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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 **January 10, 2022**
7

8
9 Present: Peter J. Ruffner, President
10 Dr. Mary L. Westermann, Vice-President
11 Margaret D. Grub, Secretary
12 Catherine DiPietro, Financial Secretary
13 John Scaparro, Asst. Financial Secretary
14 Frank McKenna, Director
15 Amy Law, Treasurer
16

17 Staff: Catherine Cincotta, Kristina Fuessler, Jacqueline Lopez, Jillian Pelliccia, Ida
18 Zaharopoulos
19

20
21 **[PLEASE NOTE THIS MEETING WAS CONDUCTED VIRTUALLY**
22 **USING GOTOMEETING ON-LINE CONFERENCING SOFTWARE]**
23

24
25 **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

26 Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at
27 7:02pm.
28

29 **APPROVAL OF MINUTES**

30 On the motion made by Mrs. Grub, seconded by Dr. Westermann, the minutes of the
31 meeting for December 15, 2021 was unanimously approved.
32

33 **APPROVAL OF THE WARRANTS**

34 The following warrants were approved on the motion made by Mr. Scaparro seconded by
35 Mrs. DiPietro which unanimously passed:

36 General Fund Account:

37 # 36 - December 21, 2021 - \$67,824.49
38 # 37 - January 6, 2022 - \$42,364.17
39 # 38 - January 10, 2022 - \$17,306.83
40 # 39 - January 10, 2022 - \$ 9,634.54
41 # 40 - January 10, 2022 - \$ 614.81
42 # 41 - January 10, 2022 - \$ 4,764.65
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45
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48 A discussion was made regarding the \$1,500 annual professional fees paid to Omni
49 Compliance Service for 403(b) tax deferred retirement savings plan. As of now, the library has
50 only one employee participating in this plan. Mr. Ruffner asked Mr. McKenna to find out if the
51 rate is negotiable and report back at the next meeting. Mr. Ruffner also talked about the
52 necessity of continuing to pay a monthly lease for the folding machine since we do not use that
53 machine anymore. Mr. McKenna responded that the lease will be expired in a few months.

54 55 **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

56 The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Ruffner
57 commented that with the six months period in this Library's fiscal year, the monthly income
58 schedule has an overall 51% which was slightly ahead of schedule. As for the operating
59 schedule, it has an overall 44% which was slightly under the budget compared to the calendar
60 benchmark level of 50%.

61 A comment was made to closely monitor the budget lines for "Equipment", "Children's
62 Books" and "Teen Programs" since they well exceeded the calendar landmark.

63 64 **LIBRARY USAGE**

65 Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of
66 library materials for the month of December 2021.

- 67 a. **INTERLIBRARY LOANS** – Dr. Westermann talked about the ratio of the items loaned
68 out were higher than items received which were a good sign.
- 69 b. **LONG ISLAND CHILDREN'S MUSEUM** – To follow up on whether the library will
70 offer one pass for the Long Island Children's Museum instead of two passes, Mr.
71 McKenna agreed to discuss with Eric Wasserman and will report at the next meeting.
- 72 c. **BRONX ZOO** –Mr. McKenna agreed to follow up with Eric Wasserman regarding
73 purchasing a pass for the Bronx Zoo.
- 74 d. **INTREPID MUSEUM** – A discussion was also made on the possibility of getting a pass
75 for 4 visitors instead of currently 6 visitors for the Intrepid Museum pass if that was
76 possible. Mr. McKenna agreed to review this matter and more discussion will follow.

77 78 **TREASURER'S REPORT**

79 The Treasurer's Report for the month of December 2021 were unanimously approved on
80 the motion by Dr. Westermann, seconded by Mrs. DiPietro.

81 **SERVICE CHARGE FOR A STOP PAYMENT CHECK** – Amy Law reported that the
82 service charge of \$30 for a stop payment check from the Capital Improvement Account will be
83 refunded by TD Bank.

84 **OUTSTANDING CHECK** – The outstanding check# 144, in the amount of \$178,584.13 to
85 More Consulting Corp. for the 1st payment of the Roof Replacement Project finally cleared on
86 January 5th.

87 88 **DIRECTOR'S REPORT**

89 Mr. McKenna reported that:

90 **COVID-19 PANDEMIC UPDATES** – Several staff members have tested positive for COVID-
91 19. Mr. McKenna is still waiting for quotes for disinfecting the library. He also reported that
92 Self-Test kits have been ordered through Nassau County to be distributed to all staff, trustees and
93 tenants. Due to the COVID-19 and Omicron Variant surge and for the safety of staff and the
94 public, the following changes have been made:

- 95 a. All programs will be virtual for the month of January
- 96 b. Full time staff will be working on a half in-person and half remote basis

- 97 c. Public computer usage will be limited to ½ hour
- 98 d. Sitting and reading will be limited to ½ hour
- 99 e. No tutoring
- 100 f. No Notary Services
- 101 g. KN95 masks were distributed to all staff
- 102 h. Change of hours – details under “New Business”

103 Mr. Ruffner suggested all these changes should be in place until the next meeting on
104 February 14th. He also reminded to post all these changes in the library and website, making
105 sure that the public will be fully aware of all the rules. Mr. McKenna agreed.

106 **VIRTUAL BOARD MEETINGS** – There was a discussion on any updates with Governor
107 Kathy Hochul extending virtual access to public meetings under New York State's Open
108 Meetings Law, which allows New Yorkers to virtually participate in local government meetings
109 during the COVID-19 pandemic. Mr. McKenna responded that the original deadline is January
110 15, 2022, and he will continue to keep the Board of Trustees informed as more information
111 becomes available. Mr. McKenna also talked about the licensing for GoToMeeting through NLS
112 will be expired February 2022. If we need to keep the Board meeting virtual after that, we can
113 use the Zoom platform since the library has bought (5) five licenses according to Mrs.
114 Zaharopoulos.

115 **BBS ARCHITECTS MEETING** – A virtual meeting with BBS Architects was scheduled on
116 January 6th. Topics discussed as follows:

- 117 a. A safety railing on the west side of the roof.
- 118 b. Elevator Renovation project for the next State Construction Aid cycle
- 119 c. Installation of additional Carbon Monoxide detectors throughout the building
- 120 d. Other long-range projects to be considered.

121 **ROOF PROJECT** – More Consulting came and spackled the roof hatch area on January 4th.
122 They are also scheduled to come to finish up the spackling and painting on January 11th. Mr.
123 McKenna also reported that he will file the Form FS-10 for the NY State Construction Aid
124 within the next two weeks.

125 **PSEG CLAIM** – An addendum claim for a prorated loss of salary for the October 14th library
126 closure was filed and it will take 6 to 8 weeks to process. Mr. McKenna will continue to keep
127 the Board of Trustees informed as more information becomes available.

128 **ELIMINATION OF LATE FINES** – Mr. McKenna reported that he attended the MLD Ad
129 Hoc Committee Fines and Fees Committee meeting on December 21st. A follow up meeting will
130 be scheduled shortly to discuss recommendations. Mr. McKenna will continue to keep the Board
131 of Trustees informed as more information becomes available.

132 **KANTOLA SEXUAL HARASSEMENT TRAINING** – All staff members have been trained
133 regarding this year’s Sexual Harassment Training workshop requirement.

134 **HOLIDAY DISPLAYS** – The Holiday Obstacle Course designed by Children’s Librarian Mrs.
135 Boglioli was featured in School Library Journal, a national publication.

136 **DIGITIZATION PROJECT** – Librarian Jillian Pelliccia has completed digitizing the first
137 volume of historical photographs and newspaper clippings (1956 – 1961) and is working on the
138 second volume (1960s).

139 **CONDUCTING LIBRARY’S BUDGET/TRUSTEE VOTE WITH SCHOOL DISTRICT**
140 **ELECTION** – Mr. McKenna reported that he has notified the Seaford School District regarding
141 conducting the Library’s Budget/Trustee vote along with the School District on May 17, 2022.
142 Mr. Ruffner asked if the school has any deadline for the library to submit the final budget total.
143 Mr. McKenna will contact the school district to confirm the date. Mr. Ruffner also reminded Mr.
144 McKenna to contact the library attorney regarding the exact wording for the voter proposition
145 language to avoid any potential confusion for requesting tax levy from the School District.

146 **TRUSTEE ITEM**

147 An update Board of Trustees Meeting Schedule for Year 2022 were distributed to the
148 Board of Trustees.

149

150 **CORRESPONDENCE** - None

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152 **PERSONNEL** – None

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154 **OLD BUSINESS**

155 **PROPOSED OPERATING BUDGET FOR FY 2022/2023** - The revised proposed Operating
156 Budget and the Personnel Budget for fiscal year 2022/2023 was discussed. Mr. McKenna will
157 present a final budget for Trustees approval at the February 14th meeting.

158 **NEW LIBRARY HOURS** – Due to the COVID-19 surge and for the safety of library
159 employees and the public, on the motion made by Mr. Scaparro, seconded by Mrs. DiPietro, the
160 Board unanimously agreed to close the library at 6pm on Mondays, Tuesdays, Wednesdays and
161 Thursdays until February 28th.

162

163 **NLS AND OTHER ORGANIZATIONS**

164 Information regarding the NLS Annual Meeting 2021 and 2022 Schedule for Member
165 Library Directors & Trustee Attendance at NLS Board Meetings were distributed to the Board of
166 Trustees review.

167

168 **NEW BUSINESS**

169 **ROOF SAFETY RAILING** – At the Zoom meeting with BBS Architects on January 6th, they
170 suggested installing a Safety Railing on the west side of the roof. A discussion was made on the
171 cost of the job and possibility of pursuing its financing through the SAM Grant. Mr. McKenna
172 agreed getting more details from BBS Architects regarding this issue.

173 **RENAISSANCE WEB SOLUTIONS** – The proposal submitted by Renaissance Web Solutions
174 for designing the library website was discussed. A total cost is estimated to be \$5,995 which
175 include the Website Planning, Design and Development. There will be a monthly cost of \$29.95
176 for the SSL certificate and 30 days of website backups. Mr. McKenna also reported that this
177 project will be done remotely and hoped to be finished in 90 days. All trustees are invited to
178 participate in this project. As for funding of this project, on the motion made by Mrs. Grub,
179 seconded by Mrs. DiPietro, the Board unanimously approved for budget line transfers of \$500
180 from the “Professional Improvement – Director” and \$5,500 from the “Professional
181 Improvement – Staff” lines, a total of \$6,000 will be transferred to budget line “Professional
182 Fees – Webmaster” to fund this project.

183

184 **PUBLIC RELATIONS/MEDIA COVERAGE** - None

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186 **EXECUTIVE SESSION**

187 On the Motion made by Dr. Westermann seconded by Mr. DiPietro the Board entered
188 into Executive Session at 8:50pm to discuss personnel budget.

189 The Board reconvened in open session at 9:00pm on the motion made by Mrs. Grub,
190 seconded by Mr. DiPietro.

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195 **ADJOURNMENT**

196 Via a motion made by Mr. DiPietro and seconded by Mrs. Grub, which unanimously
197 passed, the meeting was adjourned at 9:01pm.

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199 The next regular meeting of the Board of Library Trustees is scheduled for Monday, February
200 14, 2022 at 7:00 p.m.

201
202 Respectfully submitted by
203 Amy Law