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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. DiPietro, 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.

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154 Respectfully submitted by

155 Amy Law