

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 14, 2020

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

Staff: Sophia Brandt, Linda Cannati, Cathy Cincotta, Kristina Fuessler, Jacqueline Lopez, Olivia Laurendi, Lauren Rosenberg, Ida Zaharopoulos

Guest: David Tellier, CPA, John Castles, CPA

**[PLEASE NOTE THIS MEETING WAS CONDUCTED VIRTUALLY
USING GOTOMEETING ON-LINE CONFERENCING SOFTWARE]**

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

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

AUDIT REPORT BY LIBRARY AUDITOR

A presentation on the fiscal year ending June 30, 2020 audit was made by Mr. David Tellier, CPA and John Castles, CPA of Nawrocki Smith LLP. Mr. Tellier is the partner in charge of our audit. Due to the pandemic, Mr. Castles performed fieldwork remotely by picking up records from the library. A final onsite audit was performed on September 3rd. They were able to complete the audit with no issues. All planned audit procedures were successfully implemented requiring no further investigation or additional procedures. Mr. Tellier also reported no material weaknesses or significant deficiencies in internal controls and stated that the library has a good solid working capital. Mr. Tellier explained that government-wide financial statements (GWFS), is an audit presented using the full accrual accounting method. There was no current year recommendations or suggestions. The prior year recommendation regarding employee reimbursement with sufficient documentation was implemented.

Mr. Scaparro asked if the library should maintain a certain amount in the restricted fund account, such as the Unemployment Insurance Account. Mr. Tellier stated that it depends on the activities and history of the specific account in order to identify if additional funds are needed. It is recommended to monitor closely and make sure there are sufficient funds in the account.

Mr. Ruffner asked if the Board has any restrictions on using the restricted fund. Mr. Tellier explained that in the non-profit industry, restricted funds refer to a reserve of money that can only be used for specific projects or purposes. As a result, the Board can take the action to use the fund for designated purpose.

Mr. Ruffner questioned why the audit report showed that the actual revenues and expenses were less than budgeted revenues and expenses for the fiscal year. Mr. Tellier explained that the library had a lot of expenditures related to the building project that cause a negative position on the fund balance for the fiscal year.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) STATEMENT NO. 87, LEASES - Mr. Ruffner asked if there were any new change to GASB that will affect the library financial situation. Mr. Tellier talked about a new accounting bulletin: Lease Classification Changes as Required by GASB Statement No. 87. This will require the reporting of leases where local governments are the lessor. Due to these changes, local governments will need to re-examine all their contracts to determine if they qualify as a lease under this new standard. This will not affect the library for the next three to four years. Mr. Ruffner asked Mr. Tellier to send information regarding this new bulletin for the Trustees to review. Mr. Ruffner thanked Mr. Tellier and Mr. Castles for their analysis and for their assistance throughout the year.

APPROVAL OF MINUTES

The minutes of the meeting of November 9, 2020 were approved on the motion made by Mr. Scaparro, 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:

02 - December 14, 2020 - \$ 6,116.00

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

Unemployment Insurance Account:

02 - December 14, 2020 - \$ 1,066.00

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

General Fund Account:

24 - November 12, 2020 - \$41,128.06

25 - November 25, 2020 - \$62,598.84

26 - December 10, 2020 - \$39,609.03

27 - December 14, 2020 - \$13,921.69

28 - December 14, 2020 - \$21,520.16

29 - December 14, 2020 - \$ 8,395.73

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point in the Library's fiscal year, the income was 41%. As for the expenses, it was at 34% compared to the calendar benchmark level of 42%. Both schedules were slightly under the budget.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of library materials for the month of October and November 2020. The new "Grab & Go" services and attendance for all virtual programs were good. "Grab and Go" Crafts were extremely popular. Mrs. DiPietro also discussed the statistics for the Museum Passes and Tutor.com. Mrs. Grub questioned if we get any refund from museums that were closed due to the pandemic. Mr.

McKenna agreed to check with Eric Wasserman, the Librarian in charge of museum passes, and will report at the next meeting.

BROOKLYN BOTANICAL GARDEN MUSEUM PASS - Mr. Scaparro mentioned the public is lacking interest in the Brooklyn Botanical Garden museum pass since January 2020. A discussion on whether to renew this pass for the next year. Mrs. Zaharopoulos suggested promoting this museum in the newsletter to encourage more people to visit this beautiful garden. The Board unanimously agreed.

TREASURER'S REPORT

The Treasurer's Report for the month of November 2020 was unanimously approved on the motion by Mr. Scaparro, seconded by Mrs. Grub.

Amy Law reported that:

NYS CONSTRUCTION GRANT FOR WINDOW PROJECT – We have received a check from NYSED for \$20,000 on November 23rd for the Window and Door Replacement Project. This was the final payment of the grant. A summary chart was also provided for the Trustees to review.

INTEREST RATE FOR MONEY MARKET ACCOUNT – As of today, the interest rates for all Market Money Accounts remain at 0.20%. According to TD Bank, all CDs are currently less than 0.05%. The Money Market rate also dropped to 0.10% effective December 1st. As of now, keeping money in Money Market accounts are still the best option.

DIRECTOR'S REPORT

Mr. McKenna reported that:

COVID-19 PANDEMIC – The spike of Covid-19 infections has directly impacted the library operations. One staff member tested positive for Covid-19 on December 7th. Any staff member who was in contact with that person was notified. Staff were encouraged to take a Covid-19 test, which most have done. Those that took the test, tested negative. The staff member has been in quarantine since the diagnosis. Mr. McKenna talked about writing a formal policy regarding Covid-19. One of the staff suggested getting a regular deep cleaning of the library. After a discussion, the Board unanimously agreed getting the deep cleaning of the library twice a month. Mr. Ruffner asked if there were any benchmarks on closing the library. Mr. McKenna responded that the executive order from the New York Governor determines whether the library closes. Mr. McKenna agreed and continue to monitor closely with this. At the same time, a few staff have questions regarding the protocols for COVID-19 which were answered by Mr. McKenna.

SPACE UTILIZATION FOR 2nd FLOOR – Mr. McKenna reported that permits for this project will be obtained soon and paperwork for NYSED approval will be sent out by BBS Architects. Mr. McKenna also confirmed Ken Schupner will join our next meeting on January 11th to further discuss this project. Mr. Ruffner asked Mr. McKenna to contact Mr. Schupner about preparing bullet points and a progress report for discussion at the next meeting.

QUIET STUDY AREA – Mr. McKenna and Ida Zaharopoulos, Head of Reference, visited several libraries to assess their Quiet Study Areas for ideas and issues. This will be an area for high schoolers and young adults to study, as well as all Adults. No tutors will be allowed. A discussion was made on topics such as the number of desks and chairs, partitions, supervision of the area, security cameras etc. Mr. McKenna agreed to send pictures taken at other libraries for Trustees review. A suggestion to organize a committee meeting for this project. Mr. McKenna agreed setting up this meeting.

MODERN SPRINKLER CORP. –Replacement of the rest of the Schedule 10 piping with new and better graded Schedule 40 piping for the Top Level has started. It is scheduled to finish by December 15th.

LIBRARY BUDGET AND TRUSTEE VOTE FOR FY 2021/2022 - Due to the pandemic, Mr. McKenna proposed to have the upcoming Library Budget and Trustee vote be held with the Seaford School District again. After speaking with other libraries, the school district is obligated to allow the library to propose its budget and trustee election at no cost. After a discussion, it was agreed for Mr. McKenna to contact the Library Attorney and the Seaford Schools regarding this issue. More discussion will follow at the next meeting.

OUTDOOR WI-FI ACCESS POINTS AND ANTENNAE – NLS is eligible to apply for the CARES Act subgrant of \$82,964 for outdoor Wi-Fi access points and antennae that can be placed on the exterior of member libraries or community facilities. A setup fee of approximately of \$400 will be charged. After a discussion, Mrs. Grub questioned if there were any maintenance fees involved. Dr. Westermann said the idea was good, but did not seem feasible. Mr. McKenna also explained that while all equipment would be owned by NLS, the library will pay for maintenance and licensing. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

DIGITAL LIBRARY CARDS – The Member Library Directors (MLD) has voted to extend the Digital Library Cards to July 1, 2021.

ADDITIONAL HARDWARE INSTALLATION – On December 9th, an additional hardware for a second backup internet line was installed.

FRIENDS OF THE LIBRARY – After a discussion, Mr. Ruffner suggested Mr. McKenna to set up a meeting between Donna Spinelli Jebailly and Caroline Tesseyman and hope to properly transfer the responsibilities to the new correspondent. Mrs. Grub also agreed to join the meeting. Mr. McKenna agreed setting up this meeting beginning of January 2021. The legal definition of the Foundation previously suggested by Mr. McKenna was discussed. More discussion will follow.

TENANTS ISSUE – Mr. McKenna reported that the Library Attorney confirmed that there was no problem with tenant Ken Jacobsen inquiring about subletting one of his office spaces to help defray his rent as long as the sub-tenant is acceptable to the Board. As a result, the name of the person should be submitted for the Board approval no less than 60 days beforehand. Mr. Ruffner suggested to Mr. McKenna to send a formal letter to Mr. Jacobsen for this request.

TRUSTEE ITEM – None

CORRESPONDENCE - None

PERSONNEL- None

OLD BUSINESS

NYS MINIMUM STANDARDS: STANDARDS – A discussion was made on the list of the fourteen Minimum Public Library Standards in effect as of January 1, 2021 that was prepared by Mr. McKenna. Mr. Ruffner emphasized these are working documents that need to be periodically checked and kept up to date.

CALENDAR FOR THE YEAR 2021 – Mr. McKenna reported that he has confirmed with Caroline Ashby, Director of NLS regarding Juneteenth Day. Although it is an official holiday in NYS, the library is not required to close. After a discussion, the Board unanimously agreed that the library will open for business on Juneteenth Day. Mr. Ruffner suggested for the month of June, the library should have a program, a presentation, or a display to educate people about this holiday which celebrates the emancipation of those who had been enslaved in the United States. Mr. McKenna also confirmed that Kristin Jording, Adult Reference Librarian, agreed to set up displays and programs about this holiday.

ROOF – A meeting was held on November 16th with BBS Architects, Enviroscience Consultants and Moseley Associates for a visual inspection of the roof. According to the report, it is recommended to leave the existing roof membrane as a vapor barrier and install new insulation since no insulation was found in the roof. No ripping is required, and the new roof will come with a 25-year warranty. At the last meeting, the use of the \$60,000 SAM Grant toward this project was discussed. Mr. McKenna reported that this \$60,000 is bonded and the library will get the money eventually, but no official release date has been given. Mr. Ruffner asked Mr. McKenna to consult with Mr. Schupner regarding a timeline for this project and to verify if this is considered as a competitive bidding job. Mr. McKenna agreed and will keep the Board updated on this project.

NEW RECORD RETENTION SCHEDULE LGS-1 – The New York State Archives has released a new Retention and Disposition Schedule for New York Local Government Records (LGS-1). This contains legal minimum retention periods for local government records and legally disposing valueless records. This new schedule went into effect August 1, 2020 and governing boards of local government have until January 1, 2021 to adopt it. A meeting is scheduled for Wednesday, December 16th with NYSED’s Metro-Long Island Regional Advisory Officer Lorraine Campbell-Hill for a presentation about this update. After a discussion, the Board unanimously agreed to pass this resolution at the next meeting.

NLS AND OTHER ORGANIZATIONS

The NLS Annual Meeting was held on December 7th. Area representatives Mr. Scaparro (Area 4) and Monique Hardial (Area 5) were elected as Trustees for five-year terms.

NEW BUSINESS

PROPOSED OPERATING BUDGET FOR 2021/2022 - Mr. McKenna presented the Proposed Operating Budget for 2021/2022. The budget was reviewed line by line. Suggestions, recommendations, and changes were noted. Mr. McKenna was given a preliminary wage percentage to develop the payroll portion of the budget. This will be discussed during the January meeting.

STRATEGIC PLAN 2021-2023 – Mr. McKenna reported that after several meetings with staff member and NLS Assistant Director Nicole Schere, a Strategic Plan for 2021-2023 was formulated. The plan included two goals with a library mission to provide the services and resources to enrich and enlighten all segments of the Seaford community.

PUBLIC RELATIONS/MEDIA COVERAGE

Articles on “The Life of Tim Denton”, “Libraries Offering Plethora of Programs” and Obituary for Margaret Vanden Heuvel were distributed to the Board of Trustees.

ADJOURNMENT

Via a motion made by Mrs. Grub and seconded by Dr. Westermann, which unanimously passed, the meeting was adjourned at 8:22pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 11, 2021 at 7:00 p.m.

Respectfully submitted by
Amy Law