

**SEAFORD PUBLIC LIBRARY
Seaford, New York**

**BUDGET HEARING
AND
MEETING OF THE BOARD OF LIBRARY TRUSTEES**

May 18, 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 (Staff): Cathy Cincotta, Maryanne DiGregorio, Jacqueline Lopez, Jillian Pelliccia, 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 7:08p.m.

MOMENT OF SILENCE

Mr. Ruffner asked all online to observe a moment of silence to mourn the loss of retiree, Mary A. Bartolotta, who had died on May 12, 2020.

BUDGET HEARING

No public attended this on-line meeting so a Budget Hearing was not conducted.

APPROVAL OF MINUTES

The minutes of the meeting of March 9, 2020 were approved on the motion made by Mr. Scaparro, seconded by Mrs. Grub, and unanimously passed.

APPROVAL OF THE WARRANTS

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

Capital Improvement Fund
7 - May 1, 2020 -\$ 4,674.00

Mr. McKenna confirmed that the invoice of \$4,674 was the last payment for the Window Project. Mr. Ruffner also asked for a final summary sheet of this project for the Board to review at the next meeting.

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

General Fund Account:

# 54 – March 19, 2020	-\$63,263.39
# 55 - April 2, 2020	-\$40,572.31
# 56 - April 13, 2020	-\$20,816.42
# 57 - April 13, 2020	-\$10,677.55
# 58 - April 16, 2020	-\$43,053.63
# 59 - April 30, 2020	-\$63,322.45
# 60 - May 14, 2020	-\$39,742.71
# 61 - May 18, 2020	-\$25,650.18
# 62 - May 18, 2020	-\$ 5,959.15

MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES

The Monthly Operating and Income Schedules as of April 30, 2020 were reviewed by the Board. Mr. Ruffner commented that the monthly income schedule has an overall of 92% compared to the appropriate level of 83% because the School District had transferred the May property tax amount in late April. As for the operating schedule, it is slightly under 79%.

LIBRARY USAGE - None

TREASURER’S REPORT

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

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

Amy Law reported that:

REQUEST FOR TOTAL ANITICIPATED EXPENDITURE FOR MONTH OF APRIL 2020 – Due to COVID-19, on March 26th the Board unanimously agreed to set a limit of \$228,000 for the total warrants for the month of April 2020. Amy Law reported that the total expenditure for April 2020 was \$178,442.36.

90 DAY CD ACCOUNT – Due to significant decrease in interest, on May 6th the Board unanimously agreed not to renew the 90 Days CD which had expired on May 11th. This CD account has earned a total of \$3,601.41 in interest. As a result, a total of \$1,006,934.74 from this account has been moved back to the Capital Improvement Money Market Account. Mr. Ruffner asked Amy Law to periodically check to see where the CD rates are for possible reinvestment in the future. Amy Law agreed.

INTEREST RATE FOR MONEY MARKET ACCOUNT – As of April 30, 2020, the Interest rate for all Money Market Account was 0.20%.

SERVICE CHARGE FROM TD BANK - A small service fee of \$2.07 was charged to our account by TD Bank. Amy Law has made contact to the bank and will get a refund next month.

Mr. Ruffner talked about transfer some of the funds from the General Fund Checking Account to General Fund Money Market Account to earn additional interest. Amy Law agreed to make the transfer if she gets the approval from the Board. More discussion will be held at the next meeting regarding the cash flow needs of the General Fund Checking Account.

TAX LEVY – We have received the Tax Levy on time from the Seaford School District for the months of April and May 2020.

DIRECTOR’S REPORT

Mr. McKenna reported that:

RETIREE MARY BARTOLOTTA – An obituary was published on Newsday reporting the death of retiree Mary Bartolotta. Plans for a memorial service will be announced later.

LIBRARY BUDGET VOTE AND TRUSTEE ELECTION – Due to COVID-19, the library will be voting with the Seaford School District on June 9th by absentee ballot in conformance with an Executive Order. The formulated budget with a 1.99% increase will be a ballot proposition. Two seats of the Board of Trustees of the Seaford Public Library are up for election. One seat is for a five-year term (incumbent Mary Westermann) and the other one is for a two-year term (incumbent John M Scaparro). This year, absentee ballots will be mailed out to all registered voters with a self-addressed stamped envelope. All ballot must be returned by 5pm on Tuesday, June 9th. Mr. McKenna reported that the Seaford School District will take care of all the printing, mailing and return postage of the ballots. Mr. McKenna will continue to keep the Board updated on this topic.

ADMINISTRATION OFFICE/TOP LEVEL RENOVATION – Mr. McKenna was informed by DASNY (Dormitory Authority of the State New York) that the carpeting and flooring project will not eligible for the \$60,000 SAM (State and Municipal) Grant because it is not considered a capital construction project. Mr. McKenna proposed to use this grant toward the Top-Level renovation project.

WINDOW AND DOOR REPLACEMENT PROJECT – Mr. McKenna reported that the FS-10 form will be sent to the NYS DLD (Division of Library Development) soon to request the remaining 10% of the grant payment.

ANNUAL FIRE INSPECTION – Nassau County Fire Marshall Kevin Herbst conducted an annual Fire Inspection of the building on March 30th.

DOUBLE CHECK VALVE FOR BACKFLOW PREVENTION DEVICE –Dedicated Plumbing and Heating Inc. installed the double check valve on May 8th.

CARPETING/VINYL FLOORING – R & D Carpeting is waiting for the go ahead from the Governor’s Office to start the carpeting and flooring project. Mr. McKenna also stated that new painting of the walls will be scheduled before installing new flooring. He also hoped that this project will be done before the library reopens for service.

LIBRARY FUNDING – The State Budget for Library operations was cut to \$94.5 million. State Construction funding was also cut from \$34 million to \$14 million.

TUTOR.COM – Mr. McKenna confirmed that Tutor.com has been renewed with a lower cost of \$250 a year. Mr. Ruffner asked about getting the statistics for Tutor.com for the Board to review at the next meeting.

LIBRARIAN-IN-CHARGE – It is confirmed that Librarian Ida Zaharopoulos will be the Librarian-in-Charge in the absence of the Library Director.

LIBRARY’S WEBSITE – Librarians have been working on the new Library website and it is ready to launch soon.

INDIVIDUAL EMAIL ADDRESSES – Individual email addresses for all trustees and staff have been set up and Ida Zaharopoulos will send information to all soon.

LIPA PILOT – As of today, Mr. McKenna has not heard anything back from the Seaford School District regarding the LIPA PILOT. Mr. McKenna will keep the Board updated on this topic.

2020 ENTERTAINMENT FOR A SATURDAY EVENING (EFASE) – Due to the COVID-19, the 2020 Entertainment for a Saturday Evening will be cancelled. A formal vote with motion and second was conducted and it was unanimous to cancel this summer’s outdoor entertainment programming.

TRUSTEE ITEM

Mr. Ruffner reminded Mr. McKenna that the reports regarding their attendance at the Biennial PLA Conference in Nashville between February 25 – 29, 2020 should be filed and presented to the Board at the next meeting.

CORRESPONDENCE - None

PERSONNEL - None

OLD BUSINESS

NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN – Mr. McKenna reported that he has been attending the Strategic Planning/Long Range Planning workshops being conducted virtually by NLS Assistant Director Nicole Scherer. They are confident that a 3-year plan will be ready by November to meet the State Minimum Standard.

MURAL IN THE TEEN AREA – Mr. McKenna reported that due to COVID-19, this project has been put on hold.

MEMORANDUM OF UNDERSTANDING BETWEEN THE SEAFORD FRIENDS OF THE LIBRARY AND THE SEAFORD PUBLIC LIBRARY – Mr. Ruffner suggested a minor change on the “Memorandum of Understanding” between the Seaford Friends of the Library and the Seaford Public Library. It was agreed to print it on library’s letterhead and present to the Friends of the Seaford Library for their review.

COVID-19 & LIBRARIES – Mr. McKenna reported that the library was closed on March 13th in compliance with Governor Cuomo’s Executive Orders concerning the COVID-19 Pandemic. The following were a list of actions that the library has been taking so far:

- a. One Service Commercial Building Maintenance, Inc. conducted an Electrostatic Disinfection of the building on Tuesday, March 31st.
- b. Bob Lahey will be installing Plexiglass at the back desks, Reference, Circulation, Children’s, and Administration desks.
- c. Director and all library employees have attended different virtual meetings and working from home during this time. Some have been working at the library when necessary.
- d. Cleaning staff have been cleaning restrooms, doors, and railings nearly every day.
- e. Staff-Only Zoom meetings were scheduled regularly to share information and support.
- f. Making calls to patrons to check in on them and make connection.
- g. Virtual programs that were organized by Adult, Teens and Children’s librarians are available for all patrons. Mr. Ruffner inquired a spreadsheet showing the statistics of all virtual programs for the Board to review.
- h. Worked with staff members on purchasing equipment and supplies which included face masks, protective shields, gloves, and disinfectants etc.
- i. A coordinated order of face masks has also been placed through NLS
- j. Constant contact with NLS Administration and with MLD to share concerns and issues regarding reopening to the public.

Topics also discussed:

- a. Social distancing at the library
- b. How to quarantine books that will return to the library
- c. How to deal with browsers in the library

- d. How to handle fines with cash
- e. Cutting down patrons who stay at the library

Mr. Ruffner assured that any action the library is taking will put the safety of staff and the public first. More discussion will be held at the next meeting.

NLS AND OTHER ORGANIZATIONS - None

NEW BUSINESS

PROGRAM REGISTRATION – Mr. McKenna reported that all librarians have been working with an app “READsquared”, which is a new online reading program for libraries. This app will allow patrons to virtually participate in all our Summer Reading Clubs.

PUBLIC RELATIONS/MEDIA COVERAGE

Article on “Staying Bound with Patrons during Pandemic” and “Seaford Public Library Online Resources and Virtual Programs” were distributed to the Board of Trustees.

PUBLIC COMMENT - None

EXECUTIVE SESSION

On the Motion made by Mr. Scaparro seconded by Mrs. DiPietro the Board entered Executive Session at 8:30pm to discuss tenant issues.

The Board reconvened in open session at 8:40pm on the motion made by Mrs. Grub, seconded by Dr. Westermann.

LEASE RENEWAL - After a discussion at the executive session, on the motion made by Mr. Scaparro, seconded by Mrs. DiPietro 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, 2020 to June 30, 2021.

ADJOURNMENT

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

The next meeting of the Board of Library Trustees was scheduled for Monday, June 8, 2020 at 7:00 p.m.

Respectfully submitted by
Amy Law