

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

June 14, 2021

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

Absent: Catherine DiPietro, Financial Secretary

Staff: Sabrina Boglioli, Cathy Cincotta, Kristina Fuessler, Jacqueline Lopez, Ida Zaharopoulos

Guest: Kenneth Schupner (Partner, BBS Architect)

[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 7:07pm.

A FORMAL ACCEPTANCE OF THE ABSENCE OF MRS. DIPIETRO FROM FOR THE BOARD MEETING

On the motion made by Mr. Scaparro, seconded by Mrs. Grub, the Board approved the absence of Mrs. DiPietro from the June 2021 Board of Trustees meeting.

PRESENTATION BY KENNETH SCHUPNER, PARTNER, BBS

- a. **ROOF PROJECT** - Mr. Schupner informed the Board that they have received approval from the SED (State Education Department) regarding the Roof Project today. As discussed before, they will leave the existing roof membrane as a vapor barrier and install a new roof on top. This will simplify the installation of the roof. This project will also include a new roof hatch, a permanent ladder, the roof mounted electrical box and conduit. The installation lead time for this project will be approximately 8 weeks. However, Mr. Schupner noted that roof material shortages/delays may impact both costs and lead times. The next step is to prepare the bid document. Mr. Ruffner asked if we can put this project out to bid while looking for a state contract for this job at the same time. Mr. Schupner did not recommend to do both. Instead, he spoke about the benefits of using State Contracts which can reduce the time required to prepare bid specifications and minimize the time required to identify responsible vendors. Mr. Scaparro asked if

the library would need to be closed for this project and how late can we start this project. Mr. Schupner replied that this job can be done after hours, and will coordinate with the contractor. The time frame for this project will aim for October 2021. After a discussion, on the motion made by Mr. Scaparro, seconded by Dr. Westermann, and unanimously agreed the bid will be solicited through the State Contract.

- b. **TOP LEVEL RENOVATION/QUIET ROOM** – Mr. Schupner reported that the document is finished and ready to submit to SED. It is also understanding that this project is on hold as of now due to funding and State Construction Grant availability but the permit is valid for 2 years. Mr. Schupner also confirmed that the Quiet Room is included in this project. The temporary timeline for this project is Summer 2022.
- c. **ELEVATOR UPGRADE** – For this project, BBS will review the proposal prepared by Thyssenkrupp and will prepare and submit paperwork to SED for approval. Major concerns for the Board include being non-ADA compliant, the risk of materials shortage and potential project delays. Mr. Scaparro asked if they can confirm that all materials will be available on time. Mr. Schupner replied that they have to review the term in the proposal first. The temporary timeline for this project is Summer 2023. Mr. Schupner will contact Mr. McKenna for more details

APPROVAL OF MINUTES

The minutes of the meeting of May 10, 2021 were approved on the motion made by Mrs. Grub, seconded by Mr. Scaparro, 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:

General Fund Account:

- # 64 - May 13, 2021 - \$39,897.52
- # 65 - May 27, 2021 - \$64,110.17
- # 66 - June 10, 2021 - \$40,495.43
- # 67 - June 14, 2021 - \$17,893.05
- # 68 - June 14, 2021 - \$ 4,553.93
- # 69 - June 14, 2021 - \$ 9,851.00
- # 70 - June 14, 2021 - \$ 3,965.90
- # 71 - June 14, 2021 - \$ 8,670.10

AMAZON CHARGES ON WARRANTS – Mr. McKenna has reached out to several colleagues and confirmed that what we have been doing is fine regarding identifying items for Amazon charges on the warrant. Mr. Ruffner also mentioned that Mrs. DiPietro already reviews all invoices and vouchers every month on behalf of the full Board.

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that the Monthly Income Schedule was at 91% which was slightly below the overall participated revenue. The Operating Schedule has an overall expenditure of 82% compared to the calendar level of 92% for the first eleven months of the fiscal year.

LIBRARY USAGE

Due to the absence of Mrs. DiPietro, statistics for May and June will be discussed at the next meeting.

NASSAU DIGITAL DOORWAY/OVERDRIVE STATUS REPORT - A discussion was made on the new OverDrive Status Report for the month of May 2021. Mr. Ruffner commented that they have also added an additional column to show the cumulative total of each library as suggested. Mr. Ruffner noted Seaford's numbers on the "Digital Book Checkouts by Month" was a little behind compared to other libraries. Mr. Ruffner asked Mr. McKenna to get some thoughts on this matter.

TREASURER'S REPORT

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

INTEREST RATE FOR MONEY MARKET ACCOUNT – Amy Law reported that the backdated interest adjustments were posted back to all Money Market Accounts. As of now, Money Market still remains the best option. We have also been notified that TD Bank is no longer offering CD less than 18 months.

E-RATE REIMBURSEMENT – After an investigation, it was found that we received the E-Rate Reimbursement check for FY 2018/2019 in the amount of \$3,896.89 last June. And on June 1st, we have also received a check of \$3,975.00 for the E-Rate Reimbursement for FY 2019/2020.

DIRECTOR'S REPORT

Mr. McKenna reported that:

COVID-19 PANDEMIC –

- a. **VACCINATIONS:** Most of the staff members have received vaccinations. A few staff have indicated that they have no plans to be vaccinated. Staff members who have been vaccinated have been asked to provide a proof of vaccination card, as per our attorney's advice.
- b. **QUARANTING OF MATERIALS** – As of July 1st materials will no longer be quarantined
- c. **MASKS** – Effective June 15th, 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"
- d. **LIBRARY HOURS** – Pre-pandemic hours of operation will resume starting September 7th.
- e. **IN-PERSON PROGRAMS** – It is anticipated that in-person programming will resume within CDC and NYS Guidelines in September. Due to insufficient patron visitation at night, Mr. Ruffner suggested the library should only open until 9pm when in-person programs begin. More discussion will follow.
- f. **FINES** – Resumption of assessment of fines for last and over materials will start July 1st.

TOP LEVEL RENOVATIONS/QUIET STUDY AREA – Since the project is on hold, Mr. McKenna proposed the preparation of moving his office into the vacant office upstairs during the next few months. After a discussion, since there is no budget allocated for the 2nd floor Director’s office renovation, it was agreed not to take any action now.

NYS CONSTRUCTION FOR ROOF REPLACEMENT PROJECT - The online application portal for the \$34 million in FY 2021-2022 State Aid for the Library Construction Program is now open. A total fund of \$2,001,476 was awarded to NLS. Mr. McKenna reminded that it will depend on how many libraries will apply for this grant in order to determine how much grant we will get for the Roof Replacement Project. Mr. McKenna also reported that he has registered to attend the information session on the application process on June 29th. The Intent to Apply form has been submitted to NLS on June 10th.

WINDOW CLEANING – Mr. McKenna reported that a professional cleaning of the exterior of all windows in the building conducted on June 9th. Cleaning of the interior of the window will be done by our cleaning staff. A discussion to get professional cleaning for both interior and exterior of all windows instead. Mr. McKenna agreed to obtain proposals for a quarterly cleaning of both the interior and exterior of all windows for further discussion at the next Board of Trustees meeting.

\$60K SAM GRANT – After a discussion, it was agreed to check if replacing the front entrance canopy and the tables and chairs for the Outdoor Reading Area will be qualified to apply for this grant. More discussion will follow.

BUDGET AND TRUSTEE VOTE FOR FY 2021/2022– The vote was conducted with the Seaford School District on May 18, 2021. The budget passed 713-304 and Margaret Grub was elected to a five-year term beginning on July 1, 2021.

EFASE 2021 – There will be two Summer Outdoor Concerts scheduled for July 24th and August 28th. Sponsorship request letters will be sent out to Bethpage Federal Credit Union, Lions Club of Seaford, Seaford Wellness Council, Seaford Chamber of Commerce, and Knights of Columbus.

FRIENDS OF THE LIBRARY – An Annual Meeting will be scheduled virtually in August. An in-person meeting will be scheduled in September.

LEGISLATION –

- a. **PUBLIC LIBRARY TRUSTEE TRAINING** - A bill was passed by Senate and Assembly on June 9th and now awaits the Governor’s signature regarding Public Library Trustee Training. This bill will mandate 2 hours of training per year starting 1/1/2023 for all trustees.
- b. **EBOOK LICENSES** – A bill requiring publishers to make ebook licenses for all ebooks sold to consumers in NY available to libraries “under reasonable terms” has passed the Senate and Assembly and now awaits the Governor’s signature.

SOCIAL WORKER INTERN – Mr. McKenna has continued to be in contact with SUNY Stony Brook Social Work Department to arrange for a social worker intern to come to the library 6 hours a week starting September. This free service will be offered to anyone who needs help in the community. Mr. Ruffner suggested notifying the community of this service in the newsletter.

SUMMER READING CLUBS – The theme for the 2021 Summer Reading Club is “Tales and Tails”. Mr. McKenna talked about a thread that was posted on Facebook complaining that only virtual programs will be offered in the Summer. Head of Children’s Department, Jacqueline Lopez will continue to monitor and will keep the Board updated on this topic.

“DR. SEUSS: CUT HIM LOOSE?” – Children’s Librarian Sabrina Boglioli participated on a Panel Presentation on May 19th regarding the issues concerning collection and programming issues surrounding Dr. Seuss books. It was well-received and well executed.

TRUSTEE ITEM

The Summary of Budget Information from 2011 to Present was distributed to the Board of Trustees to review.

CORRESPONDENCE - None

PERSONNEL- None

OLD BUSINESS – Topics have been discussed under “Presentation by Kenneth Schupner, Partner, BBS”.

NLS AND OTHER ORGANIZATIONS

Mr. Scaparro reported that NLS Board are working on getting a mapping program for the Census demographics for libraries. This program would allow the library to get a break down of residents in the area and help the library reach out to the whole community, especially those who don't use the services now. Training session on how to use this program will be offered and the first-year service will be paid by NLS.

NEW BUSINESS

RETAINER FOR LEGAL SERVICES FOR 2021/2022 – After a discussion, on the motion made by Dr. Westermann, seconded by Mrs. Grub which unanimously accepted the Agreement with Volz & Vigliotta, PLLC for a retainer of \$4,500.00 for FY 2021/2022.

REQUEST OF APPROVAL OF NLS' 2022-2026 DIRECT ACCESS PLAN/RESOURCE SHARING CODE – It was agreed to delay the discussion until the next meeting in July.

OSI TECHNOLOGIES AGREEMENT – Mr. McKenna talked about the agreement with OSI Technologies which will provide IT Support Service for the library, including services related to setup, configuration, rollout, and repair of IT hardware and software. Mr. Ruffner pointed out that this agreement did not specify a contract date. Mr. McKenna agreed to clarify the date with OSI Technologies. After a discussion, on the motion made by Mr. Scaparro, seconded by Dr. Westermann which unanimously accepted this agreement.

SCANNX PROPOSAL – Mr. McKenna proposed to purchase the Scannx Book Scan Center for a total cost of \$5,854.00 for the library. Scannx is comprised of a touchscreen PC preloaded with Scannx software and connected to an 11” x 17” book-edge scanner. Its large friendly buttons guide the user through the scan process from choosing file formats, to scan quality, color depth, file naming, and destinations. The home screen also provides contrast and magnifying tools for the visually impaired. The original and translated documents, stored as Word files, can be sent via email or stored to USB drive, Email, Google Docs, Smartphone, Tablet and Printer. Mr. McKenna also pointed out that this can be used for the Local History Collection project. Mr. Ruffner suggested contacting the Robert David Lion Gardiner Foundation and hope to request a grant for this product since they primarily support the study of New York State history. Dr. Westermann also volunteered to contact Mr. Greg Hunter who has a knowledge of the Gardiner Foundation. On the motion made by Mr. Scaparro, seconded by Mrs. Grub which unanimously agreed to purchase the Scannx Book Scanner.

LONG ISLAND AQUARIUM TICKETS – Discounted tickets at a cost of \$20 each is available to purchase by the public library. Tickets will provide admission to the L.I. Aquarium, aviary and butterfly exhibits. A minimum purchase of 75 tickets are required and there is no expiration date. Mr. McKenna reported that libraries who offered the purchase of these tickets were very popular. Library will sell them at \$20 a ticket with no profit for the library. After a discussion, on the motion made by Mrs. Grub, seconded by Mr. Scaparro which unanimously approved the purchase of the L.I. Aquarium tickets. Mr. Ruffner also talked about publicizing the tickets in the newsletter and through social media.

PUBLIC RELATIONS/MEDIA COVERAGE

An article from the New York Post on “Back to Basics” 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 9:06pm.

The next meeting of the Board of Library Trustees will be scheduled for Monday, July 12, 2021 at 7:00 p.m.

Respectfully submitted by Amy Law