

SEAFORD PUBLIC LIBRARY

**BUDGET HEARING
AND
MEETING OF BOARD OF LIBRARY TRUSTEES
AGENDA AND MEETING NOTICE**

May 8, 2023

Call to order, Pledge of Allegiance

1. Budget Hearing
2. Approval of the minutes of April 17, 2023
3. Approval of the following warrants:
Capital Improvement Fund Account (CIA):
 CIA# 10 – May 8, 2023 - \$ 141.00
General Fund Account:
 # 66 - April 27, 2023 - \$ 69,352.59
 # 67 - May 8, 2023 - \$ 29,354.50
 # 68 - May 8, 2023 - \$ 7,984.21
 # 69 - May 8, 2023 - \$ 7,480.33
4. Monthly Operating Schedule & Income Schedules
5. Library Usage
6. Treasurer's Report for April 2023
7. Director's Report
8. Trustee Items/Sub-Committee Report
9. Correspondence
10. Personnel
11. Old Business: Memorandum of Understanding – Friends Group
 Grievance Procedure Policy
 Teen Area Furniture
12. Nassau Library System and other organization
13. New Business: Lease Renewal
 Public Access to Records Policy
 Electrical Contractors
14. Public Relations/Media Coverage
15. Public Comment: *Members of the audience may speak about anything that is pertinent to Seaford Public Library services or operations during this time. Time limit is 5 minutes per individual. Please raise your hand and wait to be recognized.*
16. Executive Session

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

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5 **MEETING OF THE BOARD OF LIBRARY TRUSTEES**

6
7 **April 17, 2023**

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10 **Present:** Dr. Mary L. Westermann, Vice-President
11 Catherine DiPietro, Financial Secretary
12 Peter J. Ruffner, Asst. Financial Secretary
13 Frank McKenna, Director
14 Amy Law, Treasurer
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16 **Absent:** John Scaparro, President
17 Margaret D. Grub, Secretary
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19 **Staff:** Catherine Cincotta, Jacqueline Lopez, Ida Zaharopoulos
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22 **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

23 Dr. Westermann, Vice-President, called the meeting of the Board of Library Trustees to
24 order at 7:00pm.
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26 **APPROVAL OF MINUTES**

27 On the motion made by Mr. Ruffner seconded by Mrs. DiPietro the minutes of the
28 meeting for March 20th were unanimously approved.
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30 **APPROVAL OF THE WARRANTS**

31 The following warrants were approved on the motion made by Mrs. DiPietro seconded by
32 Mr. Ruffner which unanimously passed:

33 Capital Improvement Fund Account (CIA):
34 CIA# 9 - April 17, 2023 - \$ 32,651.16
35 General Fund Account:
36 # 60 - March 30, 2023 - \$ 48,031.42
37 # 61 - April 13, 2023 - \$ 41,116.70
38 # 62 - April 17, 2023 - \$ 16,359.46
39 # 63 - April 17, 2023 - \$ 20,338.14
40 # 64 - April 17, 2023 - \$ 4,233.84
41 # 65 - April 17, 2023 - \$ 1,009.60
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43 **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

44 The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner
45 suggested to continue and monitor a few budget lines that have already spent slightly over
46 according to the schedule.
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LIBRARY USAGE

Mrs. DiPietro discussed the data sheets displaying increases and decreases in the use of library materials for the month of March 2023. As discussed at the last meeting, even though the tower at the Fire Island Lighthouse is temporarily closed for repairs, the Lens Building and the Museum will stay open.

TREASURER’S REPORT

The Treasurer’s Report for the month of March 2023 was unanimously approved on the motion by Mrs. Grub, seconded by Mr. Ruffner.

INTEREST RATE – As of March 2023, the interest rate for all Money Market Accounts at TD Bank was up from 2.10% to 2.50%.

CERTIFICATE OF DEPOSIT WITH TD BANK – Amy Law reported that the 62 Days CD with TD Bank expired April 17th. A summary of funds available in the Capital Improvement Fund Account and a current rate of Certificate of Deposit provided by TD Bank were distributed and reviewed by the Board. After a discussion, on the motion made by Mrs. DiPietro, seconded by Mr. Ruffner, the Board unanimously agreed to open two (2) Five Months CD in the amount of \$300,000.00 from the Capital Improvement Account and \$150,000.00 from the Compensated Absences Account.

DIRECTOR’S REPORT (a copy of the Director’s Report is annexed to these Minutes)

Mr. McKenna reported that:

ELEVATOR MODERNIZATION PROJECT –Mr. McKenna reported that BBS Architects is in the process of contacting NYSED Office of Facilities Planning to determine the status of the project.

\$60K STATE AND MUNICIPALITIES (SAM) GRANT - Additional information requested by the DASNY Counsel regarding the building has been submitted. We are still waiting for the final State approval for this grant. Mr. McKenna will continue to keep the Board of Trustees informed as more information becomes available.

CONSTRUCTION GRANT FOR ROOF PROJECT - On April 4th, the final report for the Roof Renovation Project has been approved by the Division of Library Development. As of today, we are waiting for the remaining 10% payment (\$10,800.00) of the grant for the Roof Project.

FIRE ALARM SYSTEM UPGRADE – The upgrade of the Fire Alarm System by Johnson Controls started April 17th. This project will take approximately two and a half weeks to complete and there will be minimal to no disruption to the library operations.

ADMINISTRATION OFFICE/TOP-LEVEL RENOVATION PROJECT – This is a project that was approved by the State of Education Department (SED) back in 2021. Since we have already made payment associated to this project during FY 2020/2021, technically we have started the project. Associated payments included the asbestos inspection and professional fees to BBS Architects. Mr. McKenna confirmed that no modification of the plans can be made since it is approved by SED.

DEFECTIVE CONDENSER – A service call was made to Lane Associates regarding no cold air coming out from one of the HVAC unit. As a result, the technician found a defective condenser fan motor and associated parts need to be replaced.

97 **2023 ENTERTAINMENT FOR A SUMMER EVENING (EFASE)** – Letters inviting
98 community group co-sponsorship are ready for Mr. Scaparro to sign and send out. A
99 confirmation was made on requesting sponsorship of \$400 from five community groups (Seaford
100 Wellness Council, Seaford Chamber of Commerce, Seaford Lions Club, Knights of Columbus
101 and Edward Jones) and a \$2,000 commercial sponsorship from the Bethpage Federal Credit
102 Union to offset some of the costs of the program. All concerts will be held in the Town of
103 Hempstead lot adjacent to the library and the Outdoor Movie will be held in the library private
104 lot.

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106 **TRUSTEE ITEM** – None

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108 **CORRESPONDENCE**

109 Letter from Town of Hempstead Department of Buildings
110 Re: Town of Hempstead is not exercising jurisdiction over the Elevator Project

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112 **PERSONNEL**

113 The following personnel change was approved by the Board:
114 Appointment: June Messina, PT Clerk, eff. 4/17/2023
115 Resignation: Stacy Fowler, FT Clerk Typist, eff. 5/4/2023

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117 **OLD BUSINESS**

118 **POLICIES: DEFENSE AND INDEMNIFICATION POLICY**
119 **WORKER’S COMPENSATION POLICY**
120 **PROHIBITING SEXUAL HARASSMENT POLICY**
121 **MUSEUM PASS POLICY**
122 **HEALTH CARE DECLINATION FOR ACTIVE FT EMPLOYEES**
123 **UNCASHED CHECKS POLICY**
124 **TRUSTEES EDUCATION POLICY**

125 After a discussion, the Board unanimously approved all seven policies, effective April 17th.
126 Copy of these policies is annexed to the Library Policies Binder.

127 **MEMORANDUM OF UNDERSTANDING (MOU) – FRIENDS GROUP** - Discussion will
128 be tabled to the next Board of Trustees Meeting.

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130 **NLS AND OTHER ORGANIZATIONS** - None

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132 **NEW BUSINESS**

133 **POSTAGE FOR BULK MAIL** – Starting January 2023, the monthly postage rate for the
134 Newsletter was up from \$650 to \$865 and this increase was not included in the Proposed Budget
135 for FY 23/24. After a discussion, the Board suggested Mr. McKenna to make a proposal for a
136 budget line transfer due to this increase at the July 10th meeting.

137 **TEEN AREA FURNITURE** – Discussion will be tabled to the next Board of Trustees Meeting.

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139 **PUBLIC RELATIONS/MEDIA COVERAGE**

140 Articles on “A Lynbrook Man’s Stellar Idea”, “Seaford Chamber of Commerce – St.
141 Patrick’s Day Parade”, “Feeling Lost? Books are our GPS in the World”, “Book Ban Attempts
142 Skyrocket”, “Pros and Cons of Banning Books”, “Board Wants Legal Help to Fire Director”,
143 “Confronting Library Skeletons” and “Seaford Public Library’s Telescope Program is Stellar”
144 were distributed to the Board of Trustees.

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146 **PUBLIC COMMENT** - None

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148 **ADJOURNMENT**

149 Via a motion made by Mr. Ruffner and seconded by Mrs. DiPietro, which unanimously
150 passed, the meeting was adjourned at 8:10pm.

151 The next meeting of the Board of Library Trustees was scheduled for Monday, May 8, 2023 at
152 7:00 p.m.

153

154 Respectfully submitted by

155 Amy Law

**SEAFORD PUBLIC LIBRARY
OF
UNION FREE SCHOOL DISTRICT NO. 6, TOWN OF HEMPSTEAD, NASSAU COUNTY, NEW YORK
SEAFORD , NEW YORK**

WARRANT NO. CIA# 10 - 2022/2023

DATE: May 8, 2023

TO: Catherine DiPietro and Peter Ruffner

YOU ARE HEREBY DIRECTED TO MAKE PAYMENT OF INVOICES AS LISTED BELOW

ITEM	CK#	VENDOR	PAYMENT AND INVOICE NO.	DATE	AMTS	TOTAL
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TD BANK - Capital Improvement Fund Account

1	160	Volz & Vigliotta, PLLC	Professional Fees - Elevator Project	4/11/23		141.00
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TOTAL	141.00
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Seaford Public Library

2234 Jackson Avenue
 Seaford, NY 11783

CHECK REGISTER REPORT

From: 04/21/23 To: 05/08/23

* Not Posted

Bank Account	Check Number	Code	Name	Tran. Number	Tran. Reference	Check Date	Check Amount	Tran. Status	Tran. Source
112-011	00007728	HEALTH	NYS Employees' Health Ins. Pending	0000022651		04/27/23	22288.92	O	CH
112-011	00007729	AFLAC	Aflac	0000022652		04/27/23	64.20	O	CH
112-011	00007730	CONBOY	Anne B. Conboy	0000022653		04/27/23	214.40	O	CH
112-011	00007731	GRIFFIN	Marilyn Griffin	0000022654		04/27/23	329.70	O	CH
112-011	00007732	PHELAN	Marylu Phelan	0000022655		04/27/23	164.90	O	CH
112-011	00007733	SCHAAF	Cynthia Schaaf	0000022656		04/27/23	164.90	O	CH
112-011	00007734	LEROSE	Maria LeRose	0000022657		04/27/23	164.90	O	CH
112-011	00007735	GRIFFINB	Brian Griffin	0000022658		04/27/23	329.70	O	CH
112-011	00007736	METLIFE	Metlife	0000022660		05/01/23	639.43	O	CH
112-011	00007737	VERIZON	Verizon	0000022661		05/01/23	595.20	O	CH
112-011	00007738	PSEGLI	PSEGLI	0000022662		05/01/23	3057.28	O	CH
112-011	00007739	CHASEF	Chase Card Services	0000022663		05/01/23	4568.43	O	CH
112-011	00007740	DELL	Dell Marketing L.P.	0000022668		05/08/23	10095.89	O	CH
112-011	00007741	KANOPY	Kanopy, Inc.	0000022669		05/08/23	151.00	O	CH
112-011	00007742	KAPCO	Kapco	0000022670		05/08/23	263.18	O	CH
112-011	00007743	POST	Seaford Post Office	0000022671		05/08/23	865.00	O	CH
112-011	00007744	MEIRS	Eric Meirs	0000022672		05/08/23	200.00	O	CH
112-011	00007745	JOSEPHP	Paul Joseph	0000022673		05/08/23	600.00	O	CH
112-011	00007746	LEVINE	Paul Levine	0000022674		05/08/23	200.00	O	CH
112-011	00007747	SCOTT	Robert Scott	0000022675		05/08/23	445.00	O	CH
112-011	00007748	LESWOLFF	Les Wolff Sports LLC	0000022676		05/08/23	400.00	O	CH
112-011	00007749	RYUSHU	Ryu Shu Kan	0000022677		05/08/23	450.00	O	CH
112-011	00007750	PRINTPLUS	Printing Plus	0000022678		05/08/23	2650.00	O	CH
112-011	00007751	RENAISSANC	Renaissance Web Solutions	0000022679		05/08/23	99.95	O	CH
112-011	00007752	GREATAM	GreatAmerica Financial Svcs.	0000022680		05/08/23	306.31	O	CH
112-011	00007753	OPTIMUM	Optimum	0000022681		05/08/23	49.95	O	CH
112-011	00007754	TMOBILE	T-Mobile	0000022682		05/08/23	60.20	O	CH
112-011	00007755	MITEL	Mitel Cloud Services, Inc.	0000022683		05/08/23	649.21	O	CH
112-011	00007756	ACE	Costello's Hardware	0000022684		05/08/23	205.47	O	CH
112-011	00007757	LANE	Lane Associates	0000022685		05/08/23	2560.00	O	CH
112-011	00007758	LEWISCLEAN	Lewis Carpet & Office Cleaning Inc.	0000022686		05/08/23	535.00	O	CH
112-011	00007759	RAINBOW	Rainbow Maintenance & Cleaning Corp	0000022687		05/08/23	1365.00	O	CH
112-011	00007760	UNIVERSE	Universe	0000022688		05/08/23	1100.00	O	CH
112-011	00007761	ELEVATOR	TK Elevator Corp.	0000022689		05/08/23	897.75	O	CH
112-011	00007762	OVERDRIVE	OverDrive, Inc.	0000022690		05/08/23	690.34	O	CH
112-011	00007763	LORDS	Lords Environmental Services, Inc.	0000022691		05/08/23	75.00	O	CH
112-011	00007764	MIDWEST	MidWest Tape	0000022692		05/08/23	182.76	O	CH
112-011	00007765	AMAZON	Amazon Capital Services	0000022693		05/08/23	578.36	O	CH
112-011	00007766	B & T	Baker & Taylor Books	0000022694		05/08/23	6855.33	O	CH
112-011	00007767	ALIS	ILS Services Operating Fund	0000022695		05/08/23	625.00	O	CH

Total number of register entries: 40

Total amount: 65737.66

SEAFORD PUBLIC LIBRARY - MONTHLY STATISTICS SUMMARY

MONTH OF APRIL 2023

CIRCULATION OF MATERIALS

	<u>2022</u>	<u>2023</u>	<u>DIFFERENCE</u>
ADULT - Fiction Books	1015	1231	216
Non-fiction Books	234	371	137
Periodicals	46	48	2
Sound Recording	41	59	18
DVDs & Blu-Ray	384	376	-8
Roku	3	4	1
Playaways	3	8	5
OverDrive	2046	2265	219
LILINK & ILL	4	15	11
Video Games	20	42	22
Telescope	3	2	-1
Library of Things	N/A	2	8
Museum Pass:	42	53	11
<i>Long Island Children's Museum</i>	15	18	3
<i>Intrepid Museum</i>	1	4	3
<i>Old Westbury Gardens</i>	10	9	-1
<i>Vanderbilt Museum</i>	2	7	5
<i>Firefighter's Museum</i>	4	6	2
<i>Cradle of Aviation</i>	5	5	0
<i>Nassau County Museum of Art</i>	2	1	-1
<i>Empire Pass</i>	1	2	1
<i>Fire Island Lighthouse</i>	N/A	1	1
<i>Harbes Barnyard Adventure</i>	N/A	CLOSED	0
<i>LT Michael P. Murphy Navy SEAL</i>	N/A	0	0
TEEN - Fiction Books	42	79	37
Non-Fiction Books	1	6	5
Graphic Novels	86	205	119
JUVENILE - Fiction Books	1220	1320	100
Non-fiction Books	329	497	168
Sound Recording	3	4	1
DVDs	32	28	-4
INTERLIBRARY LOANS -	982	1326	344
Item Loaned	635	913	278
Item Received	347	413	66
TOTAL	6,536	7,941	1,405

CUMULATIVE TOTAL (July to Apr 23)

70,942

81,283

10,341

SEAFORD PUBLIC LIBRARY - MONTHLY STATISTICS SUMMARY

MONTH OF APRIL 2023

LIBRARY SERVICES

	<u>2022</u>	<u>2023</u>	<u>DIFFERENCE</u>
COMPUTER USE			
Reference Room	123	218	95
J Room	N/A	N/A	0
TICKET SOLD - L.I. Aquarium	34	31	-3
WEBSITE (Calculate by USERS as of 5/2022)	5057	2000	-3057
REFERENCE QUESTIONS	660	1120	460
RESERVE REQUESTS	635	913	278
NOTARY SERVICE	34	N/A	
FAX TRANSMISSIONS	27	32	5
LIBRARY VISITS (10/13/22 -New Wall Counter)	4300	7618	3318
GRAB & GO and CHECK OUTS (Adult & J)	696	N/A	
CUMULATIVE TOTAL	11,568	11,932	364
CUMULATIVE TOTAL (July to Apr 23)	151,696	137,136	(14,560)

BOOK COLLECTIONS

	<u>LAST MONTH</u>	<u>ADDED</u>	<u>WITHDRAWN</u>	<u>TOTAL</u>
Adult	34508	143	166	34485
Teen	5388	35	2	5421
Juvenile	26867	66	55	26878
TOTAL BOOKS	66763	244	223	66784
CDs & Books On CD (Adult & Juvenile)	4346	11	84	4273
DVDs & Blu-Ray (Adult & Juvenile)	7759	26	2	7783
Roku	3	0	0	3
Video Games	201	0	0	201
Playaways	852	0	0	852
TOTAL BOOKS & MATERIALS				80,673

SEAFORD PUBLIC LIBRARY - MONTHLY STATISTICS SUMMARY

MONTH OF APRIL 2023

DISPLAYS

LOBBY - Wild Life Photography by Lisa Fiebert

BOOK DISPLAY -

by Reference: National Poetry Month - Poetry Books

by Fiction Section: "Spring into Reading" Yellow Colored Fiction Books

TABLE BOOK DISPLAY - Spring Display/National Library Week

ART EXHIBIT - Dog Paintings by Paul Scaturro

VIRTUAL AND IN-PERSON PROGRAMS

ADULT -	Virtual:	Lecture: Gene Kelly Singing and Dancing in the Rain	21
		Lecture: A New York Experience	51
		Lecture: Shelf Indulgence (National Library Week)	19
	In-Person:	Mediterranean Cooking	30
		Titanic Tea	28
		Introduction to Canva	12
		Movie: 80 for Brady	32
		Coin Seminar	16
		Spring Planter	20
		Social Security Seminar	12
		AARP Mature Driving	30
		Bk Discussion - "A Speck in the Sea" by J. Aldridge & A. Sosinski	18
	Director's Book Discussion	"John Adams" by David McCullough	7
		Bus Trip: NY Botanical Garden & Arthur Avenue	26
TEEN -	In-Person:	Seaford T.A.G. Meeting	5
		Springtime Flowers (Limit of 15)	5
		Dungeons & Dragons (Limit of 6)	4
CHILDREN -	In-Person:	Spring Crafts (2 Sessions)	123
		Mother Goose	49
		Seaford Harbor Kindergarten Visit	98
		Reading to Dogs (3 Sessions)	48
		Open Play (3 Sessions)	172
		Spring Break Bingo	26
		Movie: The Bad Guys	10
		Family Game Day	51
		Stuff Animal Sleepover (Drop-Off)	25
		Nighttime Storytime	13
		United Methodist School Visit	57
	Activities:	National Library Week (April 23rd to April 29th)	
		Indoor Library Scavenger Hunt	64
		Library Selfie Contest	50
		Guessing Game	4
LIBRARY HOURS		"Browse, Grab & Go" Lending Service	
		Monday, Tuesday and Thursday - 10 - 9pm	
		Wednesday - 1 - 9pm	
		Friday - 10 - 6pm	
		Saturday - 10 - 5pm	

COMMUNITY BASED PROGRAMS - None