

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**July 12, 2021**

Present: Peter J. Ruffner, President  
Dr. Mary L. Westermann, Vice-President  
Catherine DiPietro, Financial Secretary  
John Scaparro, Asst. Financial Secretary  
Frank McKenna, Director  
Amy Law, Treasurer

Absent: Margaret D. Grub, Secretary

Staff: Cathy Cincotta, Kristen Jording, Ida Zaharopoulos

**[PLEASE NOTE THIS MEETING WAS CONDUCTED LIVE-STREAMED]**

**CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:12pm.

**ORGANIZATIONAL MEETING**

Due to Mrs. Grub absence, after a discussion, on the motion made by Mr. Scaparro, seconded by Dr. Westermann, the Board unanimously agreed to defer the discussion to the September meeting.

**APPROVAL OF MINUTES**

On the motion made by Dr. Westermann, seconded by Mr. Scaparro, the minutes of the meeting for June 14, 2021 were unanimously approved with a minor amendment on the topic of the "Scannx Proposal".

**APPROVAL OF THE WARRANTS**

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

General Fund Account:

# 72 - June 24, 2021 - \$71,231.06  
# 73 - June 28, 2021 - \$22,727.13  
# 74 - June 28, 2021 - \$ 2,939.38  
# 01 - July 8, 2021 - \$41,134.99  
# 02 - July 12, 2021 - \$10,857.83  
# 03 - July 12, 2021 - \$10,409.55

## **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at the end of the Fiscal Year of 2020/2021, the Monthly Income Schedule was at 99% which was slightly below the overall anticipated revenue. The Operating Schedule has an overall expenditure of 90%. A discussion was held on how to distribute the surplus from the fiscal year ending June 30, 2021. A total surplus of \$227,692 will need to be allocated at the September meeting. A copy of each of these schedules are annexed to these Minutes.

## **LIBRARY USAGE**

Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of library materials for the month of May and June 2021. Overall, both the circulation materials and statistics for Library Services were up. All virtual programs are popular and participation in these programs continued to be strong.

## **TREASURER'S REPORT**

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

**ANNUAL AUDIT FOR FY 2020/2021** – The Annual Audit has already started on July 6<sup>th</sup>. This year, the library auditor will perform the audit in a hybrid approach to decide which file will be uploaded to a ShareFile portal. They also came onsite for a day on Thursday, July 8<sup>th</sup>.

**INTEREST RATE FOR MONEY MARKET ACCOUNT** – Amy Law reported that as of now, Money Market still remains the best option.

**2021 ENTERTAINMENT FOR A SATURDAY EVENING (EFASE)** – The summary chart for the EFASE was distributed to the Board for review. As of today, we are still waiting for a check from Seaford Chamber of Commerce and the Bethpage Federal Credit Union. More information will be available at the September meeting.

## **DIRECTOR'S REPORT**

Mr. McKenna reported that:

### **COVID-19 PANDEMIC –**

- a. **QUARANTING OF MATERIALS** – As of July 1<sup>st</sup>, materials will no longer be quarantined
- b. **MASKS** – Effective June 15<sup>th</sup>, the library will adopt the CDC Guidelines as follows:  
“All vaccinated people no longer need to wear a mask or social distance in the library. All unvaccinated people need to wear a mask in the library and social distance”
- c. **LIBRARY HOURS** – Pre-pandemic hours of operation will resume starting September 7<sup>th</sup>. Due to insufficient patron visitation at night, Mr. Ruffner suggested the library should only open until 9pm on nights when in-person programs are scheduled. After a discussion, Mr. Ruffner asked Mr. McKenna to put some thoughts on how to notify the public regarding post-Labor Day hours. Mr. Scaparro questioned if the library will still meet the Minimum Public Library Standards and reach the minimum hours open if the library will only operate until 7pm. Mr. McKenna confirmed that the library would meet the minimum standard even if some hours were reduced.
- d. **IN-PERSON PROGRAMS** – It is anticipated that in-person programming will resume within CDC and NYS Guidelines in September. Head of Adult Program, Ms. Jording reported that all Lecture programs will stay virtual for the month of September and October 2021. However, a few in-person craft programs will be scheduled for the end of September. She also noted about some seniors had concerns about in-person meeting/programs and would rather attend virtual programs instead.

- e. FINES – Resumption of assessment of fines for last and overdue materials will start July 1<sup>st</sup>.

**TOP LEVEL RENOVATIONS/QUIET STUDY AREA** – This project is on hold.

**NYS CONSTRUCTION FOR ROOF RENOVATION PROJECT** - The online application portal for the \$34 million in FY 2021-2022 State Aid for the Library Construction Program has been opened. A total fund of \$2,001,476 was awarded to NLS. Mr. McKenna reminded that it will depend on the number of libraries applying for this grant to determine the amount we will get for the Roof Renovation Project. Mr. McKenna also reported that he attended the information session on the application process on June 29<sup>th</sup>. The Intent to Apply form has been submitted to NLS on June 10<sup>th</sup>. Assurances and Certification of Funds will be signed by Board President, Mr. Ruffner. Mr. Scaparro also talked about making sure all materials will be available on time for this project. At the June meeting, Mr. Schupner talked about this job can be done after hours. The Board would like to get clarification from him again. Mr. McKenna also reported that an email was sent out by BBS Architect, Mr. Schupner on July 11<sup>th</sup> regarding the status of this project. They indicated that drawings and specifications have been sent out to two roofing contractors (Statewide and More) who offer services on “contract”. Proposals were requested to be returned by July 19<sup>th</sup>. Upon receipt, Mr. Schupner will review and forward for the Board consideration and award the contract. Construction remains targeted for early Fall. Mr. McKenna also reminded that the deadline to submit the paperwork to NLS for the NYS Construction Grant is August 16<sup>th</sup>. As a result, an additional Board meeting needs to be scheduled in order for the Board to formally approve the contract for this project. After a discussion, it was agreed to set up an additional special Board meeting on Wednesday, July 28<sup>th</sup> at 7pm. Mr. McKenna will be sure all legal notice of this special Board meeting is undertaken.

**\$60K SAM GRANT** – Mr. McKenna reported that he has contacted Shakema Miller from NLS to check if we can combine the SAM Grant with the NYS Construction Grant for the Roof Project. More discussion will follow.

**BULLET AID – SENATOR BROOKS** – The Office of Senator Brooks indicated that we will receive paperwork related to the Bullet Aid Grant soon.

**OSI TECHNOLOGIES AGREEMENT** – Mr. McKenna reported that an email from OSI Technologies has confirmed that the service rates will remain the same through December 2022. After a discussion, Mr. Ruffner suggested to Mr. McKenna that he print out that email and attach it to the original agreement for the file.

**TELEPHONE SYSTEM** – Our carrier, Windstream, has notified the library that they will no longer be servicing our POTS/DSL equipment as of July 9<sup>th</sup>. As a result, Mr. McKenna is searching for several vendors to update the telephone system. More discussion will follow at the next meeting.

**EFASE 2021** – Two Summer Outdoor Concerts will be scheduled for July 24<sup>th</sup> – “History of Rock n’ Roll” Band and September 18<sup>th</sup> – “The Traditions” at 7pm.

**FRIENDS OF THE LIBRARY** – Mr. McKenna reported that he has tried to reach out to President of the Friends of the Library, Caroline Tesseyman, regarding the status of the Friends but did not hear back from her yet. The Friends had a discussion on how and who they want to distribute their remaining funds to. Our attorney has advised that all monies raised by the Friends should be spent exclusively for Seaford Library programs and services. Mr. McKenna reported that he is an active discussion with the Library Attorney. After a discussion, the Board asked that for the Library Attorney make a determination for the Library regarding this issue.

**“GREAT GIVE BACK”** – The Library will be participating in the 3<sup>rd</sup> year of the “Great Give Back” program on Saturday, October 16<sup>th</sup>. The mission of the “Great Give Back” is to provide a day of opportunities for the patrons of the Public Libraries of New York State to participate in

meaningful, service-oriented experiences. The Library will be accepting donations of non-perishable food items to donate to Long Island Cares. A box will be located in the Front Lobby.  
**LEGISLATION** – The NYLA Policy Initiatives (updated July 1<sup>st</sup>) has been distributed to the Board for their review.

**SOCIAL WORKER INTERN** – Assistant Director of NLS Nicole Scherer is working on details with the SUNY Stony Brook’s Social Work Intern Program. Mr. Ruffner suggested promoting this service in the newsletter as soon as we have all the details.

**WINDOW CLEANING** –Mr. McKenna is still working on getting proposals for a quarterly cleaning of both the interior and exterior of all windows. Mr. McKenna will report back at the September meeting.

**NASSAU DIGITAL DOORWAY/OVERDRIVE STATUS REPORT** – According to the report from May 2021, Seaford’s numbers on the “Digital Book Checkouts by Month” was a little behind compared to other libraries. Mr. Ruffner asked Mr. McKenna to develop some thoughts on how to boost and promote the digital books.

**TRUSTEE ITEM** - None

**CORRESPONDENCE** - None

**PERSONNEL**- None

### **OLD BUSINESS**

**REQUEST OF APPROVAL OF NLS’ 2022-2026 DIRECT ACCESS PLAN/RESOURCE SHARING CODE** – After a discussion, a few items need to be clarified before the approval from the Board. Mr. McKenna agreed to contact NLS for clarification. Approval of the 2022-2026 Direct Access Plan/Resource Sharing Code will be deferred to the additional special meeting on July 28<sup>th</sup>.

**ELEVATOR UPGRADE** – Mr. McKenna reported that Mr. Schupner is in the process of working on the proposal. Mr. Ruffner suggested Mr. McKenna to check with Mr. Schupner if the proposal will be ready for the meeting on July 28<sup>th</sup>.

### **NLS AND OTHER ORGANIZATIONS**

The NLS Board of Trustees Minutes for April 26, 2021 was distributed to the Board of Trustees for review.

### **NEW BUSINESS**

**REQUEST FOR TOTAL ANTICIPATED EXPENDITURE FOR MONTH OF AUGUST 2021** – Amy Law reported that since there is no meeting for the month of August, the library is permitted to approve an anticipated total expense amount, which would then re-approve at the following Board meeting with detailed warrants. After a discussion, on the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the Board unanimously agreed to set a limit of \$180,000 for the total expense for the month of August 2021.

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

An article from the Newsday on “Libraries plan to keep outdoor Wi-Fi access” was distributed to the Board of Trustees.

**PUBLIC COMMENT** - None

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

The next regular meeting of the Board of Library Trustees will be scheduled for Monday, September 20, 2021 at 7:00 p.m.

Respectfully submitted by Amy Law