

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 10, 2020

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: Karyn Canterbury

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 January 13, 2020 were approved on the motion made by Mr. Scaparro, seconded by Mrs. DiPietro and unanimously passed.

APPROVAL OF THE WARRANTS

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

Rent Security Deposit Account:

3 - February 10, 2020 - \$ 200.00

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

General Fund Account:

42 - January 23, 2020 - \$ 64,731.30

43 - February 6, 2020 - \$ 39,740.66

44 - February 10, 2020 - \$155,356.52

45 - February 10, 2020 - \$ 9,763.34

46 - February 10, 2020 - \$ 31,249.88

47 - February 10, 2020 - \$ 5,185.16

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at the seventh month in the Library's fiscal year, the monthly income schedule has an overall of 60% and operating schedule was at an appropriate level of 57%.

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 December 2019. Mr. Ruffner commented that there was a total of over 17,000 increase in circulation and library services compared to last year's statistics, a good trend. Mr. Ruffner noted that both the services and circulation were up.

INTERLIBRARY LOAN – Dr. Westermann suggested putting the numbers for Items Loaned and Items Received separately in the Statistics Report for better understanding.

TREASURER'S REPORT

The Treasurer's Report for the month of January 2020 was unanimously approved on the motion by Mr. Scaparro, seconded by Dr. Westermann.

CD ACCOUNT WITH TD BANK – Amy Law reported that the 150 Days CD amounted \$500,000.00 with TD Bank expired today, and a total of \$3,333.33 interest was earned. A new 90 Days CD in the amount of \$1,003,333.33 with TD Bank will be issued today with an interest rate of 1.42%. The additional \$500,000.00 will be taken out from the Capital Improvement Account.

NYS RETIREMENT SYSTEM – We have received a bill of \$136,036.41 from the Seaford School District for the employer contribution for the 2019/2020 year.

DIRECTOR'S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT – Many of the windows in the Lower Level and a few in the vacant offices were adjusted late in January. The "Record of Unacceptable and Non-Conforming Work Document" was distributed to the Board of Trustees for their review. Mr. McKenna noted that this project is under budget and we need to find a smaller project that is related to window and door in order to satisfy the grant.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATION – A meeting will be scheduled around Mid-March with Kevin Walsh of BBS Architects. Various versions of the plans will be discussed. Mr. McKenna stated that space will be needed for meeting room purposes, local history collection, AARP Tax Help, etc. Dr. Westermann suggested getting input from staff on how to re-arrange the space. Mr. McKenna also stated if we want to apply for the next round of the NYS Construction Grant, plans have to be approved by July 1st. More discussion will follow.

ROOF INSPECTION – In addition to the quote from Long Island Roofing, Inc, Mr. McKenna is still waiting for other quotes for the semi-annual inspection of the roof (Spring and Fall) as per Utica's recommendation.

CARPETING/VINYL FLOORING – A meeting will be set up with Mr. Rosengarten of R & D Carpeting & Tile, Inc. on February 12th to discuss revisions on quotes for carpeting and vinyl flooring replacement of the library. Dr. Westermann, Mrs. Grub and Mrs. DiPietro agreed attending this meeting. Mr. Ruffner also reminded Mr. McKenna to provide information regarding the New York State Contract System for the next meeting for the Trustees' edification.

CIRCULATION – Due to a fiber cut in the Jamaica area, the internet access of all member libraries was affected on February 4th and February 5th. A redundancy fiber-optic cable is expected to become operational in July 2020.

LIBRARY ADVOCACY DAY – Mr. McKenna will attend the Pre-Advocacy Day on February 24th and Advocacy Day Tuesday, February 25th. The goal is to increase aid in NYS Library Operating Aid and NYS Library Construction Aid programs.

FRIENDS OF THE LIBRARY – The next meeting for the Friends of the Library will be scheduled on Wednesday, February 12th. A sample “Memorandum of Understandings Between Rockville Centre Library Friends and Rockville Centre Public Library” was distributed to the Board for review. After a discussion, Mr. Ruffner asked Mr. McKenna to modify the memorandum for our purposes and present to the Board at the next meeting.

NARCAN TRAINING – Mr. Scaparro and Mr. McKenna were trained in the use of the Narcan for Opioid overdoses on February 4th at the Library. Mr. Scaparro commented that this program was well-organized and well-attended.

PUBLIC LIBRARY ASSOCIATION (PLA) CONFERENCE – Mr. McKenna and Teen Librarian Jillian Pelliccia, will attend the Biennial PLA Conference in Nashville, Tennessee from February 25th to February 29th.

SOCIAL WORKERS IN LIBRARIES – A workshop was held on January 27th with SUNY/Stony Brook Social Work Department regarding providing social work services at public libraries. Public libraries are increasingly offering social-work services in the community. After a discussion, Mr. Scaparro suggested talking to Architect regarding setting up small rooms when renovating the top level and dedicating them for tax help and social work purposes.

TRUSTEES TRAINING – Dr. Westermann, Mr. Scaparro and Mr. McKenna attended the January 25th Trustee Training workshop at NLS. The workshop was well-attended. It was recommended at the meeting that each Trustee should have his/her own library email address for communication from the public. After a discussion, Mr. Ruffner asked Mr. McKenna to set up individual email addresses for all trustees and staff. Mr. McKenna will report back to the Board at the next meeting with a schedule for carrying out this matter.

UNITED STATES CENSUS – Representatives from the U.S. Census Office have continued to provide information for people who may be interested in applying to be a Census worker.

SPEED BUMPS FOR PARKING LOT – Mr. McKenna reported that he talked to Town of Hempstead Councilman Christopher Carini about excessive speed in the Town parking lot that surrounds the Library. It was ascertained that the Town will not install speed bumps in the lot due to the obstacle it presents for snow removal.

LIBRARY’S WEBSITE – Several staff members attended an in-house training session on how to use “WordPress” on February 3rd. With this training, the staff can now create, re-design and publish library’s webpages internally.

BACKFLOW PREVENTION DEVICE Mr. Ruffner asked Mr. McKenna to prepare logistical and financial plans for the replacement for the Trustees’ review at the March meeting.

TECHNOLOGY – Mr. Ruffner asked if there is any statistic on how many people have been using the new cloud-based Prinich, a remote printing option. Mr. McKenna agreed to review the usage and will report back at the next meeting.

AUTOMATIC RENEWAL – A discussion was held regarding how some out-of-state libraries having automatic renewal of loaned material. This allows items that you have checked out to be automatically renewed if there are no outstanding requests. Mr. McKenna reviewed this matter with NLS and the current software does not permit it. Mr. Ruffner asked him to continue to discuss this with other Director and the NLS to promote this “patron-friendly” program.

PATRONS’ EMAIL ADDRESSES – Mr. Ruffner inquiring about how many patrons’ email addresses the library has on record. Mr. McKenna will report our statistics at the next meeting.

TRUSTEE ITEM - None

CORRESPONDENCE

Letter to CPAid Inc.

Re: Waiving of Administrative Fee of \$200 for the return of Security Deposit

PERSONNEL – None

OLD BUSINESS

OPERATING BUDGET 2020/2021 – After discussion, on the motion made by Mr. Scaparro, seconded by Mrs. Grub, the Board of Trustees unanimously approved the 2020/2021 library budget. This reflects a 1.99% increase over the 2019/2020 budget to be raised by taxation. The public will vote on this budget on April 22, 2020.

NEW YORK STATE SENATOR JOHN BROOKS – We have received the check of \$25,000 on January 29th from the NY State Senator John Brooks for the Community Room renovations.

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – On February 5th, Mr. McKenna and Mr. Scaparro met up with Nicole Scherer, the NLS Associate Director, to talk about the Long-Range Planning for the library. Several documents prepared by Ms. Scherer were reviewed. This Long-Range Plan will probably need to take at least seven months to finish. As discussed from the last meeting, Dr. Westermann suggested starting the necessary focus group as soon as possible and should get input from the staff.

NYS MINIMUM STANDARDS: STANDARD #3 – REPORT TO THE COMMUNITY – The library presents an annual report to the community each year in the library newsletter. A plan of presenting a more extensive annual report to the community through different channels for the future is necessary.

MURAL IN THE TEEN AREA – The library is waiting for sketches from artist Danielle Sehn. Mr. McKenna will continue to keep the Board informed as more information becomes available.

LIPA PILOT – Due to confusion regarding the LIPA PILOT agreement, an informational meeting was held with attorneys Richard Hamburger and David Yaffe on January 15th at NLS. Apparently, there are LIPA/PILOT monies that should be going to libraries and not just school districts. Farmingdale Public Library has already taken legal action against the Farmingdale Union Free School District, Long Island Power Authority and Long Island Lighting Company. After a discussion, Mr. Ruffner asked Mr. McKenna to inquire if the LIPA/PILOT lawsuit be a class action lawsuit. Mr. McKenna is also asked to find out from Debbie Podolski, Director of the Farmingdale Public Library, on what the response was from the Farmingdale School District to the lawsuit. Mr. McKenna agreed and will keep the Board updated on this topic.

NLS AND OTHER ORGANIZATIONS

The 2020 Schedule for Member Library Director and Trustees Attendance at NLS Board Meetings was distributed to the Board of Trustees. Dr. Westermann and Mr. Scaparro expressed interest in attending the February 27th meeting.

NEW BUSINESS

VOTING RIGHTS ACT – BILINGUAL ELECTION MATERIALS – Amy Law reported that according to the Library Attorney, all schools and libraries have to comply to the laws and provide bilingual election materials for the public. She has made contact to the Seaford School District and the district uses Nassau BOCES for translation of all school budget documents to Spanish. For the library, the main document that need to be translated to Spanish is the Legal Notice. She made contact with BOCES and a 3 to 5 days turnaround time for the translation is needed and the cost is \$76 per page (250 words as a page). As a result, this will cost us around \$350 for the Legal Notice. Amy Law also mentioned that this should be a one-time cost for the translation, since we will need to make slight adjustment on dates only for the future. As for other budget documents, Librarian Jackie Lopez agreed and will translate most of them for us.

PUBLIC RELATIONS/MEDIA COVERAGE

Article on “Seaford Artist Earns Library Exhibit” and “Board Set to Vote on Wyandanch Library Trustee Ouster” were distributed to the Board of Trustees.

PUBLIC COMMENT

Ms. Canterbury had questions regarding registration of programs in the library which was answered by Mr. McKenna.

EXECUTIVE SESSION

On the Motion made by Mr. Scaparro seconded by Mrs. DiPietro the Board entered into Executive Session at 9:20pm to discuss personnel issues.

The Board reconvened in open session at 9:28pm on the motion made by Dr. Westermann, seconded by Mrs. Grub.

TAKING MINUTES OF EXECUTIVE SESSIONS – Mr. Ruffner asked Mr. McKenna to consult with library attorney if we are allowed to take minutes at Executive sessions.

ADJOURNMENT

Via a motion made by Mrs. Grub and seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 9:30pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, March 9, 2020 at 7:00 p.m.

Respectfully submitted by Amy Law