

**SEAFORD PUBLIC LIBRARY  
MEETING OF BOARD OF LIBRARY TRUSTEES  
AGENDA AND MEETING NOTICE**

**March 7, 2022**

*Call to order, Pledge of Allegiance*

1. Approval of the minutes of February 14, 2022
2. Approval of the following warrants:  
    General Fund Account:  
        # 50 - February 17, 2022     - \$67,571.15  
        # 51 - March 3, 2022       - \$41,525.13  
        # 52 - March 7, 2022       - \$14,148.63  
        # 53 - March 7, 2022       - \$ 7,427.00  
        # 54 - March 7, 2022       - \$ 6,853.42  
        # 55 - March 7, 2022       - \$ 3,492.97
3. Monthly Operating Schedule & Income Schedules
4. Library Usage
5. Treasurer's Report for February 2022
6. Director's Report
7. Trustee Items
8. Correspondence
9. Personnel
10. Old Business
11. Nassau Library System and other organization
12. New Business: Conflict of Interest Policy  
    Chain of Command  
    Annual Report for 2021  
    Change of Time for Board of Trustees Meeting  
    New Hours – Back to 9pm on May 31<sup>st</sup>
13. Public Relations/Media Coverage
14. Public Comment
15. Executive Session

1  
2 **SEAFORD PUBLIC LIBRARY**  
3 **Seaford, New York**  
4

5 **MEETING OF THE BOARD OF LIBRARY TRUSTEES**  
6 **(Unapproved Minutes)**  
7 **February 14, 2022**  
8

9  
10  
11 Present: Peter J. Ruffner, President  
12 Mary L. Westermann, Vice-President  
13 Catherine DiPietro, Financial Secretary  
14 Margaret D. Grub, Secretary  
15 *(Please note that Mrs. Grub left the meeting at 7:20pm)*  
16 John Scaparro, Asst. Financial Secretary  
17 Frank McKenna, Director  
18

19 Staff Present: Catherine Cincotta, Jackie Lopez, Ida Zaharopoulos  
20

21  
22 **[PLEASE NOTE THIS MEETING WAS CONDUCTED VIRTUALLY USING**  
23 **GOTOMEETIG ON-LINE CONFERENCE SOFTWARE]**  
24

25  
26 **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

27 Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at  
28 7:00p.m.  
29

30 **APPROVAL OF MINUTES**

31 The minutes of the meeting of January 10, 2022 were approved on the motion made by  
32 Mrs. DiPietro and seconded by Mr. Scaparro and unanimously passed.  
33

34 **BUDGET REVIEW**

35 Mr. Ruffner requested a page by page review of the budget, which Frank presented to the  
36 Board along with a summary of changes to the proposed budget. Discussion of how personnel  
37 increases are determined followed. There was a brief discussion about the cost of OMNI. Frank  
38 McKenna will provide further information regarding it at the March 7, 2022 Board meeting. On  
39 a motion made by John Scaparro and seconded by Catherine DiPietro the proposed budget was  
40 unanimously approved.  
41

42 **APPROVAL OF THE WARRANTS**

43 The following warrant was approved on the motion made by Cathy DiPietro and,  
44 seconded by, John Scaparro, which unanimously passed:  
45

46 Capital Improvement Account:

47 CIA#4- February 14, 2022 - \$42,237.10

48 The following warrants were approved on the motion made by Mrs. DiPietro and  
49 seconded by John Scaparro, which unanimously passed:  
50

51 **General Fund Account:**

52	#42 - January 20, 2022 -	\$ 66,998.82
53	#43 - February 3, 2022 -	\$ 4,047.54
54	#44 - February 14, 2022	\$ 40,667.41
55	#45 - February 14, 2022	\$ 167,491.99
56	#46 - February 14, 2022	\$ 19,768.01
57	#47 - February 14, 2022	\$ 17,808.62
58	#48 - February 14, 2022	\$ 7,253.00
59	#49 - February 14, 2022	\$ 729.99

60  
61 **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

62 The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner  
63 commented that at this point in the Library's fiscal year, the income and expenses were at  
64 appropriate levels. Mr. Ruffner reviewed line item expenses and noted that children's books  
65 were a little high. Frank will discuss with the children's librarian.  
66

67 **LIBRARY USAGE**

68 Mrs. DiPietro reviewed usage reports, including books, interlibrary loans, and museum  
69 passes. The Board thanked Cathy for her work on these.  
70

71 **TREASURER'S REPORT**

72 The Treasurer's Report for the month of January, 2022 was unanimously approved on a  
73 motion by John Scaparro and seconded by Mrs. DiPietro.  
74

75 **DIRECTOR'S REPORT**

76 Mr. McKenna requested that the following pandemic related items be approved by the  
77 board:

78 7pm close time Monday-Thursday

79 Masks will be optional

80 Many programs will be virtual, especially programs for adults and seniors

81 There will be a two-hour time limit for public computer use per person per day

82 No tutoring in the library

83 Notary services will resume

84 On a motion my John Scaparro and seconded by Cathy DiPietro the above items were approved.  
85

86 Other facilities issues discussed a roof safety railing, the elevator Renovation Project (Frank will  
87 check when this will start), HVAC and Heating issues, PSEGLI Claim, Fire marshal inspection,  
88 the folding machine and carbon Monoxide Detectors.  
89

90 Budget Vote: The Board unanimously approved the proposed 2022-2023 budget.  
91

92 Frank reported that Governor Hochul has released a proposed state budget that includes a \$20  
93 million reduction+ in library construction Aid.  
94

95 Trustee Margaret Grub has been installed as the 2022 Seaford Chamber of Commerce President.  
96

97 Librarian Jillian Pelliccia has completed digitizing the second volume of the library's photo  
98 graphs and newspapers clippings.

99  
100 We will be reviewing museum passes

101  
102 Future board meetings will take place from 5pm-7pm. Frank will provide guidance to be board  
103 on future board meetings and will make sure notices appear in the newsletter.

104  
105 **TENANTS**

106 The board approved to issue no increase in rent to our tenants to apologize for frequent  
107 construction interruptions and period of no heat.

108  
109 **NLS AND OTHER ORGANIZATIONS** – None

110  
111 **PUBLIC RELATIONS/MEDIA COVERAGE** - None

112  
113 **PUBLIC COMMENT** – None

114  
115 **ADJOURNMENT**

116 Via a motion made by Dr. Westermann and seconded by Cathy DiPietro was adjourned at  
117 9:15pm.

118  
119 The next meeting of the Board of Library Trustees was scheduled for Monday March7, 2022 via  
120 GOTO Meeting at 5:00 p.m.

121  
122 Respectfully submitted,

123  
124  
125 Mary L. Westermann  
126 Vice President

# Seaford Public Library

2234 Jackson Avenue  
 Seaford, NY 11783

## CHECK REGISTER REPORT

From: 03/01/22 To: 03/31/22

\* Not Posted

Bank Account	Check Number	Code	Name	Tran. Number	Tran. Reference	Check Date	Check Amount	Tran. Status	Tran. Source
112-011	00006723	METLIFE	Metlife	0000021587		03/01/22	639.43	O	CH
112-011	00006724	WATER	Liberty	0000021588		03/01/22	46.03	O	CH
112-011	00006725	PSEGLI	PSEGLI	0000021589		03/01/22	2756.21	O	CH
112-011	00006726	VERIZON	Verizon	0000021590		03/01/22	540.89	O	CH
112-011	00006727	CHASEF	Chase Card Services	0000021591		03/01/22	1913.19	O	CH
112-011	00006728	MIDWEST	MidWest Tape	0000021596		03/07/22	453.55	O	CH
112-011	00006729	KANOPY	Kanopy, Inc.	0000021597		03/07/22	180.00	O	CH
112-011	00006730	OVERDRIVE	OverDrive, Inc.	0000021598		03/07/22	931.03	O	CH
112-011	00006731	BRODART	Brodart Co.	0000021599		03/07/22	30.98	O	CH
112-011	00006732	KAPCO	Kapco	0000021600		03/07/22	62.40	O	CH
112-011	00006733	POST	Seaford Post Office	0000021601		03/07/22	650.00	O	CH
112-011	00006734	POST	Postmaster	0000021602		03/07/22	265.00	O	CH
112-011	00006735	CORPORATE	Corporate Color	0000021603		03/07/22	2060.00	O	CH
112-011	00006736	LILRC	LILRC	0000021604		03/07/22	835.00	O	CH
112-011	00006737	OPTIMUM	Optimum	0000021605		03/07/22	49.95	O	CH
112-011	00006738	PITNEY	Pitney Bowes Global Financial Services	0000021606		03/07/22	164.97	O	CH
112-011	00006739	WELLSFARGO	Wells Fargo Vendor Fin Serv	0000021607		03/07/22	72.00	O	CH
112-011	00006740	SCOTT	Robert Scott	0000021608		03/07/22	299.00	O	CH
112-011	00006741	STGEORGE	St. George Living History Productions	0000021609		03/07/22	200.00	O	CH
112-011	00006742	LEVINSON	Martin H. Levinson	0000021610		03/07/22	150.00	O	CH
112-011	00006743	CARMINIO	Marilyn Carminio	0000021611		03/07/22	250.00	O	CH
112-011	00006744	HISTOUR	New York Historical Tours	0000021612		03/07/22	300.00	O	CH
112-011	00006745	SCOTT	Robert Scott	0000021613		03/07/22	39.00	O	CH
112-011	00006746	SACKOWITZ	Harvey Sackowitz	0000021614		03/07/22	200.00	O	CH
112-011	00006747	IVANKOVICH	Michael Ivankovich	0000021615		03/07/22	250.00	O	CH
112-011	00006748	ZUCKERMAN	Susan Zuckerman	0000021616		03/07/22	195.00	O	CH
112-011	00006749	BENNETTER	Carol Bennetter	0000021617		03/07/22	200.00	O	CH
112-011	00006750	BENNETTERM	Carol Bennetter	0000021618		03/07/22	580.00	O	CH
112-011	00006751	LAVACCA	Laura LaVacca	0000021619		03/07/22	275.00	O	CH
112-011	00006752	PENSKE	Tara Penske	0000021620		03/07/22	250.00	O	CH
112-011	00006753	WHALING	The Whaling Museum	0000021621		03/07/22	325.00	O	CH
112-011	00006754	BAKING	The Baking Coach, Inc.	0000021622		03/07/22	350.00	O	CH
112-011	00006755	SNAPOLOGY	Snapology of Seaford	0000021623		03/07/22	250.00	O	CH
112-011	00006756	MEIRS	Eric Meirs	0000021624		03/07/22	200.00	O	CH
112-011	00006757	ROSEBLUM	Donna Roseblum	0000021625		03/07/22	150.00	O	CH
112-011	00006758	SALMAN	Joel Salman	0000021626		03/07/22	100.00	O	CH
112-011	00006759	TIMEFORKID	A Time For Kids Inc.	0000021627		03/07/22	135.00	O	CH
112-011	00006760	LISCIENCE	Long Island Science Center	0000021628		03/07/22	335.00	O	CH
112-011	00006761	VAIL	Amy Vail	0000021629		03/07/22	150.00	O	CH
112-011	00006762	HIGHHOPES	High Hopes Productions	0000021630		03/07/22	165.00	O	CH
112-011	00006763	JUMPJOY	Jump for Joy	0000021631		03/07/22	125.00	O	CH
112-011	00006764	SALMAN	Joel Salman	0000021632		03/07/22	100.00	O	CH
112-011	00006765	SCOTT	Robert Scott	0000021633		03/07/22	339.00	O	CH
112-011	00006766	CREATIVESP	Creative Spirit Media LLC	0000021634		03/07/22	175.00	O	CH
112-011	00006767	HIGHHOPES	High Hopes Productions	0000021635		03/07/22	165.00	O	CH
112-011	00006768	TIMEFORKID	A Time For Kids Inc.	0000021636		03/07/22	115.00	O	CH
112-011	00006769	TIMEFORKID	A Time For Kids Inc.	0000021637		03/07/22	135.00	O	CH
112-011	00006770	JUMPJOY	Jump for Joy	0000021638		03/07/22	125.00	O	CH
112-011	00006771	FUNSTUFF	Fun Stuff Express, LLC	0000021639		03/07/22	450.00	O	CH
112-011	00006772	SALMAN	Joel Salman	0000021640		03/07/22	100.00	O	CH
112-011	00006773	TIMEFORKID	A Time For Kids Inc.	0000021641		03/07/22	115.00	O	CH
112-011	00006774	TIMEFORKID	A Time For Kids Inc.	0000021642		03/07/22	135.00	O	CH
112-011	00006775	LANE	Lane Associates	0000021643		03/07/22	2800.90	O	CH
112-011	00006776	RAINBOW	Rainbow Maintenance & Cleaning Corp	0000021644		03/07/22	885.00	O	CH
112-011	00006777	LAWNS	Lawns by Anthony Inc.	0000021645		03/07/22	450.00	O	CH
112-011	00006778	LEWISCLEAN	Lewis Carpet & Office Cleaning Inc.	0000021646		03/07/22	535.00	O	CH
112-011	00006779	ALIS	ILS Services Operating Fund	0000021647		03/07/22	625.00	O	CH
112-011	00006780	OSI	OSI Technologies Inc.	0000021648		03/07/22	617.50	O	CH
112-011	00006781	AMAZON	Amazon Capital Services	0000021649		03/07/22	940.02	O	CH
112-011	00006782	B & T	Baker & Taylor Books	0000021650		03/07/22	3492.97	O	CH

Total number of register entries: 60

Total amount: 29424.02

# SEAFORD PUBLIC LIBRARY - MONTHLY STATISTICS SUMMARY

## MONTH OF FEBRUARY 2022

### CIRCULATION OF MATERIALS

	<u>2021</u>	<u>2022</u>	<u>DIFFERENCE</u>
<b>ADULT</b> - Fiction Books	987	963	-24
Non-fiction Books	296	218	-78
Periodicals	85	73	-12
Sound Recording	61	56	-5
DVDs & Blu-Ray	358	339	-19
Roku	2	0	-2
Playaways	7	1	-6
OverDrive & eReader	1516	1987	471
LILINK & ILL	13	9	-4
Video Games	3	29	26
Telescope	N/A	3	3
Museum Pass:	12	23	11
<i>Long Island Children's Museum</i>	6	11	5
<i>Intrepid Museum</i>	0	1	1
<i>Old Westbury Gardens</i>	CLOSED	CLOSED	0
<i>Vanderbilt Museum</i>	CLOSED	3	3
<i>Old Bethpage Village Restoration</i>	CLOSED	CLOSED	0
<i>Firefighter's Museum</i>	3	1	-2
<i>Cradle of Aviation</i>	3	3	0
<i>Nassau County Museum of Art</i>	0	4	4
<i>Empire Pass</i>	0	0	0
<i>Brooklyn Botanic Garden</i>	0	0	0
<b>TEEN</b> - Fiction Books	58	43	-15
Non-Fiction Books	0	6	6
Graphic Novels	38	117	79
<b>JUVENILE</b> - Fiction Books	930	1013	83
Non-fiction Books	219	334	115
Sound Recording	4	0	-4
DVDs	22	34	12
<b>INTERLIBRARY LOANS</b> -	891	1022	131
Item Loaned	301	567	266
Item Received	590	455	-135
<b>TOTAL</b>	<b>5,502</b>	<b>6,270</b>	<b>768</b>
<b>CUMULATIVE TOTAL (July to Feb 22)</b>	<b>47,588</b>	<b>56,697</b>	<b>9109</b>

# SEAFORD PUBLIC LIBRARY - MONTHLY STATISTICS SUMMARY

## MONTH OF FEBRUARY 2022

### LIBRARY SERVICES

	<u>2021</u>	<u>2022</u>	<u>DIFFERENCE</u>
<b>COMPUTER USE</b>			
Reference Room	142	78	-64
J Room	N/A	N/A	0
<b>TICKET SOLD - L.I. Aquarium</b>	N/A	2	2
<b>WEBSITE</b>	5810	5377	-433
<b>REFERENCE QUESTIONS</b>	670	600	-70
<b>RESERVE REQUESTS</b>	301	567	266
<b>NOTARY SERVICE</b>	N/A	10	0
<b>FAX TRANSMISSIONS</b>	29	26	-3
<b>LIBRARY VISITS</b>	3527	3550	23
<b>TUTOR.COM (Remote Access)</b>	0	3	3
<b>GRAB &amp; GO and CHECK OUTS (Adult &amp; J)</b>	719	586	-133
<b><i>CUMULATIVE TOTAL</i></b>	<b>11,198</b>	<b>10,799</b>	<b>(399)</b>
<b><i>CUMULATIVE TOTAL (July to Feb 22)</i></b>	<b>80,597</b>	<b>127,139</b>	<b>46,542</b>

### BOOK COLLECTIONS

	<u>LAST MONTH</u>	<u>ADDED</u>	<u>WITHDRAWN</u>	<u>TOTAL</u>
Adult	35589	155	119	35625
Teen	5538	26	0	5564
Juvenile	28101	29	19	28111
<b>TOTAL BOOKS</b>	<b>69228</b>	<b>210</b>	<b>138</b>	<b>69300</b>
CDs & Books On CD (Adult & Juvenile)	4434	6	2	4438
DVDs & Blu-Ray (Adult & Juvenile)	7510	46	0	7556
Roku	3	0	0	3
Video Games	205	0	0	205
Playaways	846	0	0	846
<b>TOTAL BOOKS &amp; MATERIALS</b>				<b>82,946</b>

# SEAFORD PUBLIC LIBRARY - MONTHLY STATISTICS SUMMARY

## MONTH OF FEBRUARY 2022

### DISPLAYS

#### LOBBY -

Valentine's Day by Library Pages

#### BOOK DISPLAY:

by Reference: Celebrate Black History Month

by Fiction Section: "Have You Red This Book Yet" Red colored Fiction Books

TABLE BOOK DISPLAY - Adult Winter Reading Grand Prizes

ART EXHIBIT - "Fabulous Fakes" by Ruth Lawrence

### VIRTUAL AND IN-PERSON PROGRAMS

#### ADULT -

Exercise: Chair Yoga (4 Classes) 152

Grab & Go: Bunch Chocolate Chip Scones 25 Kits

Lecture: The Beach Boys' Story 91

Lecture: Broadway on a Budget 28

Craft: Valentine's Ceramic 23

Lecture: Harriet Tubman...And Still I Rise 27

Movie Night Food Festival 23

Lecture: Estate and Asset Protection Planning 58

2022 Adult Winter Reading Participants 104

#### TEEN-

**In-Person: Seaford T.A.G. Meeting** 2

Fried Rice 13

Chocolate Filled Heart Shaped Pretzels 24

Busy Bags for Children's in Hospital 19

Dungeons and Dragons 1

Movie Night Food Festival 11

#### CHILDREN -

Elementary Science 9

**In-Person: Playhooray Families** 31

**In-Person: Amazing Tots** 27

**In-Person: Pre-School Craft** 51

**In-Person: Child ID Event METLIFE** 34

**In-Person: Baby & Me** 21

**In-Person: Monther Goose Storytime (2 Classes)** 48

**In-Person: Amazing Athletes** 18

**In-Person: Chess Club** 11

**In-Person: Bear with Heart** 15

**In-Person: Little Learners** 19

**In-Person: Time for Kids** 29

**In-Person: Amazing Athletes PE** 15

**In-Person: Codebotics** 20

**In-Person: Jump for Joy (2 Classes)** 59

**In-Person: BabyJam** 31

**In-Person: Playhooray** 36

#### LIBRARY HOURS

"Browse, Grab & Go" Lending Service

Monday, Tuesday and Thursday - 10 - 7pm (Starting Feb. 28th)

Wednesday - 1 - 7pm (Starting Jan 4th)

Friday - 10 - 6pm

Saturday - 10 - 5pm

#### LIBRARY CLOSED -

Thursday, Feb 10th to Saturday, Feb 12th - No Heat in Building

Monday, Feb 14th - Closed until 12 Noon - No Heat in Building

Tuesday, February 22nd - No Heat in Building