

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

February 8, 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: Linda Cannati, Cathy Cincotta, Jacqueline Lopez, Ida Zaharopoulos

Guest: Lenore Dunlop

**[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 7:03p.m.

APPROVAL OF MINUTES

The minutes of the meeting for January 11, 2021 were approved on the motion made by Mrs. Grub, seconded by Mrs. DiPietro, 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:

# 35 - January 21, 2021	- \$ 63,136.60
# 36 - February 4, 2021	- \$ 39,554.03
# 37 - February 8, 2021	- \$154,159.88
# 38 - February 8, 2021	- \$ 41,399.41
# 39 - February 8, 2021	- \$ 3,913.85
# 40 - February 8, 2021	- \$ 2,953.98

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 58%, right on the benchmark. As for the Operating Schedule, it was at 52% compared to the calendar benchmark level of 58%.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of library materials for the month of January 2021. The circulation for the OverDrive was up compared to last month. Grab and Go was still very strong. Adult lectures virtual programs and Teen cooking virtual program were good. Numbers for Grab and Go crafts for Children were always high. The possibility of adding more cooking programs for Teens was discussed.

TREASURER'S REPORT

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

Amy Law reported that:

NYS RETIREMENT SYSTEM – We have received a bill of \$139,664.64 from the Seaford School District for the employer contribution. This would cover the period from April 1, 2019 to March 31, 2020. The Board received a report entitled “Summary for NYS Retirement System Contribution Rates”. This summary details a history of Library pension contributions from FY 2006/2007 through present. A copy of this summary report is attached to these Minutes.

INTEREST RATE FOR MONEY MARKET ACCOUNT – Interest rates for all Market Money Accounts remain at 0.10%. According to TD Bank, all CDs are currently less than 0.05%. As of now, keeping money in Money Market accounts is still the best option.

DIRECTOR'S REPORT

Mr. McKenna reported that:

DEEP CLEANING – The next scheduled deep cleaning of the library is Monday, February 8th.

PPE (PERSONAL PROTECTIVE EQUIPMENT)-

- a. The Town of Hempstead Council voted approval on Tuesday, February 2nd for an Application for Grant of Funds in the amount of \$14,085.75. This Grant covers expenses related to PPE (masks, gloves, sanitizing wipes, disinfectant, deep cleaning of the Library). This does not include the plexiglass shields or wages. When we receive the check, Mr. Ruffner suggests categorizing this grant as “Other Income” in the Income Schedule.
- b. The Town of Hempstead Councilmanic District represented by Christopher Carini also provided 10 boxes of PPE on January 8th.
- c. The Member Library Directors (MLD) have remained in constant communication with NLS regarding developments at each of our libraries and discussions about hours opened, libraries temporarily closed, vaccination issues, deep cleaning, etc. The informal Southeast Regional Directors discussion group included Seaford, Farmingdale, Levittown, Island Trees, Wantagh, Massapequa, Bethpage, Plainedge and Hicksville.

GAS BURNER – The Gas Burner unit originally installed by Botto Bros. seven years ago, will be repaired at the recommendation by plumber Joe Plansker and HVAC Lane Associates. They will repair the leak from the back outlet, red screen 25-19, the software lockout, blocked neutralizer etc. New parts are needed and are scheduled to come on Wednesday, February 10th to perform the work. Mr. Ruffner asked why the HVAC contract with Lane Associates did not include the burner unit. Mr. McKenna will clarify this with Lane Associates, and see if they can add this unit into the contract. Mr. McKenna agreed and will keep the Board updated on this topic. Mr. Ruffner also asked Mr. McKenna to report the cost of repair of the burner from Botto Bros. to all trustees. Mr. Ruffner also discussed that no payment will be made to Lane Associates for the consultation. Mr. McKenna agreed.

INTERNET SWITCH – On January 13th, technicians from NLS ILS came and installed an overdue Meraki MS225-48FP L2 Stck Cld 48x GigE740 PoE Switch.

FRIENDS OF THE LIBRARY – A virtual meeting was held with the Friends Board on Friday, January 8th to discuss the status of the current Friends group. Topics discussed:

- a. Memo of Understanding – majority of the Friends Board were against signing the MOU.
- b. The present Friends Board will resign as soon as new Friends Board are appointed.
- c. One present Friends Board Member expressed interest in volunteering with the new Friends Group.

It was agreed to hand off all paperwork to the new Friends group by end of the Spring. As of now, the new Friends Board member as follows:

Marcia Olsen – President

Patricia Coughlin – Vice-President

Eileen Montalbano – Secretary

Vacancy – Treasurer

INCIDENTS –

- a. Harassing Phone Calls – Disturbing phone messages left at Children’s and Adult line. Police were called and responded, a case report was picked up on Friday, January 29th. Mr. McKenna also spoke to the parent of the caller, since the caller is autistic, the parent agreed to block the library phone numbers in their phone and hope to avoid this occurrence again. This person is also physically banned from entering the Library until October 18, 2022 from a previous incident.
- b. Disruptive Behavior – On Saturday, January 30th, a patron refused to follow directions regarding faxing and started to threaten the Librarian on duty. Police were called and escorted the Librarian to their car at the end of the day. Mr. Ruffner emphasized it is not acceptable for any library employees to be threatened, and this person should be banned. Mrs. Grub asked if the library has a Disruptive Behavior Policy and Mr. McKenna confirmed that we have this policy in place. Mr. Scaparro also talked about the importance of the “Patrons Banned” binder with a copy of necessary paperwork be filed at Circulation Desk and/or Reference Desk. This will be helpful to the police if we ever have to call them for assistance. Mr. Ruffner asked Mr. McKenna to contact the Library Attorney about filing an order of protection from this person. This would ban him from entering the library property. Mr. McKenna agreed and will keep the Board updated on issue
- c. Mr. McKenna reported Patron Roger Langan, who was banned from the library, has passed away.

TRUSTEE ITEM

A letter from New York Library Association regarding the Library Trustees Association (LTA) now a Section of NYLA was distributed to the Board of Trustees. Dues collected for NYLA-LTA Trustee membership was also discussed. Mr. McKenna agreed and will keep the Board updated on the dues rate.

CORRESPONDENCE - None

PERSONNEL- None

OLD BUSINESS

PROPOSED BUDGET FOR FY 2021/2022 – The revised two versions of the Proposed Budget for fiscal year 2021/2022 were reviewed. After a discussion, it was agreed to keep the 1.99% increase over the 2020/2021 budget. Mr. Ruffner suggested keeping the personnel budget for version# 2 and to only make an adjustment on the Operating Budget in order to meet the 1.99% increase. The Board of Trustees agreed and Mr. McKenna will present a final budget for Trustees' approval at the March 8th meeting.

ROOF/TOP LEVEL RENOVATION/QUIET ROOM – Mr. McKenna reported that Letters of Intent Forms were completed and sent to NYS Education Department Office of Facilities Planning for both projects. A project manager, Mr. Joshua Scopes, was assigned for these projects from the NYSED Office. Roofing inspector John Moseley of Moseley Associates will join BBS Architects to look at the roof hatch again. Pictures from other library's quiet areas were also submitted by Mrs. Zaharopoulos for the Board to review.

On the motion made by Mrs. Grub, seconded by Mrs. DiPietro, the Board of Trustees unanimously adopted the following resolution:

RESOLVED, by the Board of Trustees of Seaford Public Library to apply for the New York State Construction Aid for the Roofing project commencing in July 2021 and to apply for New York State Construction Aid for the Top Level/Quiet Study Area project commencing in July 2022.

All Ayes
Motion Carried

NLS AND OTHER ORGANIZATIONS

The NLS Board Minutes for December 21, 2020 and information on the Library Advocacy Day on February 26, 2021, which will be held virtually, were distributed to the Board of Trustees.

NEW BUSINESS

LIBRARY BUDGET HEARING – An updated Board of Trustees Meeting Scheduled for Year 2021 was distributed to the Board of Trustees. Budget Hearing will be scheduled on Monday, May 10, 2021.

LIBRARY VOTE WITH SEAFORD SCHOOL DISTRICT – Mr. McKenna reported that the Seaford School Board of Education has approved the Library Budget and Trustee Vote to run with the school on Tuesday, May 18th. According to our attorney, Anthony DeLuca, the Library is not required to pay the district, which includes the legal notices. Ms. Rhonda Meserole, Assistant Superintendent for Business & Operations, has also confirmed that the school will be conducting the Library votes and they are not permitted to charge us. Any arrangements regarding the vote and details should be arranged through Ms. Carmen Ouellette, District Clerk. Amy Law is already getting in touch with Ms. Ouellette regarding the vote and will continue to keep the Board of Trustees informed as more information becomes available.

SINGLE OCCUPANCY BATHROOM FACILITIES – A discussion was made on the memorandum that was sent out by Library Attorney, Thomas Volz regarding Single Occupancy Bathroom Facilities. Mr. McKenna reported that since the library does not have any single-occupancy bathroom facilities that can be designated as a gender-neutral bathroom, no action will be taken at this time.

EXTENSION OF FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA) – On the motion made by Mrs. Grub, seconded by Dr. Westermann, the Board of Trustees unanimously adopted the following resolution:

BE IT RESOLVED, the Seaford Public Library hereby elects to extend to eligible Library employees the benefits set forth in the federal Family First Coronavirus Response Act (FFCRA) for the period January 1, 2021 through March 31, 2021, to the extent not utilized in 2020.

All Ayes
Motion Carried

2021 SUMMER CONCERT SERIES - After a discussion, the Board of Trustees unanimously agreed that the 2021 Outdoor Summer Concert Series will be cancelled due to COVID-19.

PUBLIC RELATIONS/MEDIA COVERAGE

An article on the Adult Program “The Life of Billy Crystal” and the Book Discussion was distributed to the Board of Trustees to review.

A “Thank You” Certificate was presented by the U.S. Census Bureau regarding the library as a member of the 2020 Census Community Partnership and Engagement Program.

ADJOURNMENT

Via a motion made by Mrs. Grub and seconded by Dr. Westermann, which unanimously passed, the meeting was adjourned at 8:30pm.

The next meeting of the Board of Library Trustees will be scheduled for Monday, March 8, 2021 at 7:00 p.m.

Respectfully submitted by
Amy Law