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

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5 **UNAPPROVED MINUTES OF THE SEAFORD PUBLIC LIBRARY**  
6 **MEETING OF THE BOARD OF LIBRARY TRUSTEES**

7  
8 **June 16, 2025**

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10 Present: John Scaparro, President  
11 Peter Ruffner, Vice-President  
12 Margaret D. Grub, Secretary  
13 Peter Janiec, Assistant Financial Secretary  
14 Frank McKenna, Director  
15 Ida Zaharopoulos, Assistant Director  
16 Amy Law, Treasurer

17  
18 Absent: Catherine DiPietro, Financial Secretary  
19

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

21 Mr. Scaparro, President, called the meeting of the Board of Library Trustees to order at  
22 7:00pm.  
23

24 **A FORMAL ACCEPTANCE OF THE ABSENCE OF MRS. DIPIETRO FROM FOR THE**  
25 **BOARD MEETING**

26 On the motion made by Mrs. Grub seconded by Mr. Janiec, the Board approved the absence  
27 of Mrs. DiPietro from the June 2025 Board of Trustees meeting.  
28

29 **APPROVAL OF MINUTES**

30 On the motion made by Mr. Ruffner, seconded by Mrs. Grub, the minutes of the meeting  
31 for May 12 were unanimously approved.  
32

33 **APPROVAL OF THE WARRANTS**

34 The following warrants were approved on the motion made by Mrs. Grub and seconded by  
35 Mr. Ruffner, which unanimously passed:

36 General Fund Account:

37 # 71 - May 22, 2025 - 76,448.86  
38 # 72 - June 5, 2025 - 44,218.13  
39 # 73 - June 16, 2025 - 27,381.70  
40 # 74 - June 16, 2025 - 17,290.64  
41 # 75 - June 16, 2025 - 22,779.25  
42 # 76 - June 16, 2025 - 4,814.23  
43

44 **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

45 The Monthly Operating and Income Schedules were reviewed by the Board. Mr. Scaparro  
46 commented that the monthly income schedule has an overall 92%, which was right on schedule.  
47 As for the operating schedule, it has an overall 86% which was slightly under the budget compared  
48 to the calendar benchmark level of 92%.  
49

50 **LIBRARY USAGE**

51 Mr. Scaparro discussed the data sheet displaying library programs and the usage of  
52 museum passes for the month of May 2025.

53  
54 **TREASURER’S REPORT**

55 The Treasurer’s Report for the month of May 2025 was unanimously approved on the  
56 motion made by Mrs. Grub, seconded by Mr. Janiec

57 **INTEREST RATE** – The interest rate for all Money Market Accounts at TD Bank remained the  
58 same at 2.45% for the month of May 2025.

59 **RENEWAL OF CD ACCOUNTS** – An updated chart for all CD Accounts was distributed to  
60 the Board for review.

- 61 a. A new 90-Day CD for the Capital Improvement Account with TD Bank in the amount of  
62 \$435,000.00 was renewed on May 23<sup>rd</sup> with an interest rate of 3.98% and will expire on  
63 August 21<sup>st</sup>.
- 64 b. A new 90-Day CD for the Compensated Absences Account with TD Bank in the amount  
65 of \$150,000.00 was renewed on June 6<sup>th</sup> with an interest rate of 3.92% and will expire on  
66 September 4<sup>th</sup>.
- 67 c. A 91-Day CD for the Capital Improvement Account with TD Bank will be matured on  
68 June 30<sup>th</sup>. After a discussion, on the motion made by Mrs. Grub, seconded by Mr. Janiec  
69 and unanimously agreed, all CD accounts will be renewed to a Three-Month term  
70 through September.

71 **SUMMARY CHART FOR BUDGET VOTE RESULT** – A summary chart for the Budget Vote  
72 result was distributed to the Board of Trustees to review. The vote was conducted with the Seaford  
73 School District on May 20, 2025. The budget passed 820-244 and Catherine DiPietro was re-  
74 elected Trustee with a total of 883 votes. Mr. Scaparro congratulated Mrs. DiPietro on the re-  
75 election and for the passing of the Budget Vote.

76 **PAYMENT FOR UNUSED SICK LEAVE – CATHERINE CINCOTTA** – A summary chart  
77 of “Payment for Unused Sick Leave for Catherine Cincotta” was distributed to the Board to review.  
78 After a discussion, on the motion made by Mr. Ruffner and seconded by Mr. Janiec, it was  
79 unanimously agreed to fund this payment through the “Compensated Absences Account”.

80 **ANNUAL AUDIT FOR FY 2024/2025** – Amy Law reported that the onsite Annual Audit for FY  
81 2024/2025 has been scheduled on Monday, July 21<sup>st</sup>.

82  
83 **DIRECTOR’S REPORT AND STAFF REPORT**

84 (a copy of the Director’s Report and Staff Report is annexed to these Minutes)

85 **HVAC PROJECT** – Electrical work in preparation for the new HVAC equipment will be  
86 performed in late June or early July. The actual project will be postponed to mid-September or  
87 October.

88 **BOLLARDS FOR PRIVATE PARKING LOT** – The installation of eighteen (18) bollards in  
89 the private lot was completed the first week of June.

90 **BASEMENT TOILET ROOM** – A discussion was held about adding a toilet in the basement  
91 with BBS Architect Philip Handler. A suggestion was made to replace the existing meeting  
92 room kitchenette with a handicapped accessible new single use toilet room with diaper changing  
93 station. This project could also include a renovation of the existing staff break room for better  
94 space utilization. After a discussion, Mr. Scaparro talked about storage concerns and to make  
95 sure the new toilet is ADA compliant. The Board also unanimously agreed to apply this project  
96 for the next round of Construction Aid. Mr. McKenna talked about setting up a Capital  
97 Improvement Committee (CIA) meeting with BBS Architects to discuss this project.

99 **ELEVATOR NOISE** – A discussion was made with the technician from VTE regarding the  
100 noise from the elevator. A suggestion to add sound proofing to the door and the panel inside the  
101 elevator was made. Mr. Scaparro asked Mr. McKenna to get a proposal from BBS Architect, for  
102 this project.

103 **LIBRARY BOND** – A discussion was held regarding the possibility of getting a bond issued to  
104 fund extensive improvements and expand the library facilities in the future. Mr. McKenna stated  
105 that this will be considered as a Long-Range Plan for the library.

106 **STAFF REPORT:**

107 **BURGLAR ALARM SYSTEM** - Mr. Scaparro asked Mrs. Zaharopoulos to clarify if the cell  
108 line fees for the burglar alarm will be included in the monthly bill.

109 **NEW COPY MACHINE** – Mrs. Zaharopoulos reported that she is in the process of getting  
110 quotes for a new copy machine for the library.

111 **SEED LIBRARY** – Ms. Jording reported that there were 171 participants and the library  
112 received a donation of seeds from Nassau BOCES. Mr. Scaparro suggested sending a thank you  
113 letter to Nassau BOCES for their donations.

114 **SEAFORD LIBRARY FRIENDS GROUP** – A new name for the Friends group has been  
115 registered with the NY State Education Department as “Seaford P.L. Friends Group, Inc.”. Mrs.  
116 Zaharopoulos will continue to keep the Board of Trustees informed as more information  
117 becomes available.

118

119 **TRUSTEE ITEM**

120 An updated “Summary Chart for Library Policies” was distributed to the Board of  
121 Trustees to review.

122 **CORRESPONDENCE**

123 Letter from NYS Assemblyman David G. McDonough  
124 Re: \$20,000 Bullet Aid for the Library

125

126 **PERSONNEL**

127 The following personnel change was approved by the Board:

128 Retirement: Catherine Cincotta, Sr. Library Clerk, eff. 6/20/2025

129 Promotion: Julia Galante, from Page to PT Librarian Trainee, eff. 6/6/2025

130 Appointment: Rachel Skennion, Page, eff. 6/17/2025

131

132 **REPLACING SENIOR LIBRARY CLERK POSITION** – After a discussion, the Board  
133 unanimously agreed to promote Ms. Juliann D’Erasmus from Library Clerk to Senior Library Clerk  
134 Position. Amy Law agreed to start the paperwork with the Nassau County Civil Service  
135 Commission and will continue to keep the Board of Trustees updated on this promotion.

136

137 **UNFINISHED BUSINESS.**

138 **VALENTINE MEEHAN COMMUNITY MEETING ROOM USE POLICY** – After a  
139 discussion, on the motion made by Mrs. Grub, seconded by Mr. Janiec the Board unanimously  
140 approved the Valentine Meehan Community Meeting Room Use Policy pending the review of the  
141 language for item No. 9 in the policy. The final vote was deferred to September 9<sup>th</sup> meeting.

142 **NYS PAID FAMILY LEAVE** - After a discussion, the Board unanimously approved the NYS  
143 Paid Family Leave Policy, effective June 16, 2025. A copy of this policy is annexed to the Library  
144 Policies Binder.

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149 **NLS AND OTHER ORGANIZATIONS**

150 The minutes for the NLS Board minutes on April 28<sup>th</sup> and May 19<sup>th</sup> were distributed to the  
151 Board of Trustees.

152 Topics also discussed:

- 153 a. Public buildings are required to include the opioid overdose reversal drug (Narcan) onsite,  
154 alongside automated external defibrillators (AEDs).
- 155 b. New Techmobile Operator
- 156 c. Renee McGrath, manager of youth services for the Nassau Library System – Movers &  
157 Shakers 2025 – Advocates

158 **NEW BUSINESS**

159 **LEGAL RETAINER FOR FY 2025/2026** – A new legal retainer proposal which reflected over  
160 a 7% increase from last year’s was reviewed. After a discussion, the Board asked Mr. McKenna  
161 to negotiate the legal fee with Mr. Volz. More discussion will be tabled to the next Board of  
162 Trustees Meeting.

163 **PROPOSED NLS MEMORANDUM OF ORGANIZATION AMENDMENTS** – A  
164 discussion was made on the Proposed Amendments to NLS Memorandum of Organization. On  
165 the motion made by Mr. Ruffner, seconded by Mrs. Grub, which unanimously approved the  
166 document as submitted.

167 **PROPOSAL FOR VIDEO MONITORING SYSTEM FROM JOHNSONS CONTROL** –  
168 After a discussion, Mr. Scaparro asked Mr. McKenna to clarify with Johnsons Control regarding  
169 the cost needed for the product name, Micro Server, which stated that the software licenses will  
170 be sold separately. Mr. Janiec also suggested this contract should be reviewed by Library  
171 Attorney, Mr. Volz. More discussion will be tabled at the next Board of Trustees meeting.

172 **ASSEMBLYMAN DAVID MCDONOUGH - \$20,000 BULLET AID** – Mr. McKenna  
173 suggested using the \$20,000 Bullet Aid to replace the Adult Reference Area tables and chairs.  
174 After a discussion, Mr. Scaparro asked Mrs. Zaharopoulos to get a proposal regarding this  
175 project for discussion at the next meeting.

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177 **PUBLIC RELATIONS/MEDIA COVERAGE**

178 Articles on “What Does the Future Hold for Long Island Libraries and Museums” was  
179 distributed to the Board of Trustees.

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181 **PUBLIC COMMENT** - None

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183 **ADJOURNMENT**

184 Via a motion made by Mrs. Grub seconded by Mr. Janiec, which unanimously passed, the  
185 meeting was adjourned at 8:50pm.

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187 The next meeting of the Board of Library Trustees was scheduled for Monday, July 14,  
188 2025, at 7:00 p.m.

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190  
191 Respectfully submitted by  
192 Amy Law