

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

JUNE 8, 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 (Staff): Cathy Cincotta, Kristina Fuessler, Jacqueline Lopez, Jillian, 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 7:01p.m.

APPROVAL OF MINUTES

The minutes of the meeting of May 18, 2020 were approved on the motion made by Mrs. Grub, seconded by Mr. Scaparro, and unanimously passed.

APPROVAL OF THE WARRANTS

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

General Fund Account:

63 - May 28, 2020 - \$63,082.48
64 - June 8, 2020 - \$30,012.28
65 - June 8, 2020 - \$ 6,427.69
66 - June 8, 2020 - \$ 1,410.00
67 - June 8, 2020 - \$ 1,975.00

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules as of May 31, 2020 were reviewed by the Board. Mr. Ruffner commented that the monthly income schedule has an overall of 92% which was right on schedule. The operating schedule has an overall of 84% compared to the appropriate level of 92%.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the months of February, March, April, and May 2020. As a result of the Library closing since March 16, 2020 due to COVID-19, circulation of materials was down from the month of March through May. On the other hand, the circulation of the OverDrive and the usage of the Tutor.com was up during these three months. Mr. Ruffner noted that virtual programs were tremendously popular during these couple months and complimented all librarians for their great work.

MUSEUM PASSES – Mr. Ruffner suggested to contact different museums and check if they have any refund policy due to COVID-19, especially those museums that have charged a higher annual cost. This includes the Intrepid Museum, Children’s Museum and Cradle of Aviation. Mr. McKenna agreed to report at the next meeting. Mr. Scaparro also suggested putting a note on the “Comparison Chart for Museum Passes” to indicate that due to COVID-19, library was closed and resulted “0” usage for the Museum Passes for a few months.

TREASURER’S REPORT

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

Amy Law reported that:

WINDOW AND DOOR PROJECT SUMMARY – A copy of the Summary Expenditure for the Window and Door Project was distributed to the Board for review.

TRANSFER MONEY FROM CHECKING ACCOUNT TO MONEY MARKET ACCOUNT – Amy Law reported that after her calculations, she proposed transferring \$200,000 from the General Fund Checking Account to the Money Market Account to earn additional interest. After a discussion, on the motion made by Mr. Scaparro and seconded by Mrs. Grub, the Board unanimously approved the transfer.

INTEREST RATE FOR MONEY MARKET ACCOUNT – As of May 31, 2020, the interest rate for all Market Money Accounts was 0.20%.

POSSIBLE REINVESTMENT – As of June 8th, interest rate at TD Bank was under 0.10% for a \$1 million CD. As a result, the Money Market remains the best option for now.

SERVICE CHARGE FROM TD BANK – We have received a refund of \$2.07 from TD Bank on May 1st regarding a service fee that was charged to our account last month.

DIRECTOR’S REPORT

Mr. McKenna reported that:

TIMELINE FOR REOPENING - The proposed timeline for reopening the library is as follows: Starting June 22nd – all department heads report to the library

Week of June 29th – 50% of the staff report to work

Week of July 6th – starting Contactless and Curbside Pickup

All in-building public services will be resumed in accordance with the Governor’s Executive Order.

There was also a discussion on the logistics on the “Grab and Go” curbside pickup service for the public. More discussion will follow as plans are solidified.

HOURS OF OPERATION – While only 50% staff will be allowed in the building, the proposed hours for “Grab and Go” service for the month of July is as follows:

Monday to Friday 10am to 6pm

Saturday 10am to 1pm

Mr. Ruffner concerned about not offering enough evening hours for people who works during the day, especially people who work in the city. Mr. McKenna agreed to reconsider the hours and will keep the Board updated on this topic.

CARPETING/VINYL FLOORING – Mr. McKenna reported that the painting job is done. The Carpet/Vinyl Flooring project started on May 29th and is expected to be finished on Friday, June 12th.

BUSINESS SAFETY PLAN – The Nassau Library System has provided a suggested plan for the phased resumption of onsite library services at member library facilities. As required by the New York Forward Plan, a Business Safety Plan is in the process of completion. A proposed Resolution for the Business Safety Plan will be presented at the next meeting for approval.

PERSONAL PROTECTIVE EQUIPMENT – Mr. McKenna reported that masks, gloves, face shields, disinfectant, cleaning supplies etc. have been ordered to prepare for the reopening of the library.

PROTECTIVE BARRIERS – After a partial installation of the protective plexiglass by contractor Bob Lahey, we were informed that the plexiglass sneeze guards we have ordered and installed do not meet NYSED standards. As a school district public library, we are required to follow NYSED Office of Facilities Planning (OFP) code, which specifies certain polycarbonate or tempered safety glass products to meet the building code. As a result, new polycarbonate/tempered glass will need to be ordered and installed.

LIBRARY ATTORNEYS MEMORANDUM – There was a discussion on the memorandum regarding legal considerations from the library attorney.

- a. Questionnaires and Temperature Screening - A major question pertains to the use of a health questionnaire and temperature check for employees upon their return to work.
- b. Notice to Patrons and Patron Records - A continuous log of every person including workers and patrons, who may have close contact at the library is required. Libraries should also communicate to the community about precautions taken by the library, such as face coverings, time limit in the library etc. Form should be signed by all patrons who come and visit the library, this will act as an agreement to follow all library rules. Mr. Ruffner suggested contacting library attorney, Tom Volz on what legally the library can or cannot do if patron violates library rules. A suggestion of listing all guidelines in the July newsletter to prepare for the reopening of the library to the public. Signs should be posted in the library to remind patrons about the library rules.
- c. A discussion was made on steps on handling books returned to library. A discussion was also made on how to deal with patrons who come and read magazines and newspapers that are considered as high frequency touched materials in the library. Dr. Westermann suggested contacting Newsday and see if they have extra copies that can be given out to libraries. Ida Zaharopoulos also noted that a lot of magazines and newspapers can be found online through the library website.

BUDGET VOTE/TRUSTEE ELECTION – Mr. McKenna reported that New York Governor Cuomo has issued an Executive Order on June 7th to extend the deadline for school districts to receive school budget ballots through 5pm on Tuesday, June 16th. Amy Law reported that the Seaford School District has contacted us and indicated that sending a library representative as a poll watcher is welcome when they announced the vote result on June 16th.

PUBLIC LIBRARY ASSOCIATION CONFERENCE 2020 – Reports submitted by attendees Librarian Jillian Pelliccia and Mr. McKenna were distributed to the Board of Trustees for review. Mr. Ruffner remarked that the reports were very informative and it was enlightening to read how valuable the Conference attendance was.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATION – A meeting will be scheduled with BBS Architect Kevin Walsh to review layouts for the top-level renovations with the Trustees sub-committee of this project. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

DONATION IN MEMORY OF MARY A. BARTOLOTTA – A check of \$50 was received from Ellen and Tom Hahn of Baldwinsville, NY in memory of Mary A. Bartolotta.

THROW BACK THURSDAY – Head of the Adult Services Librarian, Ida Zaharopoulos talked about the posting of “Throw Back Thursday”, for which she will post old pictures both historical facts about the library or the town of Seaford on Facebook every Thursday.

STATEMENT ON BLACK LIVES MATTER – An email received from Elizabeth Olesh, Director of Baldwin Public Library regarding posting a statement on Black Lives Matter was reviewed. Mr. Ruffner noted that the Seaford Library is committed to maintaining an environment that is free of all forms of discrimination.

TRUSTEE ITEM

LEASE RENEWAL – Mr. McKenna reported that a memo indicating that the monthly rent will remain the same for FY 2020/2021 and a copy of the Extension of Lease has been delivered to all tenants on June 1st. Mr. Ruffner talked about after getting all signed lease contracts, the Board should start making plans for the top-level renovation.

PRIVATE PARKING LOT – Mr. McKenna reported that there were parking issues with tenants in the private parking lot during the floor project in the library. Mr. Ruffner noted that according to the lease agreement, there is no designated parking spot for any tenants in the private parking lot; as a result, anyone can park in that parking lot. After a discussion, to avoid any future conflicts, it was agreed to use white paint to paint over the names on all the parking blocks in the private lot. Mr. McKenna agreed and will report back to the Board at the July meeting.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – Mr. McKenna reported that the Strategic Planning/Long Range Planning workshops being conducted virtually by NLS Assistant Director Nicole Scherer will resume in mid-June. They are confident that a 3-year plan will be ready by November to meet the State Minimum Standard.

MEMORANDUM OF UNDERSTANDING BETWEEN THE SEAFORD FRIENDS OF THE LIBRARY AND THE SEAFORD PUBLIC LIBRARY – Mr. McKenna reported that he has scheduled a meeting with Friend’s President, Caroline Tesseyman on Wednesday, June 10th, to present and discuss the Memorandum of Understanding.

COVID-19 & LIBRARIES – Mr. McKenna reported that all staff continued attending different virtual meetings and working at home during this time.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

LEGAL RETAINER FOR LIBRARY ATTORNEY FOR FY 2020/2021 – On the motion made by Dr. Westermann and seconded by Mrs. Grub, the Board unanimously accepted the legal retainer agreement with Law Offices of Thomas M. Volz, PLLC for the amount of \$4,500 for Fiscal Year 2020-2021. Accepting of this contract is subject to the clarification in the agreement under section II (N) – “Review and analysis of tenant real estate leases”, whether this contract will include all tenants’ matter also. Mr. McKenna agreed to contact the attorney and will report at the next meeting.

HVAC SYSTEM CLEANING – On the motion made by Dr. Westermann and seconded by Mr. Scaparro, the Board unanimously accepted the proposal from Cunningham Air Duct to clean air duct at the building for a total of \$9,475.00 before the reopening of the library. Mr. Scaparro suggested getting clarification on the fifth bullet point on the proposal that read: “CDC will need to access interior of sheet metal ductwork cleaning purposes by cutting access holes as required” – to make sure that Cunningham Air Duct will take care of the cutting, if necessary, and that it is included in the price quote. Mr. McKenna agreed to clarify this with them.

BBS ARCHITECTS – SOCIAL DISTANCING PROPOSAL – A discussion was made regarding the Distance Planning Proposal submitted by BBS Architects. On the motion made by Mr. Scaparro and seconded by Dr. Westermann, the Board unanimously accepted the proposal in the amount of \$3,250 to get a professional insight on this topic.

MERV13 FILTER – A discussion was made on the proposal from Lane Associates regarding installing MERV13 filters. These filters are a finer filter which filters smaller particles from entering the space and is efficient at capturing airborne viruses. It was recommended to temporary upgrade to MERV 13 filters for the library during the operation and reopening process. On the motion made by Mr. Scaparro, seconded by Mrs. Grub and unanimously accept the proposal for a one-time charge of \$602.76.

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 9pm.

The next virtual meeting of the Board of Library Trustees was scheduled for Monday, July 13, 2020 at 7:00 p.m.

Respectfully submitted by
Amy Law