

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 8, 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: Linda Cannati, Cathy Cincotta, Kristina Fuessler, 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 7:03p.m.

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

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

APPROVAL OF MINUTES

The minutes of the meeting for February 8, 2021 were approved on the motion made by Mrs. DiPietro, seconded by Mr. Scaparro, and unanimously passed.

APPROVAL OF THE WARRANTS

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

General Fund Account:

# 41 - February 16, 2021	- \$ 3,632.92
# 42 - February 18, 2021	- \$63,730.81
# 43 - March 4, 2021	- \$39,641.17
# 44 - March 8, 2021	- \$12,135.10
# 45 - March 8, 2021	- \$11,289.23
# 46 - March 8, 2021	- \$21,641.91
# 47 - March 8, 2021	- \$ 1,208.23
# 48 - March 8, 2021	- \$ 9,545.76

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 has an overall of 66% which was right on schedule for the first eight months of the fiscal year. As for the Operating Schedule, it has an overall expenditure of 60% for the same eight-month period.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of library materials for the month of February 2021. The circulation for the OverDrive was a little down compared to last month. Adult lecture virtual programs were very popular. Numbers for Grab and Go crafts for Children were always high and popular. Mr. Ruffner questioned if books that were withdrawn from the collection will go straight to the Better World Book Bin. Mr. McKenna reported that the librarian will be in charge of deciding whether the books will be saved for the Book Sale or will be placed in the Better World Book Bin for commission.

TREASURER'S REPORT

The Treasurer's Report for the month of February 2021 was unanimously approved on the motion by Mr. Scaparro, 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 currently less than 0.04%. As of now, keeping the Library's cash assets in Money Market accounts is still the best option.

DIRECTOR'S REPORT

Mr. McKenna reported that:

COVID-19 PANDEMIC -

- a. **DEEP CLEANING:** A bi-weekly disinfecting spraying throughout the building is being conducted by OneService Commercial Building Maintenance Inc.
- b. **KN95 MASKS:** One thousand of the KN95 Masks were ordered and received through a coordinated order from NLS.
- c. **LIBRARY HOURS** – Mr. McKenna proposed to extend the hour and open to the public until 7pm on Mondays, Tuesdays, Wednesdays and Thursdays starting Monday, May 3, 2021. Cathy Cincotta, Head of Circulation talked about statistics showing that very few people visit the library after 4pm. After a discussion, the Board unanimously agreed to open one extra hour each night starting on May 3rd as proposed by Mr. McKenna. Mr. Ruffner suggested to closely monitor the extra hour usage starting May 3rd for the Board to review at the June meeting. At the same time, Mr. Ruffner asked Mr. McKenna to write a lead story regarding this change in the Director's Column in our May Newsletter.
- d. **EXPOSURE:** One staff member was exposed to COVID-19, but tested negative and is in a 10-day quarantine.
- e. **VACCINATIONS:** Three staff member have received vaccinations, several more have made appointments.

HVAC – Preventive maintenance inspection and general condition and operation was checked by Lane Associates on February 2nd. They have also corrected pipe to remove secondary trap, repaired a chimney leak and a condensation neutralizer on February 19th.

GAS BURNER - Mr. McKenna has confirmed with Lane Associates regarding the addition of the gas burner into the contract. Parts that were ordered by Botto Bros. will be picked up this week.

ALLWAYS ELECTRIC – As per the Fire Marshall’s order, we have installed a new duplex outlet for the refrigerator in the utility room.

ANNUAL FIRE INSPECTION – Fire Marshal Kevin L. Herbst of KLH Fire Safety Consultants LLC performed the annual fire inspection of the building on February 9th.

LIBRARY COLLECTION DEVELOPMENT POLICY – In light of the controversy surrounding the collection and circulation of Dr. Seuss’s books, Mr. McKenna recommended updating the Library Collection Development Policy. After a discussion, it was agreed and tabled to the next meeting when Mr. McKenna will make a recommendation.

LIBRARY FUNDING ADVOCACY – There was a virtual Library Advocacy Day on February 26th. Both Mr. McKenna and Mr. Scaparro have attended several meetings. The main agenda items were the request of \$123.1M for the State Library Operating Aid and \$45M for the Library Construction Aid.

LIBRARY FUNDING ROUNDTABLE – Mr. McKenna also reported that he was invited by Senator Brooks to serve on a State Senate and Assembly Virtual Library Roundtable on March 3rd.

COMPUTERS AND TECHNOLOGY – On February 24th, Tom Kutschera came and reconfigured WiFi for the Cablevision computer due to a printer issue. Another computer was also repaired and reconfigured.

DIGITAL POSTCARD PROJECT – The goal for this digital postcard project is to create and share cards from each legislative district in order to highlight how Nassau’s public libraries help residents thrive during the pandemic. The link was shared through social media and website by asking patrons why they support their libraries. Mr. McKenna reported that Seaford has the 2nd highest response in this project with no negative comment.

FRIENDS OF THE LIBRARY – The Friends are still looking to fill the Treasurer position on the reconstituted Friend’s Board. Mr. McKenna agreed to ask around again and will keep the Board updated on this issue. It was suggested to put an announcement in the Newsletter on behalf of the Friends.

2021/2022 BUDGET/TRUSTEE VOTE – Amy Law and Carmen Ouellette, School District Clerk, are in regular contact concerning the Library Budget/Trustee Vote to be conducted with the Seaford School District on May 18, 2021. As of March 4th, both the State Senate and Assembly have passed legislation requiring 25 signatures for Trustee candidate nominating petitions.

BUDGET HEARING – According to the library attorneys, the library is not required to conduct a public hearing. After a discussion, it was agreed to keep the Budget Hearing on Monday, May 10th, because this is important for the community to have the opportunity to discuss the library budget.

NEW YORK LIBRARY ASSOCIATION VIRTUAL MEETING – Mr. McKenna announced that it is anticipated that the next New York Library Association Conference will be held on November 4th to November 6th, 2021. Some of the programs will be recorded and Mr. Ruffner expressed interest in viewing those recorded meetings. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

INCIDENTS – Disruptive Behavior – Mr. McKenna reported that since the incident on Saturday, January 30th, this patron has been in the library twice and has been described as “pleasant” and “cordial”. As long as this patron has no interaction with the Librarian, Mr. McKenna recommended not to ban him from entering the library. Mr. Scaparro emphasized that if something happened again with this patron, Mr. McKenna can ban him immediately without getting the Board approval again as the previous approval remains in force. Mr. McKenna agreed.

TRUSTEE ITEM

An updated Trustees Listing with some new contact information was distributed to the Board. Articles entitled “DiNapoli: State Pension Rebounds’ and “Wyandanch Library Trustees Vote to Leave School District” were also distributed to the Board of Trustees to review.

CORRESPONDENCE

A request was sent from Nassau County Legislator Steve Rhoads to hold a Narcan training at the library on Tuesday, June 8th. Mr. McKenna responded that the library is not open for any public meetings yet.

PERSONNEL- None

OLD BUSINESS

ROOF/TOP LEVEL RENOVATION/QUIET ROOM Roofing inspector John Moseley of Moseley Associates came and looked at the roof hatch again on February 17th. There was a discussion about getting the Roof Project done this summer with an estimated cost of \$323,109.00. Mr. Ruffner asked Mr. McKenna to get an estimate on the amount of State Construction Grant we will get for this project. This is an important factor in the decision regarding going forward with the Top Level/Quiet Room Project based on the reserve fund in the Capital Improvement Account. More discussion will follow. A discussion was also held regarding a temporary timeline of each project as follows:

Summer 2021 – Roof Replacement

Summer 2022 – Top Level/Quiet Room

Summer 2023 - New Elevator

PROPOSED BUDGET FOR FY 2021/2022 – After discussion, on the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the Board of Trustees unanimously approved the 2021/2022 library budget. The proposed budget total of \$2,185,366 which reflects a 1.99% increase over the 2020/2021 budget in the balance to be raised by taxation.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

2020 NYSED ANNUAL REPORT FOR PUBLIC AND ASSOCIATION LIBRARIES – The New York State Annual Report that was prepared by Amy Law and Ida Zaharopoulos was reviewed and accepted by the Board of Trustees.

ELEVATOR UPGRADE – THYSSENKRUPP – According to Thyssenkrupp, our Dover DMC elevator is approaching the end of its useful life. Parts will be continued to be made available for 5+ years to enable service of the elevator. It was recommended to replace the current unit with a new H-Power unit within the next 3 to 5 years with an estimated cost of \$85,000. A representative of Thyssenkrupp also came to the library on March 4th to review the control panel and elevator unit. After a discussion, Mr. Ruffner asked Mr. McKenna to confirm if the library can put the \$60,000 SAM Grant toward this project. Discussion will be tabled until we have the confirmation from office of Assemblyman David McDonough regarding the SAM grant.

ROOF RENOVATION PROJECT RESOLUTION – On the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the Board unanimously accepted the Roof Renovation Project Resolution. A copy of the resolution is attached to these Minutes

PUBLIC RELATIONS/MEDIA COVERAGE

An article on “Wyandanch Library Board President Abruptly Ends Public Meeting” was distributed to the Board of Trustees.

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mr. Scaparro and seconded by Dr. Westermann, which unanimously passed, the meeting was adjourned at 8:42pm.

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

Respectfully submitted by Amy Law