

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

April 12, 2021

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, 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 7:02pm.

APPROVAL OF MINUTES

The minutes of the meeting for March 8, 2021 were approved on the motion made by Dr. Westermann, seconded by Mrs. Grub, 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:

04 - April 12, 2021 - \$53,638.08

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

General Fund Account:

49 - March 15, 2021 - \$ 6,063.83
50 - March 18, 2021 - \$63,418.24
51 - April 1, 2021 - \$40,094.74
52 - April 12, 2021 - \$20,946.74
53 - April 12, 2021 - \$19,426.32
54 - April 12, 2021 - \$11,358.00
55 - April 12, 2021 - \$ 1,313.49
56 - April 12, 2021 - \$ 6,871.26

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that the aggregate monthly income schedule was at of 74% which was slightly below the nine months benchmark of 75%. Mr. McKenna stated that some potential income is expected, such as commission from the Better World Books and a grant from Senator John Brooks. Mr. Ruffner also asked to check which month we usually receive the E-Rate reimbursement. As for the Operating Schedule, it has an overall expenditure of 67% for the same nine-month period.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of library materials for the month of March 2021. Mr. Ruffner noted that the statistics for March 2021 were truly a COVID-to-COVID comparison since the pandemic started in March 2020. Mrs. DiPietro reported that the circulation for the OverDrive was up 573 compared to last month. As of library services, the statistics showed that more people came and used our computers. Adult lecture virtual programs were extremely popular. Teen virtual cooking programs were popular too. Numbers for Grab and Go crafts for Children were always high and popular, especially the Stuff-a-Bear program. For the month of March, they gave out 161 kits for the kids to make their own stuffed animal.

TREASURER'S REPORT

The Treasurer's Report for the month of March 2021 was unanimously approved on the motion by Mrs. Grub, seconded by Mrs. DiPietro.

INTEREST RATE FOR MONEY MARKET ACCOUNT – Interest rates for all Market Money Accounts remain at 0.10%. According to TD Bank, all CDs are still extremely low. As of now, keeping the Library's cash assets in Money Market accounts is still the best option.

UNEMPLOYMENT INSURANCE CLAIMS – On April 1st, the library has received three "Unemployment Insurance Notice of Potential Charges" through the mail. Claimants included Amy Law, Cathy Cincotta and Jillian Pelliccia, and the effective date was back in December 2020. Since they were all victims of unemployment identity theft, they have already reported this fraud to the Department of Labor. According to Mr. McKenna, this topic was also discussed at a recent Member Library Directors meeting.

PILOT (PAYMENT IN LIEU OF TAXES) – Once a year, a PILOT payment of \$727.04 for a Nassau County property (Neptune in Hicksville) is received through the school district. It was received on March 17th for this year.

ANNUAL AUDIT FOR FY 2020/2021 – The Annual Audit for FY 2020/2021 has been scheduled on the week of July 6th. More discussion will be made on how to perform the audit procedures, either in person or remotely.

DIRECTOR'S REPORT

Mr. McKenna reported that:

NATIONAL LIBRARY WEEK – The National Library Week started from April 4th to April 10th. The Library have scheduled several virtual programs for this celebration, and they were well-received. Mr. McKenna complimented the continued hard work of the staff.

VIRTUAL POSTCARDS A beautiful display of these virtual cards was setup in Children's Room. Mr. McKenna suggested keeping these cards as the Library's archives.

COVID-19 PANDEMIC -

- a. **DEEP CLEANING:** Instead of paying a vendor for a bi-weekly disinfecting of the building, Mr. McKenna recommended in-house disinfection by our cleaner. A Disinfectant Sprayer and solution have been ordered.
- b. **LIBRARY HOURS** As discussed at the last meeting, the library will extend the hours open to the public until 7pm on Mondays, Tuesdays, Wednesdays, and Thursdays starting Monday, May 3, 2021. The extra hour extension will be monitored for patron usage.
- c. **EXPOSURE:** One staff member was re-exposed to COVID-19, but tested negative and was in a 10-day quarantine. Another staff member tested negative, but is caring for a family member who is recovering from COVID-19.
- d. **VACCINATIONS:** Almost half of the staff members have received vaccinations. According to the library attorney, New York State Legislature recently has passed a bill requiring employers to provide paid leave time to employees to get the COVID-19 vaccination. This bill entitles public employees to a paid leave of absence from his/her duties “for a sufficient period of time, not to exceed four hours per vaccine injection”. Mrs. Grub questioned if we could require this vaccination be mandatory to the staff and Mr. McKenna replied that this will be determined down the road. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.
- e. **QUARANTING OF MATERIALS** – In accordance with the consensus of MLD and NLS, returned and used materials will be quarantined for three days instead of four days, starting April 1st.
- f. **INCREASED CAPACITY LIMITS/TRAVEL ADVISORY** – A memo from library attorney regarding the Executive Order from the Governor Cuomo concerning increased capacity limits was discussed. The library attorney recommends that the library shall abide by the 50% maximum occupancy standard. They also recommended that all attendees should present proof of a negative COVID-19 test. Dr. Westermann questioned if a proof of the vaccination of the COVID-19 should be included as an option to be considered. Mr. McKenna agreed discussing this option with the library attorney.

LIBRARY FUNDING ADVOCACY – The NYS Budget for FY 2021/2022 has been finalized. Total State Library Aid will be \$94.1M and the Library Construction Aid program will be resuming the 2019 funding level of \$34M.

COMPUTERS AND TECHNOLOGY – Mr. McKenna and Head of Reference Ida Zaharopoulos met with Microsoft representatives regarding pricing, licenses etc.

FRIENDS OF THE LIBRARY – The Friends are still looking to fill the Treasurer position on the reconstituted Friend’s Board. Mr. McKenna reported that he has approached a few people regarding this position and will keep the Board updated on this issue.

BUDGET/TRUSTEE VOTE – The 2021/2022 Budget/Trustee Vote to be conducted with the Seaford School District will be held on May 18th. A question regarding getting absentee ballot was discussed. Mr. Ruffner asked if someone is uncomfortable voting in-person, can they request an absentee ballot. Amy Law agreed to clarify this topic with the school district clerk.

LIBRARY COLLECTION DEVELOPMENT POLICY –For the Library Collection Development Policy, Mr. McKenna reported that there are no updates as of now. After a discussion, it was agreed and tabled to the next meeting when Mr. McKenna will make a recommendation.

VERITY PLAZA PARKING LOT – Mrs. Grub reported the renovation of the Verity Plaza parking lot by the Town of Hempstead has been discussed by the Town Board and it is hoped that a final decision will be rendered around the first of June.

TRUSTEE ITEM

Mr. Scaparro talked about a meeting with Mr. McKenna on Thursday, April 22nd at 1pm to discuss the Facility Study that was done on November 5, 2019 by BBS Architects. All trustees are welcome to join this meeting.

CORRESPONDENCE

Letter from Ms. Gloria Gibson

Re: Requesting a shredding event at the library

Mr. McKenna reported that the next shredding event has already been booked on June 21st. Mr. Ruffner suggested notifying this event to Ms. Gibson.

An email message from Ms. Mary Cohen

Re: Thank you for offering outstanding virtual programs, especially in honor of National Library Week.

An email message from Ms. Janette Diehlmann

Re: Thank you for offering excellent virtual programs during this challenging year.

Mr., McKenna also complimented the library staff for the book displays throughout the library. Mr. Ruffner suggested putting pictures on the library website or sending them to Herald for more publicity. Mrs. Grub also suggested putting them on social media or setting up a brief presentation through Zoom meeting.

PERSONNEL- None

OLD BUSINESS

TOP LEVEL RENOVATION/QUIET ROOM – As discussed, this project will be on hold for now.

ROOF REPLACEMENT PROJECT – Mr. McKenna reported that according to BBS Architects, as of today, the review time for the State Education Department (SED) paperwork will take about 8 to 10 weeks for approval. Therefore, we will get the approval late June/early July. At that time, the project can go out to bid. This work can be performed via State Contract as well, depending on lead time and availability of materials. The construction time will be a few weeks. To move things along faster, Mr. Ruffner asked if the bid document can be sent out before the approval from SED. Mr. McKenna agreed checking with BBS Architects on this possibility.

NLS AND OTHER ORGANIZATIONS

The approved NLS Board minutes on February 22nd was distributed to the Board of Trustees review.

NEW BUSINESS

ELEVATOR UPGRADE – THYSSENKRUPP – The modernization proposal prepared by Thyssenkrupp Elevator was discussed. The modernization package will include the elevator mechanical and electrical components being replaced, refurbished, or retained with a total of \$130,000. Mr. McKenna said this job will require a 6-weeks lead time on site. Mr. Ruffner reminded that with this project, the library will not be ADA compliant for at least 6 weeks of construction. Since this is an expensive upgrade, it was agreed to ascertain if we could retain BBS Architects review the proposal and determine if this project needs to go out to bid. Dr. Westermann also suggested to get her best friend, a elevator repairman, to review the proposal too.

The Board unanimously agreed. Mr. McKenna also confirmed that the \$60,000 SAM Grant from Assemblyman David McDonough can be put toward this project. He also suggested requesting a Bullet Aid Grant from State Senator John Brooks. More discussion will follow at the next meeting.

PUBLIC RELATIONS/MEDIA COVERAGE

Article on “Libraries, facing potential state funding cuts, ask for support” was distributed to the Board of Trustees.

PUBLIC COMMENT - None

Via a motion made by Dr. Westermann and seconded by Mrs. Grub, which unanimously passed, the meeting was adjourned at 8:15pm.

The next meeting of the Board of Library Trustees will be scheduled for Monday, May 10, 2021 at 7:00 p.m.

Respectfully submitted by Amy Law