

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

January 13, 2020

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

Guest: Thomas Waslo

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.

APPROVAL OF MINUTES

The minutes of the meeting of December 16, 2019 were approved on the motion made by Mrs. Grub, seconded by Mr. Scaparro and unanimously passed.

APPROVAL OF THE WARRANTS

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

General Fund Account:

# 36 - December 26, 2019	- \$63,549.94
# 37 - January 9, 2020	- \$40,287.12
# 38 - January 13, 2020	- \$21,475.73
# 39 - January 13, 2020	- \$ 8,508.31
# 40 - January 13, 2020	- \$ 8,518.67
# 41 - January 13, 2020	- \$ 6,273.88

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner commented that at this point in the Library's fiscal year, the income and expenses were at appropriate levels.

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 November 2019. Mr. Ruffner commented that there was a 5.35% increase in circulation compared to last year's statistics, a good trend. Mr. Ruffner noted that both the services and circulation were up.

TUTOR.COM – A discussion was made on the low usage of the Tutor.com. Mr. Scaparro suggested to promote this free online help in every newsletter and hope to bring up the usage. Mr. McKenna agreed.

TREASURER’S REPORT

The Treasurer’s Report for the month of December 2019 was unanimously approved on the motion by Mr. Scaparro, seconded by Mrs. Grub.

Amy Law reported that a replacement check will be mailed to Mr. Millindorf for an outstanding refund check of a Lost and Paid book back in June 2019. She also reported that the interest rate for all Money Market Accounts was down from 0.84% to 0.80% for the month of December 2019.

CD ACCOUNT WITH TD BANK – Amy Law reported that since our next meeting will be held on February 10th, a decision should be made regarding the 150 Days CD maturing on February 10th. After a discussion, on the motion made by Mrs. Grub, seconded by Mrs. DiPietro, the Board unanimously agreed to renew the \$500,000.00 plus interest from the previous investment and an additional \$500,000.00 (a total of \$1,000,000 plus interest) for a 90 Days CD with TD Bank. Mr. Ruffner suggested Amy Law to email all trustees with the recent interest rate for the 90 Days CD that is available on Friday, February 7th.

DIRECTOR’S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT – BBS Architect is working on finalizing the punch list and closing the project. We will receive final invoices from Arrow Steel Window Corp. and BBS Architects soon. Mr. McKenna will also prepare the NYSED FS-10-F Form to apply for the final payment of the NYS Construction Aid grant.

NEW YORK STATE SENATOR JOHN BROOKS – Mr. Ruffner inquired about the status of the \$25,000 grant from Senator Brooks. Mr. McKenna reported all paperwork has been submitted and we are just waiting for the check. Mr. McKenna agreed to keep the Board updated on this grant.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATION – Mr. McKenna distributed the Proposed Second Floor Office Plans that was prepared by BBS Architects. After a discussion, it was agreed to postpone and table this topic to the next meeting.

BACKFLOW PREVENTION DEVICE - On Wednesday, January 8, 2020, an annual inspection of the Backflow Prevention Device of the building for 2019 was performed by a State Certified Tester. The device met the requirements of an acceptable containment device at this time. However, a replacement of the backflow prevention assembly for the next year was suggested. Mr. McKenna will develop logistical and financial plans for the replacement for the Trustees review.

UTICA INSURANCE RECOMMENDATIONS

- a. **ROOF** - Mr. McKenna contacted the Long Island Roofing, Inc. for an inspection of the roof. It is recommended to schedule the inspection in the Spring and in the Fall. This will cost \$1,000 per year.
- b. **EXIT SIGNS FOR BATHROOMS** – On January 10th, an electrician from RCX came and replaced the emergency light fixtures, exit signs by the bathrooms.

CIRCULATION – Due to a fire in a manhole in Manhattan, the fiber-optic cable (Crown Castle) serving the entire NLS circulation system was inoperable for a day and a half on December 30th and December 31st.

CARPETING/VINYL FLOORING – Mr. McKenna and several staff member met with Mr. Rosengarten of R & D Carpeting & Tile, Inc. on January 9th to discuss the replacement of carpeting and vinyl flooring for the Main Level and Lower Level. Mr. McKenna reminded that the cost of this project will be eligible for reimbursement under the \$60,000 SAM Grant through the State Assemblyman David McDonough’s office. After a discussion, Mrs. Grub, Mrs. DiPietro and Dr. Westermann agreed to assist with colors and pattern selection for this project. Mr. McKenna also stated that since contractor, R & D Carpeting & Tile, Inc. is a New York State Contractor, the library does not need to get bids for this job. After a discussion, Mr. Ruffner asked Mr. McKenna to provide information regarding the New York State Contract System for the next meeting. Mr. Ruffner also requested information regarding the cost “R&D” was quoting for this project.

FRIENDS OF THE SEAFORD LIBRARY – The Friends have proposed to include a “thank you” message in the Library’s Newsletter. This included putting a list all sponsors and donors from various businesses in Seaford for the Friends’ Holiday Gift Sale that was held in November. After a discussion, it was agreed and approved the request this time. The Board of Trustees asked Mr. McKenna to contact the Friends and inform them that this could be done this time, but in the future, the list of sponsors would be posted on the Friends’ Link on the Library’s website instead. Mr. Scaparro talked about setting up a new tab for the Friends at the Library’s main website, so people can get access to the link faster.

LIBRARY ADVOCACY DAY – The Advocacy Day bus trip to Albany is scheduled on Tuesday, February 25th. The goal is to increase aid in NYS Library Operating Aid and NYS Library Construction Aid programs.

TECHNOLOGY – Princh is a cloud-based, wireless, printing solution which makes printing simple by allowing users to print and pay from their mobile devices, laptops, and public PCs. Printed materials can be picked up at Reference Desk and paid for by either cash or credit card. This service has been provided at the library since the beginning of this month.

TRUSTEE TRAINING WORKSHOP - Trustees Dr. Westermann and John Scaparro have signed up for the January 25th Trustees Training Workshop at NLS.

UNITED STATES CENSUS – Arrangement has been made to set up a table in Reference Area for the U.S. Census Office on January 7th and January 14th from 12noon to 4pm. They will provide literature for people who may be interested in applying to be a Census worker. Future dates in February and thereafter will be arranged if need be.

LIBRARY’S WEBSITE – With assistance from NLS’s IT Operating Manager James McHugh, staff members will re-design the Library’s website. Library staff will also plan to attend training session on how to use “WordPress” – an online, open source website creation tool which is necessary to do website design and maintenance.

TAX ABATEMENTS INFORMATION – Mr. Ruffner asked if Library Auditor, David Tellier of Nawrocki Smith LLP., had gotten back to us about the source on the footnote regarding the Tax Abatement/PILOT Payment information in the Audit Report. This inquiry was posed directly to Mr. Tellier at the November Board meeting. Mr. McKenna reported that he has only recently emailed Mr. Tellier and would have an answer for the February meeting.

THE GREAT GIVE BACK PROGRAM – Mr. McKenna reported that the Great Give Back Program for Seaford were donations of party supplies to support homeless children on Long Island. The event was held in October with other Nassau libraries, each doing different things.

TRUSTEE ITEM - None

CORRESPONDENCE - None

PERSONNEL – None

OLD BUSINESS

OPERATING BUDGET 2020/2021 – The revised proposed Operating Budget for fiscal year 2020/2021 was discussed. The Personnel Budget was discussed at Executive Session. Out of Executive Session, Mr. McKenna will present a final budget for Trustees approval at the February 10th meeting.

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – A discussion was made on the list prepared by Mr. McKenna regarding items to be considered for the long-range plan for the library. As discussed from the last meeting, a committee will be established for this purpose. Committee members will include Mr. Scaparro, Mrs. Grub and Dr. Westermann. Guest Mr. Thomas Waslo also agreed to participate. It was suggested to invite a representative from the Friends and other community residents to join this committee. Mr. McKenna agreed to set up the Committee. Nicole Scherer, the NLS Associate Director, has offered to meet with the Committee although she is not available until after July 1, 2020. Mr. Ruffner also reminded the Director that the plan is to discuss one Standard each month in order to complete all Standards by December 31, 2020 needed to be met for state funding purposes after December 31, 2020.

MURAL IN THE TEEN AREA – Mr. McKenna reported that Teen Librarian, Jillian Pelliccia has been meeting up with several teens to solicit ideas. The teens gave their input and it will be incorporated within the mural. Muralist Danielle Sehn will provide some sketches to consider. Mr. McKenna will continue to keep the Board informed as more information becomes available

HVAC PREVENTIVE MAINTENANCE INSPECTION AGREEMENT – Mr. Ruffner commented that the HVAC Preventive Maintenance Inspection Agreement with Lane Associates was a fair standard agreement according to some engineers that he had review it, but no analysis of the price quoted in the contract was performed.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

LIPA PILOT – Due to confusion regarding the LIPA PILOT agreement, an informational meeting will be held with Attorney Richard Hamburger on January 22nd at NLS regarding the LIPA PILOT. Mr. McKenna will keep the Board updated on this topic.

PUBLIC RELATIONS/MEDIA COVERAGE

Article on “Going to Museums May Be Good for Your Health” was 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 8:40pm to discuss personnel and tenant issues.

The Board reconvened in open session at 9:20pm on the motion made by Dr. Westermann, seconded by Mrs. Grub.

ADJOURNMENT

Via a motion made by Mr. Scaparro and seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 9:21pm.

The next meeting of the Board of Library Trustees was scheduled for Monday, February 10, 2020 at 7:00 p.m.

Respectfully submitted by Amy Law