, September 16th to Tuesday, September 24th. We may open early on Monday, September 23rd depending on the weather. The abatement closing was announced in our Newsletter and website. A press release were sent to the Seaford Herald and South Bay and posters and flyers were posted in the library. Mr. Ruffner asked Mr. McKenna to email Trustees daily with the updates during this abatement. Mr. McKenna reported that the project should be completed by Mid-October. Tenant Mr. Stewart Matos talked about his concern with the air quality in the building when they remove the plastic sheeting from the abatement. Mr. Ruffner asked Mr. Matos to write down all the questions and Mr. McKenna will address them with Enviroscience Consultants Inc., who conducted the survey and identified the presence of PCB in the caulk. Mr. Ruffner also commented that the Library's Architect, BBS Architects, will make sure all the work is performed according to guidelines and would not jeopardize their reputation in the business. Tenant Mr. Joseph Scarpa also complained about the three weeks' notice on the closing of the building was too short and did not give them enough time to prepare.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATIONS – Two proposed space utilizations for the second-floor plan were distributed to the Board. Discussion was deferred to the next meeting. Mr. Ruffner remarked that this project was not originally scheduled to begin until after July 1, 2020 when one of the tenants was scheduled to be vacating their space.

COMMUNITY ROOM RENOVATION – Ninety-nine percent of the renovation of the community room is done. The project includes putting in new painting, carpet, chairs and tables for the room. Mr. McKenna reported that all materials were purchased through a New York State Contract which afforded the Library with the best pricing. The Library will also get a \$25,000 grant from State Senator John Brooks for this project which will cover over seventy-five percent of the costs.

LANDSCAPING – On the weekend of July 28th, Steve Sanders Landscaping came and cleaned up the back area, trimmed shrubs and removed poison ivy in the Library's side lot.

POWER WASHING – Premium Power Washing power washed the building as well as the walkways on August 28th and September 4th.

HVAC – On August 13th, the Seaford Fire Department was called and responded to a sparking/smoking incident of our 2nd floor HVAC unit located on ground level in the back side of the building. Lane Associates came the next day and repaired the unit. Mr. McKenna also reported that a thank you letter to the fire department has been sent out.

FRONT AUTOMATIC DOOR – Nabco Entrances, Inc. was called to fix the front automatic door that was not closing properly on September 6th. They found a loose safety beam wire and turned on the Rain mode for the door.

ENTERTAINMENT FOR A SUMMER EVENING (EFASE) - The 2019 EFASE included four scheduled nights of concerts with a total attendance of around 740. A complaint was filed by a Mr. Giordano regarding noise level from the outdoor concerts to EAC Network's Long Island Dispute Resolution Centers. Mr. McKenna reported that he has contacted the Town of Hempstead and we have complied with all noise and assembly ordinances. As a courtesy, Mr. Ruffner suggested to Mr. McKenna to contact EAC to inform them that we will not participate in the scheduled mediation session on September 19th. Mr. McKenna agreed.

FRIENDS OF THE LIBRARY – On August 15th, the Board of the Friends of the Library elected a new slate of officers. Upcoming events includes a Book and Bake Sale on September 27th and September 28th, a Supermarket Blitz on October 19th, and a Holiday Sale on November 23rd.

2019 NASSAU LIBRARY TOUR – The 2019 Nassau Library Tour began on Monday, July 1st and ended on Saturday, August 31st. A total of 449 patrons visited Seaford. Several staff members also participated in the tour. Mr. Ruffner asked how many patrons actually visited all 54 libraries in the county. Mr. McKenna will look into this matter.

SEXUAL HARASSMENT TRAINING – All staff members have completed the New York State mandated Sexual Harassment Training online course.

SUMMER READING CLUBS – The 2019 Summer Reading Clubs for Adults, Teens and Children were very successful with many exciting programs, presentations and festivities.

NEWSLETTER – A new quote for an eight page newsletter with Corporate Color was discussed. Mr. Ruffner suggested obtaining three quotes for discussion at the October meeting.

ADULT PROGRAM – A discussion was held regarding some popular Adult programs that were offered in the library. Mr. Ruffner suggested offering a second program if there is a big demand for a class. Mr. McKenna agreed talking to Adult Librarian, Kristen Jording regarding this suggestion.

UTICA NATIONAL INSURANCE GROUP – Mr. Ruffner inquired about the report Christine Deutsch, Senior Risk Management Representative, was going to issue after her July 5, 2019 meeting with Mr. McKenna. It is hoped that the report will be available before the October Board meeting for the Trustees review and discussion according to Mr. McKenna.

RESOLUTION ON CLOSING OF THE LIBRARY TO AFFIRM AN EMERGENT

EMAIL VOTE – On September 13, 2019 on the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board of Trustees approved the following resolution:

RESOLVED that the Board of Trustees approved the closing of the Library from September 16 through September 24, 2019 for the abatement period of the Window & Door Renovation to be conducted. The Library will be scheduled to reopen on Wednesday, September 15, 2019.

RESOLUTION ON ACCEPTING PREMIUM POWER WASHING TO AFFIRM AN

EMERGENT EMAIL VOTE – On September 13, 2019 on the motion made by Dr. Westermann, seconded by Mrs. DiPietro, the Board of Trustees approved the following resolution:

RESOLVED that the Board of Trustees accepted the bid of Premium Power Washing Inc. as the lowest responsible bidder in the amount of \$3,500 to power wash the entire building and sidewalks.

TRUSTEE ITEM

ANNUAL LEGISLATIVE BREAKFAST – The 34th Annual Legislative Breakfast, sponsored by the Nassau County Library Association, will be scheduled on Friday, October 4th at 8:30am at Nassau Library System. Dr. Westermann expressed interest in attending this meeting.

CORRESPONDENCE - None

PERSONNEL

The following personnel change was approved by the Board:

Resignation: Christopher Ho, Page, eff. 8/23/19

Appointment: Lauren Rosenberg, Page, eff. 8/15/19

OLD BUSINESS

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2020 –

After a discussion, on the motion made by Mrs. Grub, seconded by Mrs. DiPietro, which unanimously passed the Schedule for Board Meeting Dates for the Year 2020. A copy that schedule is annexed to these Minutes.

LEASE RENEWAL - The following lease renewals were approved on the motion made by Dr. Westermann, seconded by Mrs. Grub:

Christine Weber PhD. Psychological Services PLLC for a one-year term commencing July 1, 2019 and ending June 30, 2020.

Matos & Associates, LLC for a one-year term commencing July 1, 2019 and ending June 30, 2020.

Kenneth Jacobsen for a one-year term commencing July 1, 2019 and ending June 30, 2020.

NLS AND OTHER ORGANIZATIONS

The NLS Board of Trustees minutes of the July 22nd, Resolution in Support of Fair Access to Digital Content and a Newsday article entitled “Lindenhurst to vote on streamlined \$9.4M bond measure for library improvements” were distributed to the Board of Trustees for review.

NEW BUSINESS

NYS MINIMUM PUBLIC LIBRARY STANDARDS – The Board of Regents has approved an updated minimum standard for public and association libraries in New York State. All libraries are required to comply with the updated standards by January 2021. There are fourteen (14) Standards. After a discussion, Mr. Ruffner suggested to review one standard item each month starting November 2019 so we can comply with this regulation’s deadline. Mr. McKenna also talked about planning to distribute a Library Survey in 2020, and this will help with complying this regulation. The Board was agreeable to his plan.

OPEN TRUSTEES POSITION – Mr. McKenna reported that as of today, we have received a total of seven resumes and letters of interest for the open Trustee position. The deadline for submitting resumes is September 30th. Dr. Westermann agreed working on questions for interviewing. Mr. Ruffner asked Mr. McKenna to suggest two dates for interview around the end of October and set up the interview with a 15 to 20 minutes time slot for each person. Mr. McKenna agreed.

PUBLIC RELATIONS/MEDIA COVERAGE

Articles on “Library to buy former Mastic Beach Village Hall”, “Scaly creatures – My Reptile Guys NY share passion for reptiles at the Seaford Library”, Announcement on “Library to Temporarily Close for Window and Exterior Door Replacement Project” and “Local libraries look to spice up summer” were distributed to the Board of Trustees.

PUBLIC COMMENT

Mr. Ilkiw had a few questions regarding the vacant Trustees position which were answered by the Board.

EXECUTIVE SESSION

On the Motion made by Mrs. Grub seconded by Mrs. DiPietro the Board entered into Executive Session at 8:30pm to discuss personnel issues.

The Board reconvened in open session at 9:00pm on the motion made by Dr. Westermann, seconded by Mrs. Grub.

CHANGE OF BOARD OF TRUSTEES MEEETING DATE FOR DECEMBER 2019

On the motion made by Mrs. DiPietro, seconded by Dr. Westermann, the Board of Trustees unanimously agreed to change the meeting date from Monday, December 9th to Monday, December 16th, 2019 at 7pm.

ADJOURNMENT

Via a motion made by Dr. Westermann and seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 9:05pm.

The next meeting of the Board of Library Trustees was scheduled for Tuesday, October 15, 2019 at 7:00 p.m.

Respectfully submitted by
Amy Law