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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 **December 8, 2025**
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10 Present: John Scaparro, President
11 Peter Ruffner, Vice-President
12 Catherine DiPietro, Financial Secretary
13 Peter Janiec, Assistant Financial Secretary
14 Frank McKenna, Director
15 Amy Law, Treasurer
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17 Absent: Margaret D. Grub, Secretary
18 Ida Zaharopoulos, Assistant Director
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20 Staff: Juliann D’Erasmus, Jacqueline Lopez, Jillian Pelliccia
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23 **CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

24 Mr. Scaparro, President, called the meeting of the Board of Library Trustees to order at
25 7:03pm.
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27 **A FORMAL ACCEPTANCE OF THE ABSENCE OF MRS. GRUB FROM FOR THE**
28 **BOARD MEETING**

29 On the motion made by Mr. Ruffner seconded by Mr. Janiec, the Board approved the
30 absence of Mrs. Grub from the December 2025 Board of Trustees meeting.
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32 **APPROVAL OF MINUTES**

33 On the motion made by Mrs. DiPietro, seconded by Mr. Ruffner, the minutes of the
34 meeting for November 10th were unanimously approved.
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36 **APPROVAL OF THE WARRANTS**

37 The following warrant was approved on the motion made by Mr. Ruffner, seconded by
38 Mr. Janiec, which unanimously passed:

39 Capital Improvement Account:
40 # 04 - December 8, 2025 - 1,315.37
41 General Fund Account:
42 # 33 - November 10, 2025 - 3,527.40
43 # 34 - November 20, 2025 - 73,862.23
44 # 35 - December 4, 2025 - 45,783.97
45 # 36 - December 8, 2025 - 12,797.58
46 # 37 - December 8, 2025 - 22,748.40
47 # 38 - December 8, 2025 - 10,001.28
48 # 39 - December 8, 2025 - 9,030.22
49 # 40 - December 8, 2025 - 2,743.65

50 A question was raised on Warrant# 38, check# 9885, in the amount of \$1,231.00 payable
51 to Lane Associates regarding servicing the heating problem in the building. After a discussion, it
52 was agreed for Mr. McKenna to contact Lane Associates and BBS Architect for more
53 clarification on why these repairs were not included with the HVAC Project.
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55 **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

56 The Monthly Operating and Income Schedules were reviewed by the Board. Mr.
57 Scaparro commented that the monthly income schedule has an overall 42% which was right on
58 schedule. As for the operating schedule, it has an overall 35% which was under the budget
59 compared to the calendar benchmark level of 42%.
60

61 **LIBRARY USAGE**

62 Mrs. DiPietro discussed the data sheet displaying library programs and the usage of
63 museum passes for the month of November 2025.
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65 **TREASURER'S REPORT**

66 The Treasurer's Report for the month of November was unanimously approved in the
67 motion by Mr. Ruffner, seconded by Mrs. DiPietro.

68 **INTEREST RATE** – The interest rate for all Money Market Accounts at TD Bank was down
69 from 2.30% to 2.15% for the month of November 2025.

70 **RENEWAL OF CD ACCOUNTS WITH TD BANK:**

- 71 a. Capital Improvement Account in the amount of \$335,000 was renewed on November 19th
72 with an interest rate of 3.50% and will expire on February 17, 2026.
- 73 b. Compensated Absences Account in the amount of \$250,000 was renewed on December
74 3rd with an interest rate of 3.38% and will expire on March 3, 2026.
- 75 c. The 91-Day CD for the Capital Improvement Account with TD Bank in the amount of
76 \$435,000 will mature on December 29th. After a discussion, on the motion made by
77 Mr. Janiec, seconded by Mrs. DiPietro and unanimously agreed to renew this CD
78 account to a Three-Month term.
- 79 d. A new Resolution and Signature Card for CD Account with TD Bank was signed by the
80 Board of Trustees.

81 **LIBRARY CREDIT CARD** – A new Amazon Business Prime American Express Card has
82 been approved. After a discussion, it was agreed to start charging this credit card after December
83 15th. A question from the previous meeting regarding how to properly record rewards on
84 purchase in the books, Mrs. Law has consulted with the Library Auditor and will record credit
85 card rewards as other income in the books.

86 **DIRECTOR'S REPORT AND STAFF REPORT**

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

88 **HVAC RENOVATION PROJECT** – A discussion was made on the proposed change orders
89 for the HVAC project submitted by BBS Architects. A couple of the items on the list required
90 clarification on why these items were not included in the original bid document. Mr. McKenna
91 agreed to address these concerns with BBS Architects. More discussion will be delayed until the
92 next Board of Trustees meeting.

93 **STRATEGIC PLAN 2026-2028** – A proposed Strategic Plan 2026-2028 was distributed to the
94 Board to review. Mr. McKenna reported that we will maintain this chart internally. After a
95 discussion, the Board agreed to review this strategic plan every six months.

96 **BACK-OFFICE CARPET** – Mr. McKenna reported that he is still waiting to get proposals for
97 the replacement of the Back-Office Carpet. A discussion was made on the installation process of
98 the new carpet tiles on whether to cut carpet around desks or move out all furniture for this
99 replacement project. More discussion will be given at the next meeting.

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TRUSTEE ITEM

An updated Organizational Chart, the Memorandum of Understanding with Friends of the Seaford Library and 2024 Net Local Public Support Per Capita Chart were included for the Board to review.

ENVISIONING COMMITTEE – The first Envisioning Committee meeting was held on November 20th and the unapproved Minutes for the Envisioning Committee meeting was included for the Board to review. A discussion was made on relocating library administrative offices from main floor to Suite 203 on the 2nd floor, which will free up that space to accommodate a ‘Quiet Study/Reading’ Room for the public. Mr. McKenna talked about a soundproof wall for one of the offices in Suite 203 is needed. After discussion, it was agreed to get a price quote for renovating the office and get advice from BBS Architect on how to better utilize the space.

CORRESPONDENCE - None

PERSONNEL

Mr. McKenna proposed adding a new FT Custodian/Maintainer position for the library. After a discussion, the Board asked Mr. McKenna to provide a job description for both an FT Custodian and FT Maintainer for more discussion at the next meeting.

UNFINISHED BUSINESS

UPDATED STAFF MANUAL – As discussed in the last meeting, the updated section on “Survivor Coverage” was distributed to the Board to approve. A question was raised by Mr. Ruffner on Section 21 – Health Care Declination for Active Full-Time Employee” regarding employee need to provide documented proof of adequate health insurance coverage through another program. Mr. McKenna reported that a “Declination of Health Insurance” form is required to be signed by participated employee every year. After a discussion, it was agreed to clarify with the library attorney if this document is an acceptable proof. As a result, the final vote was deferred to the next Board of Trustees meeting.

LIBRARY ATTORNEY SURVEY – Discussion will be tabled to the next Board of Trustees Meeting.

NLS AND OTHER ORGANIZATIONS

The minutes for the NLS Board minutes on October 27th and NLS “2025 in Brief” were distributed to the Board of Trustees.

Mr. Scaparro was re-elected as Area 4 NLS Board of Trustees.

NEW BUSINESS

PROPOSED OPERATING BUDGET FOR FY 2026/2027 - Mr. McKenna presented the Proposed Operating Budget for 2026/2027. The budget was reviewed line by line. Suggestions and recommendations were noted.

PUBLIC RELATIONS/MEDIA COVERAGE

Article on “Libraries now Equipped with Narcan”, “Libraries join Front line, Combating Overdoses” and “Federal Cuts. Immigration Raids and a Slowing Economy Hit Rural Libraries” were distributed to the Board of Trustees.

PUBLIC COMMENT - None

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ADJOURNMENT

 Via a motion made by Mr. Janiec, seconded by Mrs. DiPietro, which unanimously passed, the meeting was adjourned at 8:40pm.

 The next meeting of the Board of Library Trustees is scheduled for Monday, January 12, 2026, at 7:00 p.m.

Respectfully submitted by
Amy Law