

**SEAFORD PUBLIC LIBRARY
Seaford, New York**

MEETING OF THE BOARD OF LIBRARY TRUSTEES

JULY 13, 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

Guest (Staff): Cathy Cincotta, Ida Zaharopoulos

**[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 7:03p.m.

BUDGET AND TRUSTEE VOTE FOR FY 2020/2021

Mr. McKenna reported that the Budget and Trustee Vote was held on June 16th in conjunction with the Seaford School District due to COVID-19. The Budget for 2020/2021 was approved. The vote total was 3,474; 2,565 yes and 909 no. Dr. Westermann was re-elected as a Trustee for a 5-year term and Mr. Scaparro was elected as a Trustee for a 2-year term.

ORGANIZATIONAL MEETING

On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously voted the following slate of officers for the fiscal year ending June 30, 2021:

Peter J. Ruffner, President
Mary Westermann, Vice-President
Margaret Grub, Secretary
Catherine DiPietro, Financial Secretary
John Scaparro, Asst. Financial Secretary

Mary Westermann was sworn in as elected trustee for a 5-year term commencing July 1, 2020 and ending June 30, 2025.

Mr. Scaparro was sworn in as elected trustee for a 2-year term commencing July 1, 2020 and ending June 30, 2022

The following designations were approved on the motion made by Mr. Scaparro, seconded by Dr. Westermann:

LIBRARY AUDITOR - Nawrocki Smith LLP

LIBRARY ATTORNEY – Law Offices of Thomas M. Volz, PLLC

INSURANCE COMPANY - Utica National Insurance Co. provided by
HomeTown Insurance (Broker)

OFFICIAL NEWSPAPER - Long Island Business News
South Bay Newspaper

DEPOSITORY BANK - TD Bank

Mr. McKenna indicated he would send out a press release regarding the Re-organizational Meeting to the local papers.

APPROVAL OF MINUTES

The minutes of the meeting of June 8, 2020 were approved on the motion made by Mrs. Grub, seconded by Dr. Westermann, and unanimously passed.

APPROVAL OF THE WARRANTS

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

General Fund Account for FY 2019/2020

68 - June 11, 2020 - \$39,378.21

69 - June 25, 2020 - \$81,524.66

70 - June 25, 2020 - \$28,717.41

71 - June 25, 2020 - \$70,851.37

72 - June 30, 2020 - \$ 9,420.52

General Fund Account for FY 2020/2021

01 - July 9, 2020 - \$40,588.77

02 - July 13, 2020 - \$30,858.48

In Warrant# 70 (Item 15), Mr. Ruffner inquired about the \$500 amount to South Bay Neighbor Newspaper for “publicity”. Mr. McKenna stated that this is for publication of the Library’s June newsletter. Mr. Ruffner questioned rhetorically why we should have such an expense when the monthly newsletter is mailed to all residential and business addresses in the district. After discussion, it was acknowledged that any such future “publicity” expense would be reviewed with the Board beforehand.

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating Schedule and Income Schedules were reviewed by the Board. **SURPLUS FROM OPERATING FUND AND EXCESS IN THE REVENUE FOR FISCAL YEAR 2019/2020** – A discussion was held on how to distribute the surplus from the fiscal year 2019/2020. A total surplus of \$109,550, which included a surplus of \$91,653 from the Operating Budget and \$17,897 from an excess in anticipated revenue for fiscal year 2019/2020, will need to be allocated at the next Board meeting.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheet for Tutor.com and the statistics of the virtual programs for the month of June 2020. With the low usage of the Tutor.com for fiscal year 2019/2020, Mr. Ruffner suggested making a decision on whether to continue this service when we start preparing for the next budget in December when we start with the operating accounts.

TREASURER'S REPORT

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

Amy Law reported that:

PILOT (PAYMENT IN LIEU OF TAXES) – The annual PILOT of \$706.63 was received on June 8th from the Seaford School District. This was from the Nassau County for the Neptune Regional Transmission System Project.

INTEREST RATE FOR MONEY MARKET ACCOUNT – As of June 2020, the interest rate for all Market Money Accounts was 0.20%. According to TD Bank, the rates for the Money Market are still better than the CDs. Amy Law will periodically check to see where the CD rates are for possible reinvestment in the future. Mr. Ruffner remarked that coronavirus pandemic has had an enormous impact on the economy.

ANNUAL AUDIT FOR FY 2019/2020 – Due to COVID-19, library auditor will perform audits remotely and will go onsite to pick up and drop off records. Amy Law reported that she has started emailing information to the auditor and will work closely with them.

DIRECTOR'S REPORT

Mr. McKenna reported that:

COVID-19 & LIBRARIES –

- a. **REOPENING OF LIBRARY** - Mr. McKenna reported that the staff has returned to work on June 29th and the Contactless/Curbside Pick-Up started on July 6th. Items that brought back to the library will be quarantined for 72 hours. Mr. Ruffner suggested getting statistics on how many people use this service and number of items are picked up during this “Grab and Go” service. Mrs. Cincotta reported that she has kept those numbers and there was a total of 191 patrons came for the 7 days period. Mr. Ruffner asked Mr. McKenna to email the statistics weekly to all trustees for their information. Dr. Westermann asked if this “Grab and Go” service included Museum Passes. Mr. McKenna reported that patrons can either call in or reserve the passes online and pick it up at the library.
- b. **PHASE 3 - WALKTHROUGH RE-OPEINING** – “Browse, Grab and Go” is scheduled to start August 3rd. This will allow patrons to enter the building, browse the collection, check-out and go. Fax, copy machines, wireless printing, museum passes will be available. Newspapers will be available on a table which a one-hour limit per patron. Mrs. Grub suggested making copies of crossword puzzles each day and put it out for patrons. A discussion was also held on which entrances should be opened during this time, and it was agreed to direct all patrons to use the front entrance on Jackson Avenue. Mr. Ruffner suggested listing all the new rules on our monthly newsletter and making big signs to be posted on doors.
- c. **PHASE 4 – SIT-DOWN REOPENING** - A discussion was also held regarding Phase 4 – Sit-Down Reopening which was planned to start on September 8th. Mr. Ruffner asked to get an updated memo regarding the August/September Reopening Plans.
- d. **DUCT CLEANING** – Cunningham Duct and Chimney, Inc. came and cleaned all the air ducts throughout the building on June 25th and finished on Monday, June 29th. A four-foot section of the air duct in Weber's office was perforated to properly undertake this cleaning and duly replaced.
- e. **SNEEZE GUARDS** – Sneeze guards were installed by New York Décor, Inc. the week of June 15th. Follow-up work will be conducted the week of July 13th. A discussion was held on how to handle the plexiglass that was ordered, but did not meet NYSED standard. Mr. Ruffner suggested selling them, and Mr. McKenna mentioned that contractor Bob

Lahey may be interested in buying those back. Mr. McKenna will continue to keep the Board of Trustees informed as additional information becomes available about this topic.

- f. **DISINFECTION SPRAY** – One-Service Commercial Building Maintenance came and disinfected the building on Tuesday, June 30th.
- g. **MERV 13 FILTERS** – Lane Associates will install MERV-13 filters in mid-July.
- h. **BUSINESS SAFETY PLAN** – As part of the Business Safety Plan, staff and outside contractors are required to have their temperatures taken and fill out health questionnaire upon their entry to the building. Mr. Ruffner reminded that the proposed Resolution for the Business Safety Plan needs to be approved by the Board. Mr. McKenna agreed providing the plan to all Trustees at the next meeting for approval.

HVAC – A replacement of a defective condensate pump for the Basement unit and several HVAC issues were dealt with on July 3rd through July 6th. Replacement of a defective condenser fan motor for the 2nd Floor unit will be scheduled on Tuesday, July 14th.

CARPETING/VINYL FLOORING – A few carpet tiles in Children’s Room were backordered and will be installed mid-July.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATION – Mr. McKenna will email Trustees for a few possible dates in late-July for a meeting with BBS Architect Kevin Walsh. The purpose of this meeting is to review layouts for the top-level renovations with the Trustees sub-committee of this project.

MUSEUM PASSES – Cradle of Aviation Museum reopened on July 9th and the Vanderbilt has also partially reopened. Both museum passes have extended the memberships by 4 months or so. The Intrepid and LICM remain closed, but Mr. Wasserman think that they will do something comparable with their memberships.

INCIDENT REPORTS –

- a. A discussion was held on the incident report regarding disruptive behavior from a late 20s white male who was sitting, drinking beer and smoking on the side entrance stairs on July 1st. Mr. McKenna called 911 and police responded immediately.
- b. Patron Mr. Roger Langan was seen camping out with his shopping carts parked on the Town of Hempstead Parking Field S-1, near the library. Police were called and notified the situation. The Library has revoked his library privileges and he was banned from the library until November 2020 due to his disruptive behavior.

BBS ARCHITECTS – SOCIAL DISTANCING PROPOSAL – Mr. Ruffner asked about the status of the proposal from BBS Architects. Mr. McKenna agreed sending out the proposal to all trustees and more discussion will be made at the next meeting.

TRUSTEE ITEM

PRIVATE PARKING LOT – Mr. McKenna reported all lease agreement were signed and returned by Tenants. The tenant stanchions were repainted in white by our cleaner and “Tenant Parking” signage has also been removed in the private lot.

CORRESPONDENCE

Letter to Town of Hempstead Councilman Christopher Carini
Re: Installation of “10 MPH” signs in the Town Parking Field S-1

PERSONNEL - None

OLD BUSINESS

MURAL IN THE TEEN AREA – We have made contact with Artist Danielle Sehn to postpone the painting of the Teen Wall Mural to late-July.

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – The Strategic Planning/Long Range Planning workshops being conducted virtually by NLS Assistant Director Nicole Scherer will resume shortly. Due to the pandemic, Mr. McKenna recommended that a 2-year plan instead of a 3-year Long Range plan. Mr. Scaparro asked Mr. McKenna to verify if a two-year plan will still meet the State Minimum Standard. More discussion will follow at the next meeting.

MEMORANDUM OF UNDERSTANDING BETWEEN THE SEAFORD FRIENDS OF THE LIBRARY AND THE SEAFORD PUBLIC LIBRARY – Mr. McKenna reported that he has presented the Memorandum of Understanding to the Friend’s President, Caroline Tesseyman. He is still waiting for her response.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

REQUEST FOR TOTAL ANTICIPATED EXPENDITURE FOR MONTH OF AUGUST 2020 – Amy Law reported that since there is no meeting for the month of August, the library is permitted to approve an anticipated total expense amount which would then be re-approved at the following Board meeting with detailed warrants. After a discussion, on the motion made by Mr. Scaparro, seconded by Mrs. Grub, the Board unanimously agreed to set a limit of \$170,000 for the total expense for the month of August 2020.

CALENDAR FOR THE YEAR 2021 – A discussion was made on the new holiday “Juneteenth Day” on June 19th. Mr. Ruffner asked Mr. McKenna to find out what decision other libraries is making on this holiday and more discussion will be made at the next meeting.

PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2021 - A discussion was made on scheduling for the Board Meeting Dates for year 2021. More discussion will be made at the next meeting.

PUBLIC RELATIONS/MEDIA COVERAGE - None

ADJOURNMENT

Via a motion made by Dr. Westermann and seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 8:41pm.

The next virtual meeting of the Board of Library Trustees was scheduled for Monday, September 14, 2020 at 7:00 p.m.

Respectfully submitted by
Amy Law