

SEAFORD PUBLIC LIBRARY
Seaford, New York

MEETING OF THE BOARD OF LIBRARY TRUSTEES

March 9, 2020

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at 7:00p.m.

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

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

APPROVAL OF MINUTES

The minutes of the meeting of February 10, 2020 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:

Capital Improvement Fund

6 - March 9, 2020 - \$ 37,630.12

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

General Fund Account:

48 - February 20, 2020 - \$ 63,313.23

49 - March 5, 2020 - \$ 40,212.09

50 - March 9, 2020 - \$ 17,823.82

51 - March 9, 2020 - \$ 13,018.77

52 - March 9, 2020 - \$ 12,067.94

53 - March 9, 2020 - \$ 7,149.67

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 68% compared to the appropriate level of 67%. As for the operating schedule, it is slightly under the 67%.

There was a discussion on budget line “Books – Children” which was over the budgeted amount. Mr. McKenna reported that this was due to a mass weeding and adding more Graphic Novels in the collection. Mr. McKenna suggested to transfer more funds from budget line “Books – Adult and Teen” to “Books – Children”. The Board was agreeable to his suggestion with the exact amount to be determined and formally approved at a future date.

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 February 2020. Mr. Ruffner also noted that both services and circulation were up compared to last year’s statistics.

TUTOR.COM - A discussion was made on the continually low usage of the Tutor.com. Mr. McKenna commented that due to this reason, some libraries have discontinued this online service. More discussion will be held when it is time for renewal in June 2020.

TREASURER’S REPORT

The Treasurer’s Report for the month of February 2020 was unanimously approved on the motion by Mr. Scaparro, seconded by Mrs. DiPietro.

CD ACCOUNT WITH TD BANK – A new 91 Days CD in the amount of \$1,003,333.33 was opened on February 10th with interest rate of 1.42%. This CD will expire on May 11, 2020.

AN EXPENSE SUMMARY REPORT FOR THE WINDOW AND DOOR PROJECT – An Expense Summary Report for the Window and Door Replacement Project was distributed to the Board of Trustees for review.

OUTSTANDING CHECKS – Amy Law reported that she has contacted and reminded CPAid, Inc. to cash the check of \$168.00, dated December 16, 2019. This was the first refund check for their security deposit. A call was also made to the Seaford School District regarding the outstanding check of \$136,036.41 for payment of the employer contribution of New York State Retirement. Apparently, there was an issue with their bank and a deposit adjustment has been temporarily issued. As a result, the check is still outstanding as of today. Amy Law will continue reviewing the status of these checks.

DIRECTOR’S REPORT

Mr. McKenna reported that:

WINDOW AND DOOR REPLACEMENT PROJECT – The final close-out documents have been received from BBS Architects. Final payment to Arrow Steel Window Corp. has been made. Mr. McKenna also found that the architectural fees can be included in calculation for the State Construction Aid. As a result, this project is right on budget. A FS-10 form will be sent to the NYS DLD (Division of Library Development) to request the remaining 10% of the grant payment.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATION – Mr. McKenna confirmed that paperwork should be submitted for the next round of the NYS Construction Grant by July 1st. A discussion was held on the floor plans for the space, such as sound proof walls, storage space, meeting room for the Board meeting and etc. More discussion will follow.

ROOF INSPECTION - Mr. McKenna is still waiting for other quotes for the semi-annual inspection of the roof (Spring and Fall) as per Utica’s recommendation.

DOUBLE CHECK VALVE FOR BACKFLOW PREVENTION DEVICE – A discussion was held regarding the quote to replace the double check valve from Dedicated Plumbing and Heating Inc. Mr. McKenna suggested getting this done by September. Mr. Ruffner asked Mr. McKenna to check if this job can be done on a library holiday while the library is closed. Mr. McKenna will talk to them and report at the next meeting.

CARPETING/VINYL FLOORING – On February 12th, several staff and trustees met with Alan Rosengarten of R & D Carpet & Tile Inc. to discuss revisions on quotes for carpeting and vinyl flooring replacement of the library. After a discussion, on the motion made by Mr. Scaparro, seconded by Mrs. Grub the Board of Trustees unanimously approved the proposal to replace the floor at the Main Level and Lower Level from R & D Carpet & Tile Inc. for a total of \$72,904.00. This cost will be mainly covered by NYS Assemblyman David McDonough's \$60,000.00 SAM Grant. Mr. McKenna also talked about some closure of different parts of the library throughout this project. Mr. Ruffner asked to check if they will work on a library holiday while the library is closed. Mr. McKenna agreed to check this out.

FRIENDS OF THE LIBRARY – The next Book and Bake Sale will be scheduled on Friday, May 1st and Saturday, May 2nd.

WRITING LETTERS - Mr. Ruffner asked Mr. McKenna to write letters to all four community groups and Bethpage Credit Union regarding the co-sponsorship of the summer outdoor concerts.

PRINCH – Mr. McKenna reported that there were five people in February and ten people in March to date using this new cloud-based Princh remote printing option.

PATRONS' EMAIL ADDRESSES – There were an approximately 4,000 patrons email addresses on record with the library.

LIBRARIAN-IN-CHARGE – A discussion was held regarding in the absence of the Library Director, the Librarian-in-Charge should be the next one in charge, and that will be Librarian III, Ida Zaharopoulos. The Board of Trustees would like to formally set up this chain of command at the next meeting. Mr. Ruffner asked Mr. McKenna to speak with Mrs. Zaharopoulos regarding this matter.

LIBRARY FUNDING ADVOCACY – Mr. McKenna attended both the pre-Advocacy and Advocacy meetings with legislators on February 24th and February 25th. Also, as the chair of the MLD Funding Advocacy Committee, he has been working with the FAC members in scheduling local meetings with legislators.

NYS PROPERTY TAX CAP – A copy of the “NYS Property Tax Cap” form that was submitted to the NYS Comptrollers Office was distributed to the Board of Trustees for review.

PUBLIC LIBRARY ASSOCIATION (PLA) CONFERENCE – Mr. McKenna and Teen Librarian Jillian Pelliccia, attended the Biennial PLA Conference in Nashville, Tennessee from February 25th to February 29th. There were many programs, notable speakers, authors & illustrators and interesting exhibits at the Conference. A full report will be provided at the next meeting.

LIBRARY'S WEBSITE – With the help from James McHugh of NLS, a new website will be developed by early summer.

INDIVIDUAL EMAIL ADDRESSES – Individual email addresses for all trustees and staff have been set up and will be ready to use soon.

TRUSTEE ITEM - None

CORRESPONDENCE - None

PERSONNEL – None

OLD BUSINESS

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – On February 12th, Trustees Mary Westermann and Catherine DiPietro conducted a focus group with staff members discussing items to be considered for the long-range plan for the library. Mr. Ruffner talked about a community focus group discussion should be arranged for this purpose. A copy of the “5 Steps to an Effective Strategic Plan” was distributed to the Board of Trustees for review.

NYS MINIMUM STANDARDS: STANDARD #4: WRITTEN POLICIES – Mr. Ruffner inquired about the NYS Minimum Standard #4: Written Policies. Each library board-approved written policies for the operation of the library shall be reviewed and updated at least once every five years, or earlier, if required by law. Due to that, we have to make sure all library policies be updated and approved by the Board of Trustees. More discussion will follow.

MURAL IN THE TEEN AREA – Artist Danielle Sehn will start painting the Teen Wall Mural on Wednesday, March 11th. Mr. Ruffner asked Mr. McKenna to send a PDF file of the sketch to all Trustees for their review.

LIPA PILOT – Mr. McKenna reported that he has made contact with Marie Donnelly, Assistant Superintendent for Business and Operations at the Seaford School District, to inquire whether the Library will receive the LIPA PILOT monies due to the Library. Ms. Donnelly stated that the school district has referred this to their legal counsel for review. As for the LIPA/PILOT lawsuit between Farmingdale Public Library and Farmingdale School District, they are in the process of negotiating. Mr. McKenna will keep the Board updated on this topic.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

MEMORANDUM OF UNDERSTANDING BETWEEN THE SEAFORD FRIENDS OF THE LIBRARY AND THE SEAFORD PUBLIC LIBRARY – A discussion was held regarding the tentative revision of the “Memorandum of Understanding” between the Seaford Friends of the Library and the Seaford Public Library. Mr. McKenna reported that he is planning to talk to other libraries to get more information regarding this issue. More discussion will follow at the next meeting.

TD BANK RESOLUTION AND SIGNATURE CARD FOR 91 DAYS CD – The Governmental Entity Certificate of Resolution and New Account Signature Card for the new 91 Days CD account with TD Bank were signed and approved by the Board of Trustees.

2019 ANNUAL RPEORT FOR PUBLIC AND ASSOCIATION LIBRARIES - The New York State Annual Report that was prepared by Amy Law was reviewed and accepted by the Board of Trustees.

CORONAVIRUS & LIBRARIES – A discussion was held regarding the coronavirus preparedness for libraries. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

PUBLIC RELATIONS/MEDIA COVERAGE - None

PUBLIC COMMENT - None

ADJOURNMENT

Via a motion made by Mrs. Grub and seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 8:45pm.

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

Respectfully submitted by Amy Law