

**SEAFORD PUBLIC LIBRARY**  
**Seaford, New York**

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**November 9, 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: Cathy Cincotta, Jacqueline Lopez, 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 7:07p.m.

**AUDIT REPORT BY LIBRARY AUDITOR**

The presentation of the Audit Report for FY 2019/2020 by the Library Auditor was postponed to the next meeting due to some emergent issues at Nawrocki Smith LLP.

**APPROVAL OF MINUTES**

The minutes of the meeting of October 14, 2020 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 Mr. Scaparro which unanimously passed:

Capital Improvement Account:

# 01 - November 9, 2020 - \$ 330.00

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

General Fund Account:

# 18 - October 15, 2020 - \$60,841.11

# 19 - October 29, 2020 - \$45,668.36

# 20 - November 9, 2020 - \$13,032.79

# 21 - November 9, 2020 - \$10,260.75

# 22 - November 9, 2020 - \$18,336.60

# 23 - November 9, 2020 - \$ 1,351.38

## **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 at appropriate level of 33%. As for the expenses, it was at 28% compared to the calendar benchmark level of 33%.

## **LIBRARY USAGE**

Mrs. DiPietro discussed the new data sheets for the OverDrive status report. Both checkouts and new users for each month were up, especially the month of April due to the pandemic. Mr. Ruffner commented that was a very informative statistic for the OverDrive. Mrs. DiPietro also discussed the statistics for the Museum Passes and Tutor.com.

## **TREASURER'S REPORT**

The Treasurer's Report for the month of October 2020 was unanimously approved on the motion by Dr. Westermann, seconded by Mrs. Grub.

Amy Law reported that:

**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, the rates for the Money Market are still better than the CDs.

**TD BANK SERVICE CHARGE** – A fee of \$31.43 for the month of October was charged by TD Bank because our balance in the non-interest bearing accounts had dropped below average. It was confirmed that a refund of this fee will be issued by TD Bank.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

**CHANGE OF LIBRARY HOURS** – Due to the pandemic, the library hours for Wednesdays and Saturdays were shortened starting November 1, 2020. Mrs. Grub questioned if there were any comments or complaints from patrons. Mr. McKenna reported that he did not hear any major issues or complaints regarding this change.

**LOCAL LIBRARY SERVICE AID** – A check of \$3,412.80 was received for the 2020 Local Library Services Aid.

**TENANTS ISSUE** – Mr. McKenna reported that tenant Ken Jacobsen inquired about subletting one of his office spaces to help defray his rent. After a discussion, Mr. Ruffner asked Mr. McKenna to check if the lease agreement legally allows a sublease. More details will be needed for discussion.

**TRUSTEE ITEM** – None

**CORRESPONDENCE** - None

## **PERSONNEL**

The following personnel change was approved by the Board:

Appointment: Diana Fogarty, PT Clerk, eff. 11/2/2020

Mr. Scaparro suggested updating the Application Form.

## **OLD BUSINESS**

**NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN** –Mr. McKenna reported that he has been working with Head of Adult Services, Ida Zaharopoulos and Head of Children’s Services Jackie Lopez to discuss goals, objectives and activities specific to their departments for the 2021-2022 (2-year plan) Long-Range Plan. Mr. McKenna confirmed that this should be done by the end of this month. Mr. Ruffner suggested Mr. McKenna to prepare all fourteen Minimum Public Library Standards for the Board approval at the next meeting. Mr. McKenna agreed.

**MURAL IN THE TEEN AREA** – Mr. McKenna reported that artist, Danielle Sehn agreed on the payment of \$800 for the mural.

**CALENDAR FOR THE YEAR 2021** – Mr. Ruffner asked Mr. McKenna if libraries are required to close on Juneteenth Day since it was announced as an official holiday in New York State. Mr. McKenna agreed to investigate and more discussion will be held at the next meeting.

### **SPACE UTILIZATION FOR 2<sup>nd</sup> FLOOR & “QUIET STUDY AREA” –**

- a. **NYS CONSTRUCTION AID CYCLE: 2021-2024** – According to Shakema Miller, NLS Outreach and Partnership Specialist, any expenditures after July 1, 2021 are eligible for reimbursement from the NYS Construction Grant. Mr. Ruffner suggested to notify BBS Architect not to start the construction until July 1, 2021. Mr. McKenna also stated that the grant amount will be dependent on the size of Construction Aid provided by the State and the number of libraries applying in the next funding cycle. Mr. Scaparro questioned when we should submit the paperwork and Mr. McKenna reported that the deadline to submit paperwork is August 2021.
- b. **EXPLORATORY DEMOLITION** - Two workers from Renu, Inc. came and removed a concealed spline ceiling in the location of the proposed folding partition at no cost to the library. Phil Handler of BBS also came to review the work of Renu and discuss further details of the plans. Dr. Westermann questioned about the meaning of concealed “spline” ceiling, and Mr. McKenna agreed getting more details from BBS at their next meeting.
- c. **TIMELINE** –According to Ken Schupner from BBS, the estimated timeline is as follows:
  1. State Education Department (SED) submission takes place on or about December 2020.
  2. SED will review/approval around February 2021.
  3. If Library chooses to bid, the bid will be awarded in mid to late March 2021.
  4. Actual construction will begin after July 1, 2021 and completed by mid-September 2021.

**ASBESTOS TESTING** - EnviroScience Inc. performed testing of the area on October 7<sup>th</sup> for the upcoming renovations and the results are still pending

**ROOF** – At the last meeting, a discussion on using the \$60,000 SAM Grant toward this project was discussed. Mr. Ruffner asked Mr. McKenna to find out if there is any restriction on using this SAM Grant. Mr. McKenna agreed to check. Mr. McKenna also reported that Eveready Roofing Company is not interested in bidding for any jobs under the prevailing wage laws. A meeting will be scheduled on Thursday, November 5<sup>th</sup> with BBS, John Mosely Associates and EnviroSciences, Inc. to discuss this project. At this meeting, they will determine if there are one or two roofs at present and test for asbestos. Mr. McKenna agreed and will keep the Board updated on this project.

## **NLS AND OTHER ORGANIZATIONS**

Mr. McKenna reported that an Area 4 Virtual meeting was held on Wednesday, October 21<sup>st</sup>. Mr. Scaparro won the election 4-2 to replace Steve Dalton of Levittown Public Library to become Area 4 Trustee on the NLS Board. The NLS Annual Meeting and Trustee Election will be scheduled on Monday, December 7<sup>th</sup>.

## **NEW BUSINESS**

**PROPOSAL FROM MODERN SPRINKLER CORP.** – A discussion was made regarding the amended proposal submitted by Modern Sprinkler Corp to remove and replace the rest of the Schedule 10 piping with new and better graded Schedule 40 piping for the Top Level. On the motion made by Mr. Scaparro, seconded by Mrs. Grub, the Board unanimously approved the amended proposal in the amount of \$9,412.54.

**VOTE ON THE 2021 ILS & ASSOCIATED SERVICES BUDGET** – A discussion was held on the 2021 Proposed Schedule of Fees to be paid by each participating library. On the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the Board unanimously to vote in favor of the recommended budget and schedule of fees in the amount of \$22,535.07 for Seaford.

**OWNER ARCHITECT AGREEMENT BETWEEN SEAFORD PUBLIC LIBRARY AND BBS ARCHITECTS** – Mr. McKenna reported that Library Attorneys Michael Vigliotta and Anthony DeLuca, Eric Keiffert of HomeTown Insurance, and Ken Schupner worked together to produce the agreement between Owner and Architect (AIA Document). After a discussion, on the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board unanimously to accept the agreement.

**LGS-1 (LOCAL GOVERNMENT-1) RESOLUTION** – A discussion was held regarding the Resolution for Retention and Disposition Schedule for New York Local Government Records (LGS-1). The Board asked Mr. McKenna to get more information regarding this retention schedule and agreed to table this topic to the next meeting.

**SEAFORD CHAMBER OF COMMERCE VETERAN'S "FILL A BAG" HOLIDAY DRIVE** – Mrs. Grub questioned if the Chamber has dropped the bin off to the library for this Holiday Drive. This holiday drive runs from November 5<sup>th</sup> to December 5<sup>th</sup>, and all wish list items will be delivered to the Northport VA Medical Center. After a discussion, on the motion made by Mrs. Grub, seconded Mr. Scaparro, the Board unanimously approve this Holiday Drive. Mr. Ruffner reminded that any donation box that is placed in the library should get the Board approval first.

## **PUBLIC RELATIONS/MEDIA COVERAGE**

Articles on “Local Libraries Looking for a Community Feel” and “Library considers Mobil Structure” were distributed to the Board of Trustees.

## **ADJOURNMENT**

Via a motion made by Dr. Westermann and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:20pm.

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

Respectfully submitted by  
Amy Law