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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 **February 9, 2026**
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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

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18 Absent: Catherine DiPietro, Financial Secretary

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20 Staff: Juliann D’Erasmus, Jacqueline Lopez
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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 **MOMENT OF SILENCE**

28 Mr. Scaparro asked all present to observe a moment of silence to mourn the loss of the
29 long-time employee, Catherine Cincotta.
30

31 **A FORMAL ACCEPTANCE OF THE ABSENCE OF MRS. DIPIETRO FROM FOR**
32 **THE BOARD MEETING**

33 On the motion made by Mrs. Grub seconded by Mr. Ruffner, the Board approved the
34 absence of Mrs. DiPietro from the February 2026 Board of Trustees meeting.
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36 **APPROVAL OF MINUTES**

37 On the motion made by Mr. Ruffner, seconded by Mrs. Grub, the minutes of the meeting
38 for January 12th were unanimously approved.
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40 **APPROVAL OF THE WARRANTS**

41 The following warrant was approved on the motion made by Mrs. Grub, seconded by Mr.
42 Ruffner, which unanimously passed:

43 General Fund Account:

44 # 48 - January 14, 2026 - 3,979.74
45 # 49 - January 15, 2026 - 70,296.62
46 # 50 - January 29, 2026 - 51,702.39
47 # 51- February 9, 2026 - 8,610.86
48 # 52 - February 9, 2026 - 25,885.70
49 # 53 - February 9, 2026 - 10,090.72
50 # 54 - February 9, 2026 - 2,004.91

51 **MONTHLY OPERATING SCHEDULE AND INCOME SCHEDULES**

52 The Monthly Operating and Income Schedules were reviewed by the Board. Mr.
53 Scaparro commented that the monthly income schedule has an overall 59% which was slightly
54 ahead of schedule. As for the operating schedule, it has an overall 57% which was slightly under
55 the budget compared to the calendar benchmark level of 58%.

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57 **LIBRARY USAGE**

58 Mr. Scaparro discussed the data sheet displaying library programs and the usage of
59 museum passes for the month of January 2026.

60 **AMERICA'S 250th ANNIVERSARY** – A discussion was made on celebrating the 250th
61 anniversary of American independence through curated exhibitions, specialized book discussion,
62 and educational programming from all departments.

63
64 **TREASURER'S REPORT**

65 The Treasurer's Report for the month of January 2026 was unanimously approved in the
66 motion by Mrs. Grub, seconded by Mr. Janiec.

67 **INTEREST RATE** – The interest rate for all Money Market Accounts at TD Bank was down
68 from 2.15% to 2.00% for the month of January 2026.

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

- 70 a. Capital Improvement Account in the amount of \$200,000 was renewed on January 16th
71 with an interest rate of 3.21% and will expire on April 16, 2026.
- 72 b. The 90-Day CD for the Capital Improvement Account with TD Bank in the amount of
73 \$335,000 will mature on February 17th. After a discussion, on the motion made by
74 Mr. Ruffner, seconded by Mrs. Grub and unanimously agreed to renew this CD
75 account to a Three-Month term.
- 76 c. The 90-Day CD for the Compensated Absences Account with TD Bank in the amount of
77 \$250,000 will mature on March 3rd. After a discussion, on the motion made by Mr.
78 Ruffner, seconded by Mrs. Grub and unanimously agreed to renew this CD account to
79 a Three-Month term.

80 **DIRECTOR'S REPORT AND STAFF REPORT**

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

82 **HVAC RENOVATION PROJECT** – Once the change orders have been approved and
83 completed, the FS-10-F forms will be completed and sent to NLS for review and forwarded to
84 the NYS Education Department for the final 10% of Construction Aid.

85 **BACK-OFFICE CARPET** – Replacement of carpet at the back-office has been scheduled on
86 Good Friday, April 3rd.

87 **UPSTAIRS OFFICE** – Mr. McKenna reported that Roland Electric will provide a quote for the
88 electrical work for the second-floor office. A discussion was held on moving the Administration
89 Office to Suite 203 on the second-floor office and the existing administration office will convert
90 into a Quiet Room. The Board asked Mr. McKenna to contact BBS Architect for a proposal
91 regarding this project. Mr. Ruffner also suggested getting a proposal for creating a safe,
92 functional, and code-compliant staircase that leads to the lower level of the library.

93 **MINIMUM STANDARDS** – The NYS Board of Regents is considering amending Regulation
94 90.2 (minimum standards) at their March meeting to make specific policies as required. Mr.
95 McKenna confirmed that most of the suggested policies have already been adopted by the library
96 except for the Disaster Preparedness Policy. After a discussion, it was agreed for Mr. McKenna
97 to create a Disaster Preparedness Policy for the Board to review. The Board also asked Mr.
98 McKenna to clarify one of the suggested policies on financial control with "sustainable
99 management" with the Library Auditor.

100 **ADVOCACY DAY** – Mr. McKenna reported that he had attended the Pre-advocacy workshops
101 and Advocacy Days in Albany on February 2nd and 3rd.

102 **FRIENDS OF THE LIBRARY** – A discussion was held on the Wish List prepared by Mrs.
103 Zaharopoulos. Mr. Scaparro suggested adding a specific amount on each item for the Friends of
104 the Library to pick from and raise money to support those events.

105
106 **TRUSTEE ITEM**

107 An updated Chart for Library Policies, a letter from the TOH Department of Buildings
108 regarding NYS Fire Code Requirement and a newspaper article on School Property Tax Hikes
109 Capped at 2% for 2026/2027 were included for the Board to review.

110 **CORRESPONDENCE** - None

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112 **PERSONNEL**

113 The following personnel change was approved by the Board:
114 Appointment: Ramon Mitchell, PT Cleaner, eff. 1/23/2026

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116 **UNFINISHED BUSINESS**

117 **HVAC PROJECT** – A discussion was held on the three change orders submitted by Ane
118 Associates and Palace Electrical Contractors for this project. The Board asked Mr. McKenna to
119 consult with BBS Architects and create an excel spreadsheet listing all the change orders for the
120 Board to review and approve at the next meeting.

121 **PROPOSED BUDGET FOR FY 2026/2027** – A discussion was held on the first draft of the
122 Proposed Budget for 2026/2027. The budget was reviewed line by line. Suggestions and
123 recommendations were noted. As a result, it was agreed to set up a Special Board Meeting on
124 Wednesday, February 25th at 6:30pm to discuss the Proposed Budget for FY 2026/2027.

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126 **NLS AND OTHER ORGANIZATIONS**

127 Mr. Scaparro announced that he was elected as Vice-President of the NLS Board of
128 Trustees for a five-year term. A discussion was also held on the breakdown of the NLS Annual
129 Meeting.

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131 **NEW BUSINESS**

132 **PROPOSAL FOR BUDGET LINE TRANSFER FOR FY 2025/2026** – A discussion was
133 made on the proposal for budget line transfer for FY 2025/2026. With the expenses for
134 “Insurance” has already exceeded the budget line and anticipated expenses on “Prof. Fees –
135 Attorney” will also be exceeding the respective budget line for FYE June 30, 2026. On the
136 motion made by Mr. Ruffner, seconded by Mrs. Grub, the Board unanimously approved for
137 budget line transfer of \$1,500 from the “Museum Pass” and \$2,500 from “Summer Concerts”, a
138 total of \$4,000 to “Insurance” and a transfer of \$5,000 from the “Equipment” to the “Prof. Fees -
139 Attorney”.

140 **SEAFORD WELLNESS COUNCIL** – Mr. Ruffner informed the Board that the Seaford
141 Wellness Council has designated \$14,000 to sponsor the Summer 2026 Children’s Summer
142 Reading Program. The Board of Trustees thanked the Seaford Wellness Council for their
143 generous donation to the library.

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145 **PUBLIC RELATIONS/MEDIA COVERAGE**

146 Article on “Shore Up the NY State Library’s Foundation” was distributed to the Board of
147 Trustees.

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PUBLIC COMMENT – None

EXECUTIVE SESSION

The Board moved into Executive Session at 9:20pm to discuss personnel issues via a motion made by Mrs. Grub, seconded by Mr. Janiec, and passed unanimously.

The Board reconvened in open session at 10:12pm on the motion made by Mrs. Grub, seconded by Mr. Ruffner.

ADJOURNMENT

Via a motion made by Mr. Ruffner, seconded by Mr. Janiec, which unanimously passed, the meeting was adjourned at 10:13pm.

A special meeting of the Board of Library Trustees is scheduled for Wednesday, February 25th at 7:00pm.

The next meeting of the Board of Library Trustees is scheduled for Monday, March 9, 2026, at 7:00 p.m.

Respectfully submitted by
Amy Law