

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

December 16, 2019

Present: Peter J. Ruffner, President
Margaret D. Grub, Secretary
Catherine DiPietro, Financial Secretary
John Scaparro, Trustee
Frank McKenna, Director
Amy Law, Treasurer

Absent: Dr. Mary L. Westermann, Vice-President

Guest: New York State Senator John Brooks

NEW YORK STATE SENATOR JOHN BROOKS

The Board of Trustees participated in a photo op with New York State Senator John Brooks in our newly renovated Valentine Meehan Community Room and thanked him for his \$25,000 grant for this project.

Senator John Brooks expressed appreciation to the Board for doing a great job for the community. He talked about the new Federal tax law that have a major negative impact in funding for public libraries. There will be a new special library committee in the State Senate and the committee hopes to find ways to shift more funds to libraries. Senator Brooks also expressed concerns about the Macmillan/eBook embargo issue and was investigating this more closely. He further talked about a need for social workers in different government agencies in order to bring more support to people through different outlets.

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:30p.m.

A FORMAL EXCUSE FOR DR. WESTERMANN TO BE ABSENT FOR THE BOARD MEETING

On the motion made by Mrs.Grub, seconded by Mr. DiPietro the Board approved the absence of Dr. Westermann at this meeting.

APPROVAL OF MINUTES

The minutes of the meeting of November 18, 2019 were approved on the motion made by Mrs. DiPietro, seconded by Mrs. Grub and unanimously passed.

APPROVAL OF THE WARRANTS

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

Capital Improvement Account:

05 - December 16, 2019 - \$ 1,345.00

The following warrants was approved on the motion made by Mrs. DiPietro, seconded by Mrs. Grub, which unanimously passed:

Rent Security Deposit Account:

02 - December 16, 2019 - \$ 168.00

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

General Fund Account:

30 - November 27, 2019 - \$62,943.66

31 - December 12, 2019 - \$40,292.45

32 - December 16, 2019 - \$22,382.82

33 - December 16, 2019 - \$ 7,368.31

34 - December 16, 2019 - \$14,270.56

35 - December 16, 2019 - \$ 8,091.19

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that with five months period in this Library's fiscal year, the non-tax income line is slightly under due to the loss of one rental income. As for the operating schedule, it is slightly under the budget.

LIBRARY USAGE

Mrs. DiPietro discussed the data sheets and graphs that displayed increases and decreases in the use of library materials for the month of September and October 2019.

Amy Law also clarified that the reason for the high numbers on the Reference Questions for the month of August, was a result of combining the total usage for both July and August 2019. A corrected and updated copy of the statistics has been distributed to all trustees for review.

MUSEUM PASS - Due to low usage of the New York Transit Museum, after a discussion, it was agreed not to renew the museum pass when it expires on January 31, 2020.

TREASURER'S REPORT

The Treasurer's Report for the month of November 2019 was unanimously approved on the motion by Mrs. Grub, seconded by Mrs. DiPietro

Amy Law reported that the interest rate for all Money Market Accounts was down from 0.90% to 0.84% for the month of November 2019.

DIRECTOR'S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT – The one remaining shade and door molding were installed on December 3rd. On December 12th, the window manufacturer came and corrected the stickiness issue on several of the new windows.

EFASE 2020 – A preliminary schedule of the EFASE 2020 Outdoor Concert Series was distributed to all trustees for review. Mr. Ruffner informed the Board that he has had a conversation with Mr. Ken Jacobsen from Seaford Chamber of Commerce, and they agreed to work around our schedule with their Summer Food Truck Event to avoid any conflicts on dates.

ASBESTOS TESING – A complete report from Envirosiences regarding the flooring inspection for both the ground floor and first floor was distributed to all Trustees for review. Mr. McKenna reported that he has talked to the carpet vendor and they believe that they can safely and legally lay the new carpet over the tile. Mr. McKenna also talked about getting more quotes for this project and will report back at the next meeting.

FRIENDS OF THE SEAFORD LIBRARY – The Friends held the Holiday Sale on Saturday, November 23rd and it was very successful. The Volunteer Recognition Breakfast was also held on Wednesday, December 11th, staff including Cathy Cincotta and Ida Zaharopoulos made all the arrangements. Mr. McKenna suggested holding this event every other year. The Friends also purchased poinsettias for the Library for this holiday season. Mr. McKenna will be getting a full list of programs that was sponsored by the Friends for year 2019 at the next meeting.

LONG ISLAND LIBRARIES RESOURCES COUNCIL (LILRC) – Mr. McKenna announced that he was appointed as the Nassau County Public Library representative on the LILRC Board for a five-year term starting January 2020.

TENANT ISSUE

- a. **REFUND OF SECURITY DEPOSIT TO CPAID, INC.** - A total refund check of \$168 was mailed on November 21st.
- b. **MATOS AND ASSOCIATES** – A letter to Mr. Matos regarding the balance due of the rent for September 2019 was delivered on November 26th. We have received the payment from Mr. Matos on November 27th.

FOIL REQUEST – A FOIL request was submitted by Mr. Thomas Perri on November 19th regarding getting copies of the library’s heating bills from October 2018 to March 2019. Mr. McKenna recommended to deny his request and a letter will be sent to him.

UTICA INSURANCE RECOMMENDATIONS – Mr. Ruffner questioned about the status of recommendation made by Utica. Mr. McKenna reported that we have accomplished two out of four of the recommendations. Regarding self-inspection of the roof, Mr. McKenna has contacted contractor, Bob Lahey, and is waiting for his response. Mr. McKenna also contacted RCX Construction regarding a replacement of the exit signs by the bathrooms and is still waiting for their price quote. Mr. McKenna agreed and will keep the Board updated on this issue.

TAX ABATEMENTS INFORMATION – Mr. Ruffner asked if Library Auditor, David Tellier of Nawrocki Smith LLP., has gotten back to us about the source on the footnote regarding the Tax Abatement information in the Audit Report. Mr. McKenna agreed to follow up with Mr. Tellier for this information.

TRUSTEE ITEM

An article on Mr. Scaparro’s appointment to library board was distributed to the Board of Trustees. The Trustees also received an invitation to come to the Director’s Luncheon on Wednesday, January 8th and a flyer for a Trustee Workshop to be held at NLS on Saturday, January 25th.

CORRESPONDENCE

A letter to tenant Matos & Associates, LLC

Re: Rental payment for the month of September 2019

A Certificate of Appreciation

Re: The Great Give Back 2019

Mr. Ruffner questioned about the Great Give Back program. Mr. McKenna agreed and will get more details from Children's Librarian, Jackie Lopez regarding this program.

PERSONNEL - None

OLD BUSINESS

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – Mr. McKenna reported that he has collected a few Long-Range Plans from other libraries for informational purposes. Mr. Ruffner suggested Mr. McKenna to gather this information and put that in bullet points and present to the Board at the next meeting. A discussion ensued about setting up a committee by inviting representatives from different community groups and regular patrons of the library which is required under Standard #2. More discussion will be held at the next meeting. Mr. Ruffner remarked that we had to complete and record our satisfaction of all Standards by December 31, 2020 to qualify for any State funding or grants.

MURAL IN THE TEEN AREA – Mr. McKenna reported that Teen Librarian, Jillian Pelliccia has been meeting up with teens through the Teen Advisory Group meeting to solicit ideas. The Mural Contest has started on December 2nd and will end on December 30th. Mr. McKenna agreed and will keep the Board updated on this topic. After a discussion, it was also agreed to announce the winner in the February newsletter.

HVAC PREVENTIVE MAINTENANCE INSPECTION AGREEMENT – Mr. Ruffner requested sending the complete copy of the contract from Lane Associates to all Trustees for review. More discussion will follow at the next meeting.

NLS AND OTHER ORGANIZATIONS

The agenda and information on the 2019 NLS Annual Meeting were distributed to the Board of Trustees for review.

NEW BUSINESS

PROPOSED OPERATING BUDGET FOR 2020/2021 - Mr. McKenna presented the Proposed Operating Budget for 2020/2021. The budget was reviewed line by line. Suggestions, recommendations and changes were noted. Mr. McKenna was given a preliminary wage percentage to develop the payroll part of the budget for review at the January meeting.

There was a discussion on budget line “435 - Professional Improvement” and Mr. Ruffner commented that any Library employee attending a conference needed to submit a post-conference review for documentation. Mr. McKenna agreed to affect this procedure.

PUBLIC RELATIONS/MEDIA COVERAGE

Article on “Mastics-Moriches-Shirley Library Bond Up for Vote” and “Voters Approve \$22.6M Bond for Mastics-Moriches-Shirley Library” were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mrs. Grub seconded by Mrs. DiPietro the Board entered into Executive Session at 8:35pm to discuss personnel budget.

The Board reconvened in open session at 8:55pm on the motion made by Mr. Scaparro, seconded by Mrs. Grub.

ADJOURNMENT

Via a motion made by Mrs. Grub and seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 9:00pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, January 13, 2020 at 7:00 p.m.

Respectfully submitted by Amy Law