

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 11, 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, Jacqueline Lopez, Ida Zaharopoulos

Guest: Kenneth Schupner (Partner, BBS Architect)

**[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 7:01p.m.

APPROVAL OF MINUTES

The minutes of the meeting of December 14, 2020 were approved on the motion made by Mr. Scaparro, 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:

03 - January 11, 2021 - \$ 2,302.00

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

General Fund Account:

30 – December 24, 2020 - \$ 63,398.09

31 - January 7, 2021 - \$ 39,657.20

32 - January 11, 2021 - \$ 22,337.39

33 - January 11, 2021 - \$ 10,195.20

34 - January 11, 2021 - \$ 7,096.29

28 - December 14, 2020 - \$21,520.16

29 - December 14, 2020 - \$ 8,395.73

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 50%. As for the Operating Schedule, it was at 40% compared to the calendar benchmark level of 50%. The Operating Schedule was slightly under the budget, but we are still waiting for the NYS Retirement System pension bill from the School District, which will eventually boost up the expenses.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of library materials for the month of December 2020. The circulation for the OverDrive and eReader was up. Grab and Go was still very strong. All virtual programs were popular.

MUSEUM PASSES - Mr. Ruffner commented that unknowing the situation with the Friends Group this year, the library have purchased (2) two passes for the Long Island Children's Museum without the donation from the Friends. It is necessary to monitor closely the usage of these passes and should be conscious going forward. Most of the museums have extended the expiration date of the museum passes. The "Comparison Chart for Museum Passes" has been updated to show the extended expiration date for each pass.

BROOKLYN BOTANICAL GARDEN MUSEUM PASS – Mr. McKenna and Mrs. Zaharopoulos agreed to put a headline piece in the March or April newsletter to promote the museum pass again.

PRESENTATION BY KENNETH SCHUPNER, PARTNER, BBS

Mr. McKenna introduced Mr. Schupner as partner of BBS Architects, and talked about working very well with BBS Architects on several major projects at the library.

2nd FLOOR AND QUIET STUDY AREA - Mr. Schupner reported that a meeting was held this morning with Mr. McKenna and Mr. Scaparro regarding the interior renovation project. Topics discussed include accommodating additional desk space on the 2nd floor office, technology requirements, furniture configuration and types of study corrals in the quiet study area, pantry area and etc. This project is estimated \$800,000.00. Mr. Ruffner reminded Mr. McKenna to provide some pictures of other library's quiet areas for their review. A discussion was also made on additional scope of work on the second-floor area such as replacing ceilings and lights and new painting for the 2nd floor corridor. For the two stairwells, new tread and riser covers, new ceilings and additional security cameras are also needed to improve the esthetic appearance for the public circulation zones. Mr. Ruffner reminded that the library is still not clear how much grant money we will receive from the New York State Construction Grant. Adding new items on the project will mean added cost to the project. Mr. Schupner suggested submitting separate/alternate proposals for the Board to review. A discussion was also made regarding the piggyback contract with Renu versus competitive bidding. Mr. Schupner commented that Renu is a reputable company and the pricing is basically established. More discussion will follow.

ROOF – Mr. Schupner talked about the finding from the asbestos inspection, which some asbestos was found in the roof flashing. There are two options to be considered for the roof, either getting a brand-new roof or putting a coating over the existing roof membrane. Both options will include a new roof hatch and a permanent ladder. A suggestion of replacing the gutters and downspouts, the roof mounted electrical box and conduit due to deterioration were also discussed. Mr. Schupner agreed to revise the Scope of Work for the Board to review.

Mr. Schupner suggested submitting paperwork of both projects to the State Education Department for the permits first. There is no need to award the bid right the way. After a discussion, it was decided to take advantage of two construction cycles. Since the roof is critically important at this point, the Board unanimously agreed to replace the roof this coming Summer 2021. As for the second-floor renovation and quiet room project, it will be delayed until July 2022. Mr. Ruffner asked Mr. McKenna to prepare a formal resolution for the Board to approve at the next meeting. Dr. Westermann asked Mr. McKenna to clarify on what kind of disruption that could possibly be while the roof is being replaced. Mr. Ruffner also asked Mr. McKenna to check with Mr. Schupner if Renu also has a roofing contract under the piggyback contract. More discussion will be held at the next meeting.

TREASURER'S REPORT

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

Amy Law reported that:

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 paying 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:

COVID-19 PANDEMIC –

- a. Deep Cleaning – As discussed, a regular deep cleaning of the library was conducted by OneService Maintenance on Monday, December 28th 2020 and January 11, 2021.
- b. FFCRA (Families First Coronavirus Response Act) – The FFCRA's requirement for employers to provide paid sick leave and expanded family and medical leave expired on December 31, 2020. Therefore, as of January 1, 2021, employers may elect to extend and provide FFCRA leave to its employees through March 31, 2021. After a discussion, Mr. Ruffner requested Mr. McKenna to send out detailed information regarding this Act to all trustees for review.
- c. PPE (Personal Protective Equipment) – The Town of Hempstead has provided 10 boxes of PPE to the library and delivered on January 8th.
- d. Grab and Go – Mr. McKenna also talked about if there is a positive case of COVID in the library, the library may need to close for “in-building” services and go back to “Grab & Go” or “Browse, Grab & Go” service.

MODERN SPRINKLER CORP. –Replacement of the rest of the Schedule 10 piping with new and better graded Schedule 40 piping for the Top Level has started and should be completed by end of this month.

BOILER – On January 4th, Lane Associates responded to a Boiler “lockout” message with no heat in the building.

BACKFLOW TEST – On January 5th, a technician performed the American Water's Cross Connection and Backflow Prevention test.

OUTDOOR WI-FI ACCESS POINTS AND ANTENNAE – It was confirmed by the NLS that many libraries are not interested in this project.

INTERNET SWITCH – On January 13th, technicians from NLS ILS will be installing an overdue Meraki MS225-48FP L2 Stck Cld 48x GigE740 PoE Switch. This will update the library's connectivity to the ILS and help speed up internet speed and provide additional ports for anticipated library needs.

FRIENDS OF THE LIBRARY – Mr. McKenna reported that Donna Spinelli Jebailly declined pursuing heading the new Friends group due to personal reasons. A meeting will be set up later this month, and asked if any trustees are interested to join. Mrs. Grub, Mrs. DiPietro and Dr. Westermann agreed to join the meeting.

LIBRARY BUDGET AND TRUSTEE VOTE FOR FY 2021/2022 – A virtual meeting has been scheduled with Seaford School Superintendent Dr. Adele Pecora on January 13th to discuss the Library’s Budget/Trustee Vote to be conducted along with the Seaford School District on May 18, 2021. More discussion will follow at the next meeting.

TENANTS ISSUE – Mr. McKenna reported that tenant Ken Jacobsen notified of his plan to hire an employee instead of subletting one of his office space.

SAM (STATE AND MUNICIPAL) GRANT - The idea for using the \$60,000 SAM Grant for the construction of an ADA-accessible door in the back of the Community Room was discussed.

TRUSTEE ITEM – None

CORRESPONDENCE - None

PERSONNEL- None

OLD BUSINESS

PROPOSED BUDGET FOR FY 2021/2022 – The revised proposed Operating Budget for fiscal year 2021/2022 was discussed. A discussion was also made on the proposed personnel budget and Mr. McKenna proposed adding a new PT Librarian Trainee position for the Reference Department. Dr. Westermann questioned about the longevity amount that was added in the personnel budget. Mr. McKenna explained that the goal of this policy is to award employees for long-term service and different amount of money will be added to an employee’s salary on the anniversary month. This will be awarded according to the schedule in the Longevity policy. The Personnel Budget was discussed at Executive Session. Out of Executive Session, Mr. McKenna will present a final budget for Trustees’ approval at the February 8th meeting.

NLS AND OTHER ORGANIZATIONS

The 2021 Schedule for Member Library Director & Trustee Attendance at NLS Board Meetings was distributed to the Board of Trustees.

NEW BUSINESS

NEW RECORD RETENTION SCHEDULE LGS-1 – On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board of Trustees approved the following resolution:

RESOLVED, By the Board of Trustees of Seaford Public Library that Retention and Disposition Schedule for New York Local Government Records (LGS-1) issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1). After they have met the minimum retention periods described therein;
- (b) Only those records will be disposed to that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

COVID-19 POLICY – A discussion was made regarding the proposed COVID-19 Policy for the library. On the motion made by Mrs. Grub, seconded by Mrs. DiPietro, the Board unanimously approved the COVID-19 policy.

PUBLIC RELATIONS/MEDIA COVERAGE - None

EXECUTIVE SESSION

On the Motion made by Mrs. Grub seconded by Mrs. DiPietro the Board entered into Executive Session at 8:31pm to discuss personnel budget.

The Board reconvened in open session at 8:43pm on the motion made by Mr. Scaparro, seconded by Mrs. Grub.

ADJOURNMENT

Via a motion made by Mrs. Grub and seconded by Dr. Westermann, which unanimously passed, the meeting was adjourned at 8:48pm.

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

Respectfully submitted by
Amy Law