

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**September 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, Jacqueline Lopez, Jillian Pelliccia, Ida Zaharopoulos

Guest: Kenneth Schupner (Partner, BBS Architects)

**[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 July 13, 2020 were approved on the motion made by Mr. Scarparro, seconded by Mrs. Grub, and unanimously passed.

**PROPOSAL FOR SPACE UTILIZATION FOR 2<sup>nd</sup> FLOOR & “QUIET STUDY AREA”  
PRESENTATION BY KENNETH SCHUPNER, PARTNER, BBS ARCHITECTS**

Mr. McKenna opened up by talking about our proposed construction project which include the space utilization for the 2<sup>nd</sup> floor and a quiet study area on the Main Level. Mr. Schupner of BBS Architects discussed the plans and layout of this project which include moving the Administration Office to the 2<sup>nd</sup> floor, the interior renovation in both vacant offices on the 2<sup>nd</sup> floor which will incorporate 2 new meeting rooms, storage room, a pantry and three offices. On the Main Level, the original administration office will be converted into a Quiet Study Area. A preliminary timeline of this project was also discussed. Mr. Schupner recommended a piggyback contract with the Bayshore School District for this project. Piggybacking is a form of cooperative purchasing when a government uses an existing contract to acquire the same products or services at the same or lower price from another public entity contract. The estimated cost will be approximately \$751,000 for this project if the library agrees with this piggyback contract, with an estimate of Mid-May 2021 occupancy. If Library proceeds with public bid/award process, it would add 4-6 weeks to the overall schedule and with an estimate of July 2021 occupancy.

Questions that were raised by Trustees as follows:

- Q. Mr. Ruffner - Is this Piggyback contract 100% legal? How long will this municipal contract available to the library?
- A. Piggyback is legal and this municipal contract will be made available to the library for a period of three years.
- Q. Dr. Westermann – What is the cost differences if the library decided to go for the public bid route?
- A. The only extra cost would be the cost for advertisement of the Legal Notices and a couple of hard copies of the contract. Time will be the main element.
- Q. Mr. Scaparro – What is the reason for the high cost of this project?
- A. This project includes removing walls, ceilings, lightings, electrical work and etc. He also mentioned that smaller scope of work usually carries higher cost.
- Q. Mr. Ruffner – Can we do the bid ahead of time while waiting for approval from NYSED?
- A. Mr. Schupner confirmed that we cannot do that until we get all the approvals from the NYSED first.
- Q. Mr. McKenna - will COVID-19 make any impact on the process of this project?
- A. Mr. Schupner explained that it is difficult to forecast the impact of COVID-19 may pose, and they did see implications this spring/summer by the Governors Executive Orders regarding construction and manufacturing delays.

After a discussion, the Board decided to go for a public bid/award process for this project and hope to get a lower price. At the same time, Mr. Ruffner asked Mr. Schupner to provide a copy of the municipal agreement for the library attorney to review. Mr. Ruffner also talked about starting the project on the 2<sup>nd</sup> floor first, because the administration office needs to move up first, in order to clear the room for the renovation of the “Quiet Study” room. In the meantime, on the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the Board unanimously approved the submission of project A-06 and A-07 construction documents to the SED (State Education Department). Mr. Ruffner also reminded Mr. McKenna to acquire a copy of the contract with BBS Architects regarding this project for the Board approval.

### **APPROVAL OF THE WARRANTS**

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

Unemployment Insurance Account:

# 01 - September 14, 2020 - \$ 976.61

Mr. Ruffner questioned about why we have to pay the Unemployment Insurance payment since the library contributes to the unemployment claims pool through SUTA (State Unemployment Tax Act) already. Amy Law agreed to research this out and will report back at the next meeting.

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

General Fund Account:

# 03 – July 23, 2020	- \$63,537.31
# 04 – August 6, 2020	- \$40,662.51
# 05 – August 11, 2020	- \$16,302.79
# 06 – August 11, 2020	- \$17,418.95
# 07 – August 11, 2020	- \$12,124.17
# 08 - August 20, 2020	- \$63,309.50
# 09 - September 3, 2020	- \$40,220.23

- # 10 - September 14, 2020 - \$26,848.88
- # 11 - September 14, 2020 - \$12,384.31
- # 12 - September 14, 2020 - \$ 6,601.89

### **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 premature to make any comparison since the library's fiscal year only started in July.

**SURPLUS FROM OPERATING FUND AND EXCESS IN THE REVENUE FOR FISCAL YEAR 2019/2020** – A discussion was made on how to distribute the surplus from the fiscal year 2019/2020. A total surplus was \$109,572 which included an unused balance of \$91,652 from the Operating Budget and \$17,920 from an excess in the anticipated revenue for fiscal year 2019/2020. Upon a recommendation from Mr. Ruffner based on prior years actions, on the motion made by Mrs. DiPietro, seconded by Mr. Scaparro, the Board of Trustees approved the following resolution.

RESOLVED that the Board of Trustees approve the transfer of \$54,786 to the Capital Improvement Account for projected building improvements.

RESOLVED that the Board of Trustees approve to allocate \$54,786 to reduce the tax levy for fiscal year 2021/2022.

A copy of both the Monthly Operating Schedule and Monthly Income Schedule for FY 2019/2020 are annexed to these Minutes

### **LIBRARY USAGE**

Mrs. DiPietro discussed the data sheet that displayed increases and decreases in the use of library materials for the month of July and August 2020. Due to COVID-19, numbers were all down, but the new Grab & Go services and attendance for all virtual programs were good.

**MUSEUM PASSES** – A discussion was made on the Comparison Chart for Museum Passes. A lot of museums were closed due to the pandemic. Mr. Ruffner commented that it will be difficult to make an “apple to apple” comparison due to COVID-19 for quite some time.

**SHREDDING EVENT** – On Saturday, September 12<sup>th</sup>, the shredding event went really well and over 50 people came during the 2 hours event.

### **TREASURER'S REPORT**

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

Amy Law reported that:

**PAYMENT VOUCHERS** – Starting July 2020, all payment vouchers of the month will be reviewed and initial by Trustee, Mrs. DiPietro when she comes to work on the monthly bank reconciliation. This will satisfy the State Comptroller's audit requirements. All payment vouchers will also be available for review by all Trustees at each meeting.

**ANNUAL AUDIT FOR FY 2019/2020** – Due to COVID-19, the library audit was performed remotely and the required files were picked up by the Auditor on July 29<sup>th</sup>. A final onsite audit was also performed on Thursday, September 3<sup>rd</sup>. The Library Auditor will attend the November 9<sup>th</sup> Board meeting for a presentation and review of the financial statements. Amy Law also reported that the complete Audit Report for FY 2019/2020 should be ready by October for the Board review.

**TD BANK SERVICE CHARGE** – A service charge of \$51.33 for the month of August will be refunded to our account this month. The reason for this charge is that our balance in the non-interest bearing accounts had dropped below average in July. The required compensating balance amount was approximately \$400,000 to \$550,000.

**INTEREST RATE FOR MONEY MARKET ACCOUNT** – As of September 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.

**REQUEST FOR TOTAL ANTICIPATED EXPENDITURE FOR MONTH OF AUGUST 2020** – At the July 2020 meeting, the Board unanimously agreed to set a limit of \$170,000 for the total warrants for the month of August 2020. Amy Law reported that the total expenditure for August 2020 was \$149,817.92.

### **DIRECTOR’S REPORT**

Mr. McKenna reported that:

#### **COVID-19 & LIBRARIES –**

- a. **PHASE 3 - WALKTHROUGH RE-OPEINING** – “Browse, Grab and Go” services began on August 3<sup>rd</sup>. This allows patrons to enter the building, browse the collection, check-out and go.
- b. **PHASE 4 – SIT-DOWN REOPENING** - Starting Tuesday, September 8<sup>th</sup>, computer/internet access is also allowed for a one-hour time limit per day.
- c. **QUARANTINE OF MATERIALS** – As of July 20<sup>th</sup>, the CDC guidelines for the quarantining of materials was extended to 96 hours (4 days).
- d. **MERV 13 FILTERS** – Lane Associates installed the MERV-13 filters in mid-July.
- e. **TEMPERATURE CHECKS** – As part of the Business Safety Plan, staff and outside contractors have been required to have their temperature taken and fill out health questionnaire upon their entry to the building.
- f. **SNEEZE GUARDS** – Follow-up work was conducted the last week of July. As for the plexiglass that was ordered, but did not meet NYSED standard, no one is interested in buying those back yet. Mr. McKenna will continue to keep the Board of Trustees informed as additional information becomes available about this topic.

**HVAC** – Lane Associates came on August 12<sup>th</sup> to install (7) seven lay in diffusers for the Main Level in order to provide sufficient air flow.

**BUZZER CALL BUTTON** – On July 31<sup>st</sup>, Always Electric came and installed a wall mounted intercom call button outside the Inner Automatic Door.

**LIBRARY CLOSURE** – Library was closed at 1pm on August 5<sup>th</sup> due to Storm Isaias.

**LIBRARY PRIVATE PARKING LOT** – PT Cleaner, Anthony Albergo has repainted all the lines and hand railing of the private parking lot.

**SUMMER READING CLUBS** – The number of people this year who signed up for all Summer Reading Clubs have declined due to COVID-19, a total of 98 for Adult Summer Reading, 16 for the Teen Summer Reading and 120 for the Children’s Summer Reading Clubs. Mr. McKenna also complimented that all department personnel have been stepping up and coordinating all virtual programs during the pandemic.

**COMPUTERS AND TECHNOLOGY** – Tom Kutschera, Computer Consulting Inc. configured and installed a Unifi AP pro access point for the Administration Office.

### **TRUSTEE ITEM**

An article on “Higher Pension Costs” and “Idea with a Suggestion for the 2020 Election Public Libraries” were distributed to the Board of Trustees for review.

### **CORRESPONDENCE**

- Email from Mr. Giordano
- Re: Homeless man camps out on library property
- Letter from an anonymous Seaford Resident
- Re: Strange man living on library property

A discussion was made regarding this homeless man who camps out on library property and surrounding area. Mr. McKenna reported that he did not see this homeless man for a couple weeks but will continue to call 911 if he camps out on our property again. Mr. Scaparro also suggested Mr. McKenna to coordinate with next door bank, Sterling National Bank, to call 911 if necessary, and inform the bank that the library will also make call on behalf of the bank while they are closed if this man shows up on their property.

## **PERSONNEL**

The following personnel change was approved by the Board:

Resignation: Carol Santillo, PT Clerk, eff. 8/19/2020

Mr. McKenna talked about Mrs. Santillo works as a Head of Technology Department at the Massapequa Public Library and thanked her for giving us a lot of insights regarding the computer technology in the library.

## **OLD BUSINESS**

**MEMORANDUM OF UNDERSTANDING BETWEEN THE SEAFORD FRIENDS OF THE LIBRARY AND THE SEAFORD PUBLIC LIBRARY** – Mr. McKenna reported that the Friends of the Library were not in favor and will not sign this memorandum. After a discussion, the Board decided to pull out all Friends related material and information from the Library Newsletter and Library’s Website. Mr. Ruffner also asked for a spreadsheet to list all donations and sponsorships that were made by the Friends for the last four years for the Board to review at its October meeting. Mr. McKenna also agreed to consult with the library attorney regarding this matter. More discussion will follow.

**NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN** – The Proposed Strategic Plan 2021-2023 was discussed. Mr. McKenna reported that a discussion with NLS Assistant Director Nicole Scherer was held and verified that a two-year plan will meet the State Minimum Standard. Mr. McKenna also suggested inviting Ms. Scherer to our next meeting if necessary. Final approval will be tabled to the next Board of Trustees Meeting.

**BBS ARCHITECTS – SOCIAL DISTANCING PROPOSAL** – The Distance Planning Proposal submitted by BBS Architects was discussed and approved by the Board.

**NY FORWARD SAFETY PLAN** – A discussion was made on the proposed NY Forward Safety Plan which outlines how workplaces will prevent the spread of COVID-19. On the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the Board unanimously accept the Safety Plan.

**MURAL IN THE TEEN AREA** – A discussion was made on the invoice of \$1,267.50 compared to the original quote of \$390 for the Mural in the teen area. An email exchange between Mr. McKenna and artist Danielle Sehn was also discussed. The Board was very concerned and surprised by the final cost. After a discussion, it was agreed to pay the original quote of \$390 plus cost of materials if she can provide proof of itemized receipts. The Board also decided not to retain Ms. Sehn to do any programs for the library in the future. In addition, Mr. McKenna will consult with library attorney regarding this matter.

**PROPOSED SCHEDULE FOR BOARD MEETING DATES FOR THE YEAR 2021** - After a discussion, the Schedule for Board Meeting Dates of the Year 2021 was approved on the motion made by Mrs. Grub, seconded by Dr. Westermann, which unanimously passed.

**CALENDAR FOR THE YEAR 2021** – A discussion was made on the new holiday “Juneteenth Day” on June 19<sup>th</sup>. Mr. McKenna reported that only a few libraries will observe this holiday. More discussion will be made at the next meeting. Mr. Ruffner suggested for the month of June, the library should have a program, a presentation or a display to educate people about this holiday which celebrates the emancipation of those who had been enslaved in the United States.

## **NLS AND OTHER ORGANIZATIONS**

Mr. McKenna reminded that the three-years agreement for the NLS Member Library Support is coming up and Mr. McKenna agreed and will keep the Board updated on this topic. **NLS BOARD-** There are two candidates in the running for the Area 4 (Levittown, Plainedge, Island Trees, Massapequa, Wantagh and Seaford) seat on the NLS Board. Trustee, Mr. Scaparro is one of the candidates who are interested in running for the seat. The Board indicated that they fully support Mr. Scaparro, and he will be a great addition to the NLS Board. Mr. McKenna explained that the nominees are elected by the member libraries that are represented at the meeting with each library having one vote. An Area 4 meeting will be scheduled either late September or early October. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available

## **NEW BUSINESS**

### **PUBLIC RELATIONS/MEDIA COVERAGE**

Articles on “Seaford Public Library Reopens”, Seaford Public Library Reorganization Meeting”, Monitor, Library Spar Over Loan at Wyandanch Library”, “Library Construction Begins for Blue Point Library”, “Singas: Library Employee Stole Over \$111G at Syosset Public Library” and “Learn About New York City’s Most Famous Mayor” were distributed to the Board of Trustees.

### **ADJOURNMENT**

Via a motion made by Mrs. Grub and seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 9:05pm.

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

Respectfully submitted by  
Amy Law