

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

October 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: Cathy Cincotta, Kristina Fuessler, Jacqueline Lopez, Jillian Pelliccia, 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 7:05p.m.

APPROVAL OF MINUTES

The minutes of the meeting of September 14, 2020 were approved on the motion made by Mr. Scaparro, seconded by Dr. Westermann, and unanimously passed.

APPROVAL OF THE WARRANTS

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

General Fund Account:

# 13 -	September 17, 2020	- \$63,127.44
# 14 -	October 1, 2020	- \$39,579.93
# 15 -	October 14, 2020	- \$36,470.27
# 16 -	October 14, 2020	- \$24,538.94
# 17 -	October 14, 2020	- \$ 7,108.62

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point of time, it is still premature to make any comparison since it was only three months into the library's fiscal year of 2020/2021.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheet that displayed increases and decreases in the use of library materials for the month of September 2020. The new Grab & Go services and attendance for all virtual programs were good. Mr. Ruffner commented that he was surprised that when compared the circulation numbers from last year's statistics, it was just down between 10% to 25% with this pandemic situation. He also commended the community for using the library and applauded the staff for doing a great job and making everyone welcomed at the library. A question was raised by Mr. Ruffner regarding if publishing house were holding back the releasing of new books. Mr. McKenna responded that the releasing of new books is down during the pandemic. A discussion was also held if there has been any change on the restriction of one consortium copy of all new ebook titles through publisher Macmillan that started back in October 2019. Mr. McKenna reported that all restrictions were lifted and the CEO of Macmillan has since resigned.

TREASURER'S REPORT

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

Amy Law reported that:

UNEMPLOYMENT INSURANCE PAYMENT – A question was raised from the last meeting regarding why unemployment insurance bill was received from the NYS if the library contributes to the unemployment claims pool through SUTA. After research, the library has elected to be classified as self-insured employer. A government entity is required to pay for unemployment claims in one of two ways: through paying SUTA (State Unemployment Tax Act) or as a reimbursing (self-insured) employer. The main advantage of opting-out of the SUTA method is cost savings. As a result, the library is required to reimburse the state unemployment insurance trust fund for benefits claimed by terminated or laid off staff.

INTEREST RATE FOR MONEY MARKET ACCOUNT – As of today, 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.

TD BANK SERVICE CHARGE – A fee of \$13.42 for the month of September was charged by TD Bank because our balance in the non-interest bearing accounts had dropped below average. To avoid this service fee and we have three payrolls for the month of October, Amy Law proposed to transfer \$200,000 from the General Fund Money Account back to the General Fund Checking Account. After a discussion, on the motion made by Mr. Scaparro, seconded by Dr. Westermann, the Board unanimously agreed with the transfer. Mr. Ruffner remarked that a future discussion will be held if interest rates increase in the future.

TD BANK NEW SIGNATURE CARDS AND GOVERNMENTAL ENTITY CERTIFICATE OF RESOLUTION – New Resolution and Signature Cards for all bank accounts at TD need to be updated since Mr. Scaparro is officially an Assistant Financial Secretary on the Board.

DIRECTOR'S REPORT

Mr. McKenna reported that:

SPRINKLER SYSTEM – There was a leak from a rotted-out pipe in Ken Jacobsen's office. The pipe was removed and replaced with new and better grade piping (Schedule 40 instead of Schedule 10). On October 7th, Architect Patrick Bowe of Modern Sprinkler came and provided a quote for replacing all Schedule 10 piping on the Top Level. Mr. Scaparro questioned if this proposal will finish updating the rest of the piping on the Top Level. Mr. McKenna agreed to check.

MERV-13 FILTERS – Lane Associates is schedule to install the MERV-13 Filters every three months.

LILRC LEGISLATIVE BREAKFAST – The Annual LILRC Legislative Breakfasts were conducted virtually this year. The meetings with the State Assembly members and the State Senators were held on Thursday, October 1st and Friday, October 2nd respectively.

MINIMUM PUBLIC LIBRARY STANDARDS – A checklist of the fourteen Minimum Standards will be presented at the November 9th meeting. Item#2 (Long-Range Plan) is the only outstanding item on the list. Mr. Ruffner suggested that once we get all fourteen Minimum Standards finalized, someone in the library should keep it updated periodically. Mr. McKenna stated that he will oversee this.

TRUSTEE ITEM

The Seaford Historical Society Newsletter was distributed to the Board of Trustees for review.

CORRESPONDENCE

Letter from patron Mr. Francis Varieur

Re: Appreciation letter to employee Stacy Fowler and all staff for their assistance during the pandemic.

PERSONNEL

The following personnel change was approved by the Board:

Resignation: Maryanne DiGregorio, PT Clerk, eff. 10/20/20.

OLD BUSINESS

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – On October 6th, NLS Assistant Director Nicole Scherer met up with Mr. McKenna, Head of Adult Services, Ida Zaharopoulos and Head of Children’s Services Jackie Lopez to discuss goals, objectives and activities specific for their departments. Local history and virtual programs were discussed as the long-term goals of the library. Mr. McKenna also suggested inviting Ms. Scherer to our next meeting if necessary.

MURAL IN THE TEEN AREA – Mr. McKenna reported artist, Danielle Sehn refused to accept the \$390 plus cost of materials that was discussed from the last meeting. At the same time, Mr. McKenna has consulted with library attorney, Thomas Volz regarding this matter. Mr. Volz explained that unless there are other documents (i.e. a contract) between the Library and the artist, there is nothing binding the artist to the price set in the original estimate of \$390. The artist has claimed that the Library’s reduced hours caused her to make multiple trips to the Library and the reason why it took so long to complete the mural. The amount of time the artist billed is three times more than what was originally quoted to the Library (her invoice was for a \$1,267.50). Mr. Volz recommended the library should attempt to reach a settlement with the artist. Mr. McKenna proposed to pay \$800 for her services which is approximately two times of the original quote. After a discussion, on the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the Board unanimously agreed on a payment of \$800 to artist Ms. Sehn for the mural. The Board asked Mr. McKenna to email them with any updates.

MEMORANDUM OF UNDERSTANDING BETWEEN THE SEAFORD FRIENDS OF THE LIBRARY AND THE SEAFORD PUBLIC LIBRARY – Mr. McKenna was informed by the Friends Board President Caroline Tesseyman that their Board had voted 6-1 not to sign the Memorandum of Understanding (MOU). They also came and retrieved items that were stored at the library. A summary chart of the Friends Donations to the Library from FY 2016/17 to FY 2019/20 was distributed to the Board for their review. After a discussion, the Board tabled

the subject. Dr. Westermann suggested not spending any money on legal fees regarding this issue which the other Board members concurred with.

CALENDAR FOR THE YEAR 2021 – Mrs. Grub commented that Gov. Andrew Cuomo has recently signed into law declaring Juneteenth an official holiday in New York State. Mr. Ruffner asked Mr. McKenna to find out what it means relative to the library’s operation. More discussion will be held at the next meeting.

SPACE UTILIZATION FOR 2nd FLOOR & “QUIET STUDY AREA”

- a. **BBS ARCHITECTS** - Mr. McKenna reported that Phillip Handler of BBS Architects took precise measurements of the Top-Level office and the future Main Floor “Quiet Study Area” on September 22nd. The Library Attorney is in the process of reviewing the Inter-Municipal Agreement (IMA). The IMA with Renu will be extended beyond January 2021. We are still waiting on the review from the Library’s insurance brokers. Upon receipt of the insurance brokers comments, the agreement will be finalized. Then the agreement will be put before the Board for approval and execution. Mr. Ruffner questioned if the Board must sign the agreement first, before filing with the State Education Department. Mr. McKenna agreed to check with the Architect regarding this.
- b. **ASBESTOS TESTING** - EnviroScience Inc. performed testing of the area for the upcoming renovations on October 7th and the results are pending.
- c. **NYS CONSTRUCTION GRANT** – The Board inquired if the Library would get State Aid for this project. Mr. McKenna explained that the deadline for submitting the paperwork for the State Aid has been expired and the next cycle will not start until July 2021 for FY 2021/2022. Mr. Ruffner expressed that without the State aid, we should delay this project until next year. The Board unanimously agreed. Mr. McKenna will notify BBS Architects regarding this decision and need to put off the bidding process for this project. At the same time, Mr. McKenna agreed to touch base with Nassau Library System to get an idea on approximately how much appropriation funds will be designated from the State for FY 2021/2022. More discussion will follow at the next meeting.

NLS AND OTHER ORGANIZATIONS

NLS AREA 4 MEETING – A virtual Meeting for Area 4 (Island Trees, Levittown, Massapequa, Plainedge, Seaford and Wantagh Libraries) will be scheduled on Wednesday, October 21st. A vote to formally nominate the Area 4 representative will occur at the meeting, with each library in attendance having one vote. There will be two candidates running for the NLS Board for the term commencing January 1, 2021 to December 31, 2025. They are Gail Kubit (Massapequa) and John Scaparro (Seaford). On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously voted to submit its vote for Mr. Scaparro as Area 4 representative on the NLS Board.

NEW BUSINESS

2021 MEMBER LIBRARY SUPPORT – A discussion was held regarding the Proposed Member Library Support for 2021. The NLS Board approved moving forward with a one-year proposal to keep the total contribution of each member library the same as 2020. On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board unanimously accepted the one-year proposal in the amount of \$35,730 for year 2021.

CHANGE OF BOARD OF TRUSTEES MEEETING DATE FOR DECEMBER 2020 – On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board of Trustees unanimously agreed to change the meeting date from Monday, December 7th to Monday, December 14th at 7pm. The change was necessary based on the NLS scheduling their annual meeting for December 7th.

PROPOSAL FROM MODERN SPRINKLER CORP. – A discussion was held regarding the proposal for removing and replacing eight pieces of 2.5” Schedule 10 piping with Schedule 40 for the 2nd Level in the amount of \$3,303.12. On the motion made by Mr. Scaparro, seconded by Mrs. Grub, the Board unanimously accepted this proposal.

CHANGE OF LIBRARY HOURS – Due to the pandemic, there is very low usage of the Library on Wednesday evenings and Saturday afternoons. Without offering in-person programs at the library, very few people will come out at night. Mr. McKenna proposed to shorten the library hours and close at 6pm on Wednesdays and 2pm on Saturdays starting November 1, 2020. After a discussion, on the motion made by Mrs. Grub, seconded by Mr. Scaparro, the Board unanimously was agreeable to his recommendation. Mr. Ruffner commented that this is only a temporary cut due to the pandemic, and hours will be re-adjusted again when time comes. Mr. Ruffner also suggested to announce the new hours in the November Newsletter.

ROOF INSPECTION AND REPAIRING OF THE ROOF – On October 6th Eveready Roofing Company came and performed a roof inspection. They recommended replacing the roof in a year or two. In the meantime, a repair of the roof is highly suggested. The proposal for repairing the roof including installing a new roof hatch. Dr. Westermann questioned how long the roof would last if we decided to spend the money on the repair. After a discussion, Mr. Ruffner suggested getting estimates for a roof replacement for more discussion at the next meeting. A discussion about using the \$60,000 SAM (State and Municipal) Grant toward this project was held and will continue at a future meeting.

PUBLIC RELATIONS/MEDIA COVERAGE

Articles on “History in the Making – LI Libraries building collections documenting life during pandemic” was distributed to the Board of Trustees.

ADJOURNMENT

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

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

Respectfully submitted by
Amy Law