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

4
5 **MEETING OF THE BOARD OF LIBRARY TRUSTEES**

6
7 **June 13, 2022**
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9

10 Present: Peter J. Ruffner, President
11 Dr. Mary L. Westermann, Vice-President
12 Margaret D. Grub, Secretary
13 Catherine DiPietro, Financial Secretary
14 John Scaparro, Asst. Financial Secretary (Virtual)
15 Frank McKenna, Director
16 Amy Law, Treasurer
17

18 Staff: Catherine Cincotta, Jacqueline Lopez, Ida Zaharopoulos
19
20

21 **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

22 Peter J. Ruffner, President, called the meeting of the Board of Library Trustees to order at
23 7:02pm.
24

25 **BUDGET AND TRUSTEE VOTE FOR FY 2022/2023**

26 The vote was conducted with the Seaford School District on May 17, 2022. The budget
27 passed with 1,395 yes and 450 no. John M. Scaparro was re-elected with 1,406 votes for a five-
28 year term beginning on July 1, 2022. A copy of an updated Budget Vote Summary was
29 distributed to the Board of Trustees.
30

31 **APPROVAL OF MINUTES**

32 On the motion made by Mrs. Grub, seconded by Dr. Westermann the minutes of the
33 meeting for May 9th was unanimously approved.

34 **VIDEOCONFERENCING – OPEN MEETINGS LAW** – At the last meeting, the Board
35 agreed to discontinue video conferencing after June 9th. However, Governor Hochul has signed
36 legislation which extended the Open Meetings Law to require videoconferencing by public
37 bodies while the COVID pandemic emergency is still in effect by the Governor’s order. As a
38 result, the Board will comply with this law.
39

40 **APPROVAL OF THE WARRANTS**

41 The following warrants were approved on the motion made by Mrs. DiPietro seconded by
42 Dr. Westermann which unanimously passed:

43 General Fund Account:

44 # 71 - May 12, 2022 - \$ 41,497.73
45 # 72 - May 23, 2022 - \$ 4,453.76
46 # 73 - May 26, 2022 - \$ 67,967.74
47 # 74 - June 9, 2022 - \$ 41,012.96
48 # 75 - June 13, 2022 - \$ 21,208.20

49 # 76 - June 13, 2022 - \$ 12,665.26
50 # 77 - June 13, 2022 - \$ 5,499.68
51 # 78 - June 13, 2022 - \$ 4,166.26
52 # 79 - June 13, 2022 - \$ 1,773.49

53
54 **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

55 Mr. Ruffner commented that with the eleven months period in this Library’s fiscal year,
56 the monthly income schedule has an overall 92% which was right on schedule. As for the
57 operating schedule, it has an overall 86% which was slightly under the budget compared to the
58 calendar benchmark level of 92%.

59
60 **LIBRARY USAGE**

61 Mrs. DiPietro discussed the data sheet displaying increases and decreases in the use of
62 library materials for the month of May 2022. A copy of the Children’s Summer Reading Event
63 Calendar was distributed to the Board for their review.

64
65 **TREASURER’S REPORT**

66 The Treasurer’s Report for the month of May 2022 was unanimously approved on the
67 motion by Mrs. DiPietro, seconded by Mrs. Grub.

68 **INTEREST RATE** – As of April 2022, the interest rate for all Money Market Accounts at TD
69 Bank was up from 0.08% to 0.10%.

70 **2022 ENTERTAINMENT FOR A SUMMER EVENING (EFASE)** – We have finally received
71 checks for sponsorship from all the community and business groups and from Bethpage Federal
72 Credit Union as our corporate sponsor. An updated summary chart of the 2022 EFASE was also
73 distributed to the Board to review.

74
75 **DIRECTOR’S REPORT**

76 Mr. McKenna reported that:

77 **NEW MUSEUM PASSES** – There was a discussion on adding two new museum passes for the
78 library. On the motion made by Dr. Westermann, seconded by Mrs. Grub, the Board
79 unanimously approved the purchase of the museum passes for “Fire Island Lighthouse” and
80 “Harbes Barnyard Adventures”. Mr. Ruffner suggested publicizing these new passes in our
81 monthly newsletter.

82 **COVID-19 PANDEMIC UPDATES** – As of Tuesday, May 31st, the library has resumed the
83 hours back to its pre-COVID schedule closing at 9:00pm Monday through Thursday. Mr.
84 McKenna also reported that two staff members have recently tested positive for COVID. Self-
85 test kits have been donated by Assemblyman David McDonough’s office and were distributed to
86 the public.

87 **ROOF REPLACEMENT PROJECT** – NYS is reviewing member library 2022 Construction
88 Aid applications now. And once the review is completed, the application will be forwarded to
89 DASNY for further review.

90 a. **NOTICE FROM DEPARTMENT OF LABOR** – We have received a notice from the
91 NYS Department of Labor regarding withholding payment for More Consulting Corp.
92 Mr. McKenna reported that according to the library attorney, we will withhold the
93 payment of \$13,250 for the safety railing from More Consulting Corp. until we are
94 authorized to pay them. Mr. Ruffner asked Mr. McKenna to contact More Consulting
95 Corp. regarding this notice so they will know why we are holding their payment.

96

97 b. FOIL REQUEST FROM REISMAN PERIEZ REISMAN & CAPOBIANCO LLP – We
98 have received a FOIL request regarding documents submitted by More Consulting Corp.
99 involving the Roof Project. Mr. McKenna reported that we will comply and will send out
100 all the required documents as requested in consultation with the Library’s attorneys.

101 **\$60K SAM GRANT** – Mr. McKenna reported that a conference with BBS Architects will be
102 scheduled this week to discuss a variety of projects that could be funded through the SAM Grant.

103 **ELEVATOR MODERNIZATION PROJECT** - Mr. McKenna reported that the online
104 application portal was opened on June 8th. He also attended the June 13th information session on
105 the application process. The “Intent to Apply” was also filled out on May 18th. We are still
106 waiting for a proposal and an updated timeline of this project from BBS Architects. This project
107 will also be discussed through a conference call with BBS this week. On June 1st, TK Elevator
108 came and pumped out 206 gallons of water from beneath the elevator as a courtesy at no cost to
109 the Library.

110 **NEW LIGHTING RECONFIGURATION** – Keith Kluge of Mag-LED, Inc. would be willing
111 to meet with the Capital Improvement Committee to discuss this project.

112 **CARBON MONOXIDE DETECTORS** – As a reminder, Mr. Ruffner commented that this
113 project is on a temporary abeyance until the entire building’s electrical system is reviewed.

114 **SPRINKLER SYSTEM** – On May 10th Modern Sprinkler came and unclogged an existing
115 inspector’s text connection on the existing Dry System.

116 **BACKFLOW PREVENTION ASSEMBLY TEST** – On May 19th, a NYS Certified Backflow
117 Prevention Device Tester came to certify that the backflow prevention device is operating
118 properly in the building.

119 **UPDATING ELECTRICAL WORK IN BUILDING** – We are still waiting for a proposal
120 from BBS Architects regarding the electrical power of the building, including the outside lights.
121 Mr. McKenna agreed to call Ken Schupner from BBS to clarify all these items with him. A
122 meeting will be scheduled early next week for a more extensive discussion on all these projects
123 with the Capital Improvement Committee.

124 **ELECTRONIC MONITORING LAW** – The Civil Rights Law becomes effective as of May
125 7th, and is known as the Electronic Monitoring Law. Under this NY Civil Rights Law “Any and
126 all telephone conversations or transmissions, electronic mail or transmissions, or internet access
127 or usage by any employee by any electronic device or system may be subject to monitoring at
128 any and all time and by any lawful means”. Mr. McKenna reported that he has discussed this
129 law with all employees and a notice has already be posted as required.

130 **ACCIDENT/INCIDENT REPORT** –

131 a. A discussion was held regarding the Workers’ Compensation claim by employee,
132 Andrew Taylor who got hurt in the library while moving books for the Book and Bake
133 Sale on May 4th.

134 b. An incident regarding a bike was stolen on June 4th near the bike rack of the library. It
135 was also caught on our security cameras. A follow up was made with the 7th precinct, we
136 will also submit the tape recording to the police.

137 **INSURANCE BROKERS** – On May 19th, Anna Olmedo and Jay DiPalma (new account rep)
138 from Hometown Insurance came and visited the library. Topics discussed included the
139 Workers’ Compensation claim and a review of our insurance policy is needed. Mr. Scaparro
140 also suggested a follow up discussion regarding the Ransomware and Cyber Security Insurance
141 Policy and to confirm if the library will need additional umbrella insurance for the elevator
142 project. Mr. McKenna agreed.

143

144

145 **RESERVE FUND FOR RANSOMWARE** – A question was raised at the last meeting
146 regarding if the library should establish a “reserve” fund for a ransomware demand and/or for the
147 cost of restoring our computer system after a cyber-attack. The Library’s auditor, David Tellier
148 of Nawrocki Smith, stated that he has not seen a school or library district which has done this.
149 The Auditor further responded that this will not be considered as a reserve fund since it is not an
150 allowable reserve under state law, so it would have to be a Board assignment of funds instead.

151 **NYS MINIMUM STANDARDS: STANDARD #2: LONG RANGE PLAN** – Mr. McKenna
152 reported that he has contacted Nicole Scherer, NLS Assistant Director about working on the new
153 Strategic Plan for 2023-2025. It is confirmed that they will start the discussion early next year.

154 **LIBRARY SURVEYS** - A few samples of other library surveys were distributed to the Board to
155 review. After a discussion, it was agreed to delay this project until later in year 2023/2024.

156 **PAINTING OF BOOK DROP** – There was no update on this topic. Mr. McKenna will get
157 quotes for the Trustees consideration at the July meeting.

158
159 **TRUSTEE ITEM**
160 **SUB-COMMITTEE FOR PROFESSIONAL EVALUATION OF THE DIRECTOR** – After
161 a discussion, a formal report will be presented at the September meeting.

162 **ANNOUNCEMENT FROM TRUSTEE PETER J. RUFFNER** – Mr. Ruffner announced that
163 after 28 years on the Library Board of Trustees (17 years a Board President), he has decided not
164 to seek re-election when his term expires June 30, 2023.

165
166 **CORRESPONDENCE** - None

167
168 **PERSONNEL**
169 The following personnel change was approved by the Board:

170 Resignation: Andrew Taylor, PT Librarian Trainee, eff. 6/2/2022

171
172 **OLD BUSINESS**
173 **“DAWN TO DUSK” OUTSIDE LIGHTING** - Mr. McKenna reported that he has been in
174 contact the account representative at PSEGLI several times regarding the outside light. The last
175 invoice for this outside light was billed through April 26th, and this will be the last bill since the
176 “Dawn to Dusk” light was removed by PSEGLI.

177 **RESOLUTION – ELEVATOR** – After a discussion, on the motion made by Dr. Westermann,
178 seconded by Mrs. Grub, which unanimously approved the SEQRA Resolution for the Elevator
179 Renovation Project.

180
181 **NLS AND OTHER ORGANIZATIONS**
182 The NLS Board of Trustees minutes of the April 25th were distributed to the Board of
183 Trustees for review.

184
185 **NEW BUSINESS**
186 **LEGAL RETAINER** – After a discussion, on the motion made by Mrs. DiPietro, seconded by
187 Mrs. Grub, the Board unanimously approved the General and Labor Counsel Agreement with
188 Volz & Vigliotta, PLLC for the period of July 1, 2022 to June 30, 2023 for an annual retainer of
189 \$5,000.

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191
192

193 **PATRONS AUTHORITY TO VIDEOTAPE ON LIBRARY GROUNDS UNDER THE**
194 **FIRST AMENDMENT** – After a discussion, it was agreed for Mr. McKenna to develop our
195 own “Policy and Protocol on Recording in the Library”, and send it to the Library Attorney for
196 approval. The final version of this policy will be presented at the next meeting for the Board’s
197 consideration.

198 **COLLECTION DEVELOPMENT POLICY** – A discussion was made on reviewing current
199 library policies and adding new policies that were recommended by the library attorney and
200 auditor. The Board agreed to review about five policies at each meeting. At the same time, a
201 copy of the Collection Development and Maintenance Policy from the Quogue Library was also
202 distributed to the Board for review. After a discussion, it was agreed for Mr. McKenna to update
203 and incorporate the policy from Quogue Library into our own. The final version of the policy
204 will be discussed at the next meeting.

205 **LIBRARY OF THINGS LENDING POLICY** – In addition to the Telescope, the library has
206 bought the “Jenga Giant” and “Giant Connect 4 Game Set” to be added in our Lending program.
207 A discussion was also made on the proposed “Library of Things Lending Policy”, including the
208 replacement cost of damaged and missing parts. It was agreed that the complete updated
209 Lending Policy will be presented at the next meeting for the Board approval.

210

211 **PUBLIC RELATIONS/MEDIA COVERAGE**

212 Articles on “New Chapter: Town’s 10 Libraries Expand Their Offerings to Meet Patrons’
213 Changing Tastes”, “Reliving the Island Trees Book Ban”, “Seaford Public Library Budget
214 Approved”, Summer Entertainment at Seaford Library”, Seaford Public Library Budget Vote and
215 Board of Trustee Election Results” were distributed to the Board of Trustees.

216

217 **PUBLIC COMMENT**

218 A question was asked by Head of Children’s, Mrs. Lopez, regarding the exact timing for
219 the start of the Elevator Modernization Project. Librarians need to reserve and schedule
220 programs at least three months ahead so they would like to know whether to book in-person or
221 virtual programs for the Fall. After a discussion, due to all the uncertainty of this project at this
222 time, the Board unanimously agreed not to start the project until January and February 2023. For
223 the Fall, librarians can schedule in-person programs. However, for the months of January and
224 February 2023, all programs will be virtual.

225

226 **ADJOURNMENT**

227 Via a motion made by Mrs. Grub, and seconded by Mrs. DiPietro, which unanimously
228 passed, the meeting was adjourned at 9:00pm.

229

230 The next regular meeting of the Board of Library Trustees is scheduled for Monday, July 11,
231 2022 at 7:00 p.m.

232

233 Respectfully submitted by

234 Amy Law