

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

**MEETING OF THE BOARD OF LIBRARY TRUSTEES**

**May 10, 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, Ida Zaharopoulos

Guest: Joe McMahan

**[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 7:02pm.

**BUDGET HEARING**

Mr. Ruffner asked Mr. McMahan (as the only member from the community on the virtual meeting) if he had any questions regarding the Proposed Budget for Fiscal Year 2021/2022. Mr. McMahan replied that he did not.

**APPROVAL OF MINUTES**

On the motion made by Mr. Scaparro, seconded by Dr. Westermann, the minutes of the meeting for April 12, 2021 were unanimously approved with clarification on the topic of "Elevator Upgrade" were approved.

**APPROVAL OF THE WARRANTS**

The following warrant was approved on the motion made by Mr. Scaparro seconded by Mrs. Grub which unanimously passed:

Capital Improvement Account:

# 05 - May 10, 2021                      - \$     25.92

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

General Fund Account:

# 57 - April 12, 2021	- \$ 4,532.10
# 58 - April 15, 2021	- \$ 61,179.03
# 59 - April 29, 2021	- \$ 45,005.09
# 60 - May 10, 2021	- \$ 16,220.10
# 61 - May 10, 2021	- \$ 7,831.96
# 62 - May 10, 2021	- \$ 12,884.10
# 63 - May 10, 2021	- \$ 2,197.73

There was a discussion on how to better identify items for Amazon charges on the warrants. Mr. Ruffner also reminded the Board that Mrs. DiPietro already reviews all invoices and vouchers when she examines the monthly Bank Reconciliation on behalf of the full Board. Mr. McKenna agreed to look into this and more discussion will follow at the next meeting.

### **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 83% which was right on schedule. The Operating Schedule has an overall expenditure of 76% compared to the calendar level of 83% for the first ten months of the fiscal year.

### **LIBRARY USAGE**

Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of library materials for the month of April 2021. Mrs. DiPietro reported that the overall statistics were down compared to last month. Virtual programs for all three departments remained very popular. Numbers for Grab and Go crafts for Children including the Stuff-a-Bear and the ceramic program were high as usual. For the month of April, they gave out 200 kits for the Spring Grab and Go Craft.

**NASSAU DIGITAL DOORWAY/OVERDRIVE STATUS REPORT** - A discussion was made on the new OverDrive Status Report for the period from January to April 2021. Mr. Ruffner asked if they could add an additional column to show the cumulative total of each library for comparison. The Board also complimented the continued good work by Kristen Jording, Head of Adult Services.

### **TREASURER'S REPORT**

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

**INTEREST RATE FOR MONEY MARKET ACCOUNT** – Interest rates for all Market Money Accounts were down from 0.10% to 0.01% for the month of April. Amy Law has contacted TD Bank regarding this surprisingly low interest rate. As a result, TD Bank approved an increased rate of 0.05% for all Money Market Accounts starting May 6<sup>th</sup>. At the same time, we have also received approval for the backdated interest adjustments, and credit will be posted to our accounts later on. Rates for CDs continue to be extremely low.

**DIVIDEND PAYMENT FROM UTICA INSURANCE** – A check of \$3,667.50 for the 2019 dividend payment from Utica Insurance was received on April 15<sup>th</sup>.

**E-RATE REIMBURSEMENT** – As discussed from the last meeting, a check for the e-rate reimbursement usually comes around May of each year. Our next check of \$3,975.00 will be issued this month by NLS. But according to our records, the library did not receive any reimbursement for fiscal year 2019/2020. Mr. McKenna agreed to check this out and will report at the next meeting.

**2020 LOCAL LIBRARY SERVICE AID (LLSA)** – On April 29<sup>th</sup>, we received a check of \$948.00 for the 20% that was restored to State Aid for the LLSA.

### **DIRECTOR’S REPORT**

Mr. McKenna reported that:

#### **COVID-19 PANDEMIC -**

- a. **LIBRARY HOURS** Library hours were extended until 7pm on Mondays through Thursdays starting Monday, May 3, 2021. According to Cathy Cincotta, Head of Circulation, a total of 6 patrons came in for the extra hour extension for the week of May 3<sup>rd</sup>. Mr. Ruffner suggested to continue monitoring the patron usage for this extra hour.
- b. **VACCINATIONS:** Many of the staff members have received vaccinations and several more have appointments. A few staff have indicated that they have no plans to be vaccinated.
- c. **QUARANTING OF MATERIALS** – In accordance with the consensus of MLD and the latest CDC Guidelines, returned and used materials will be quarantined for two days starting May 3<sup>rd</sup>. On June 1<sup>st</sup>, materials will be quarantined one day and on July 1<sup>st</sup> materials will no longer be quarantined.

**CHILDREN’S BOOK WEEK** – The Children’s Book Week that was held from May 3<sup>rd</sup> to May 9<sup>th</sup> was a big success. Events included “Crayola Count is On”, an “Indoor Spring Scavenger Hunt”, a “Get to Know Your Library Scavenger Hunt” and “May the 4<sup>th</sup> Be With You” with a grand prize of a Baby Yoda 20” Squishmallow Pillow. Reporter Jennifer Corr of Seaford Herald also came and interviewed our Children’s Librarians about this event.

**JUNETEENTH** – In commemoration of Juneteenth the library will be hosting a book discussion conducted by librarian Eric Wasserman on the Pulitzer Prize winning book *The Underground Railroad* by African-American Author Colson Whitehead on Wednesday, June 16<sup>th</sup>. And the Children’s Department will host “Celebration of Freedom” on Saturday, June 19<sup>th</sup> from 9am to 1pm. Mr. Ruffner suggested Mr. McKenna should contact the Seaford Herald to further inform the public about these two events.

**FRIENDS OF THE LIBRARY** – Mr. McKenna reported that a new full slate of officers for the Friends for the Library has been tentatively agreed to. Subject to appropriate vote the Board will be as follows:

- Marcia Olsen, President
- Patricia Coughlin, Vice-President
- Eileen Montalano – Secretary
- Joann Botti – Treasurer

Mr. McKenna also talked about a Zoom meeting that will be scheduled in June to formally vote for this new Board and will include the transition of Treasurer’s paperwork at the Bank. Mr. Scaparro suggested scheduling this meeting as early as possible so they can start this new group by July 1<sup>st</sup>. Mrs. Grub also agreed to be the liaison between the Friends and the Board. An article from the Public Libraries on “Renewing Vows with Friends” was also distributed to the Board of Trustee review.

**BUDGET/TRUSTEE VOTE** – The 2021/2022 Budget/Trustee Vote to be conducted with the Seaford School District will be held on May 18<sup>th</sup>. Mr. McKenna stated that the vote result will be announced on our website and through social media. This result will also be published in the July Newsletter as the deadline for the June newsletter is earlier than May 18<sup>th</sup>.

**60K SAM GRANT** – Mr. McKenna confirmed that we cannot apply this SAM grant to the Roof Project since we will apply for the NYS Construction Grant instead. And on May 5<sup>th</sup>, Mr. McKenna, Mr. Scaparro and Ida Zaharopoulos had a meeting with OSI Technologies to discuss the feasibility of relocating the ILS equipment and security camera equipment to the 2<sup>nd</sup> floor vacant office in order to use this SAM Grant. It was discovered this would not be a desirable and was a cost-prohibitive project. Mr. Scaparro and Mr. McKenna will continue to go through the Facility Study that was conducted by BBS Architects to determine which project can be considered for this grant. More discussion will follow.

**SOCIAL WORKER** – Following a presentation on April 21<sup>st</sup> MLD General Meeting, Mr. McKenna has been 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. There will be no cost to the library. Mr. Ruffner suggested notifying the community of this service in the newsletter.

**LIBRARY COLLECTION DEVELOPMENT POLICY** – After a discussion, it was agreed to table this topic to the September meeting. Dr. Westermann agreed to work with Mr. McKenna regarding updating our current policy.

**WINDOW CLEANING** – Mr. McKenna reported that he is in the process of getting proposals from different contractors for a professional cleaning of all windows in the building. Mr. McKenna will continue to keep the Board of Trustees informed as additional information becomes available.

**TRUSTEE ITEM** - None

### **CORRESPONDENCE**

An email message from Ms. Frances Friel

Re: Thank you for going above and beyond by offering virtual craft and cooking programs to the community during the COVID pandemic.

**PERSONNEL**- None

### **OLD BUSINESS**

**ROOF REPLACEMENT PROJECT** – Mr. McKenna reported that according to Ken Schupner of BBS Architects, the paperwork for the roof project has been submitted to SED which completes the first phase of the review process. Then, the architectural review will take about 6 to 8 weeks for approval. Mr. Schupner also stated that due to significant material delays for the roof products and deliveries, this may delay the project for this coming Summer 2021. After a discussion, it was agreed for Mr. McKenna to talk to Mr. Schupner on whether we should delay this project until Spring 2022. Mr. McKenna also confirmed that a bid document cannot be sent out before the approval from SED. Mr. McKenna stated that Mr. Schupner will be available to join our next meeting in June.

**ELEVATOR UPGRADE – THYSSENKRUPP** – Mr. McKenna reported that the proposal for the elevator upgrade has been forwarded to BBS Architects for their review and is still waiting for their feedback. According to the last meeting, Dr. Westermann has consulted with her friend, an elevator repairman regarding the proposal prepared by Thyssenkrupp Elevator. As a result, he did not find major red flags in the proposal and he also confirmed that Thyssenkrupp is an excellent company. A few suggestions were also made as follow:

- a. Make sure after-market parts are not used for the elevator, all parts should be made by Thyssenkrupp. This include the track, rollers and interlocks.
- b. The make and model of the valve should be specified.
- c. Check Thyssenkrupp’s working hours. Currently their hours are 6am to 4pm, four days a week. This will determine if this works for the library.
- d. Watch for salt damage since water levels in the area are high and salty because the elevator is located partially underground. Mr. McKenna also reported that a request letter for the NYS Senate Bullet Aid was sent to State Senator John Brooks for this project. Mr. McKenna will keep the Board updated on this topic.

### **NLS AND OTHER ORGANIZATIONS**

Mr. Scaparro reported that NLS Board has voted to return monies to each library for the Library Support fee based on additional State aid they will receive for this year. A decision was also made to stay flat for the next couple years for the NLS Member Library Support Fee.

### **NEW BUSINESS**

**LEASE RENEWAL** – On the motion made by Dr. Westermann, seconded by Mrs. Grub and unanimously agreed, the per square foot charge for rental space in the building would remain the same for the lease term which runs from July 1, 2021 to June 30, 2022 as it is currently. Mr. McKenna will prepare paperwork to notify all tenants regarding this decision.

**CHANGE OF BOARD OF TRUSTEES MEETING** – On the motion made by Mrs. Grub, seconded by Mrs. DiPietro, the following changes for Board of Trustees Meetings was approved: For September 2021 - from Monday, September 13<sup>th</sup> to Monday, September 20<sup>th</sup>.

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

An article from the Seaford Herald on “COVID-19 Librarians – Ida Zaharopoulos” 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 8:37pm.

The next meeting of the Board of Library Trustees will be scheduled for Monday, June 14, 2021 at 7:00 p.m.

Respectfully submitted by Amy Law