

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
January 21, 2021
Minutes

PRESENT

Present were Trustees Eileen Burke Bucaria, Michael Ludwig, Andrea Maher, Susanne Morahan and Rebecca Nothel. Also present were Catherine Overton, Library Director, and Priscilla Tringali, Clerk of the Board.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Board President Morahan.

APPROVAL OF MINUTES

On a motion made by Ms. Bucaria, seconded by Ms. Maher, the Board voted unanimously to approve the minutes of the December 16, 2020 Board Meeting.

FINANCIAL REPORT

On a motion made by Ms. Bucaria, seconded by Mr. Ludwig, the Board voted unanimously to approve payroll checks, electronic federal tax payments, and checks in payment of bills as presented to the Board in the financial packet. All items on the warrants were reviewed by all Board Members, the Library Treasurer, and the Library Director prior to the Board Meeting.

Payroll

12/24/20	Checks # 24113 – 24117	\$1,008.91
	Vouchers # 3399247 – 3399301	\$42,114.28
	NYS-DCP Payment	\$6,201.94
	Garnishment Check # 24118 – 24119	\$491.51
	FICA/MED & EFT Payment	\$15,774.00
	New York State Tax EFT	\$2,708.30
	Accu Data Corp ACH Debit Payment	\$161.50
01/07/21	Checks # 24120 – 24124	\$1,126.31
	Vouchers # 3429341 – 3429390	\$36,483.88
	NYS-DCP Payment	\$7,165.66
	Garnishment Check # 24125 – 24126	\$287.63
	FICA/MED & EFT Payment	\$14,084.22
	New York State Tax EFT	\$2,242.69
	Accu Data Corp ACH Debit Payment	\$225.25

01/21/21	Checks # 24127 – 24131	\$1,024.02
	Vouchers # 3453894 – 3453922	\$39,599.10
	NYS-DCP Payment	\$7,206.83
	Garnishment Check # 24132	\$262.57
	FICA/MED & EFT Payment	\$15,025.79
	New York State Tax EFT	\$2,488.02
	Accu Data Corp ACH Debit Payment	\$572.50

Approval of Checks in Payment of Bills
General Fund

12/24/20	Check # 20203 – 20237	\$69,226.71
12/31/20	RIR	\$1,978.36
1/07/21	Check # 20238 – 20288	\$33,364.30
1/21/21	Check #20289 – 20319	\$61,676.85
1/31/21	RIR	\$1,987.13

The Library will renew one CD held at Signature Bank:

Maturity Date	Term	Bank	Amount	Rate
02/04/21	6 months	Signature Bank	\$100,000 (General Fund)	0.65%

ANNOUNCEMENTS

- The Library received five COVID-19 kits from the Town of Hempstead Supervisor, Donald Clavin. The kits contain hand sanitizer, sanitizing wipes, disposable face masks, face shields, gloves, and a thermometer. The kits are actually boxes with quantities of materials sufficient to serve a number of people. They are welcomed supplies.
- Mrs. Carol Ditchik generously donated \$3,000 in memory of her husband, Alan, to sponsor the monthly James Coll lecture series for a second year.
- A long-time annual donor, Ms. Helene Silverman, gave the Library \$150 to purchase large type books.
- The School District transferred the funds for the Library's portion of the final 2020 PILOT payment in the amount of \$7,388.26.
- Fairfield Properties, a neighbor who uses a community room for their annual meeting in normal times, donated \$100 to the Library.
 - A note of appreciation was sent to all the above.

CORRESPONDENCE

- There were no suggestions in the box this month.
- The following correspondence was received:

- A letter from Frank Seipp, President of The Phillips House updating members about the activities of the museum. Mr. Seipp mentioned Alene Scoblete's digitalization of various historical artifacts related to the museum and his personal collection of Rockville Centre postcards. All digitized items can be accessed through the Library's digital archives at rvclibrary.org/research/archives.
- A letter from Senator Todd Kaminsky in appreciation of the Library hosting a Toy Drive box to collect donations for children around the holidays.

COMMITTEE REPORTS

- Budget and Finance – None
- Personnel – None
- Facilities and Technology – None
- Policy – Remote Work Policy – see New Business

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

1) Kingsley Book Return

Ms. Overton spoke to Al Coster, the Library's auditor, regarding the discarded book drop. He recommended that the Board should make a motion to deaccession the discarded book drop, stating that it was damaged and consequently recycled. Joseph Price, the Library's insurance broker, has noted the new book return information in the Library's file.

After discussion, on a motion made by Ms. Maher, seconded by Ms. Bucaria, the Board voted unanimously to formally deaccession the discarded book drop due to its being damaged.

Copier/Print Management Contract

Ms. Overton informed the Board that the start of the contract with Carr/Xerox has not been smooth. The Xerox copiers were installed December 30 and function quite well as copiers. However, after numerous hours spent by our IT consultant, Gryphon Technology, in conference with technicians from ACDI PaperCut (Carr's subcontractor responsible to configure the print management operation of the copiers), the system still does not have the ability to print from the adult computers to the copiers in the same manner as before. The requirement of that functionality was agreed to during the contract negotiations.

Ms. Overton stated that she wrote a strong email to our Carr/Xerox contact, requesting a specific resolution date. The contact apologized and responded that ACDI would

communicate with Gryphon Technology without delay. The Board asked that Ms. Overton follow up with the next ranking supervisor if results were not forthcoming before involving the Library attorney.

NEW BUSINESS

1) Snow Removal Services

County Wide Landscape and Maintenance submitted a proposal for automatic snow services for the 2020/2021 winter season. County Wide has been very reliable and its proposal does not request a rate increase. The Board approved the contract renewal.

2) Remote Work Policy

The NYS Public Employer Health Emergency Plan has a section allocated to procedures and policies for working from home. To comply with the plan, the Library requires a Remote Work Policy. Ms. Overton forwarded a draft of the policy to the Policy Committee and the Library's attorney; it was approved by all. She included the draft in the Board packet for the trustees' review.

After discussion, on a motion made by Ms. Bucaria, seconded by Mr. Ludwig, the Board voted unanimously to approve the Remote Work Policy as reviewed by the Policy Committee and the Library's attorney.

3) New York State Public Employer Health Emergency Plan

As previously mentioned, Governor Cuomo signed a bill that requires public employers to draft and publish a contingency plan in the event of a declared public health emergency involving a communicable disease such as COVID-19.

Ms. Overton submitted a draft of the Rockville Centre Public Library Health Emergency Plan to the Board for their review. The draft was reviewed by the Department Heads and the Library's attorney.

The Library must share the draft of the emergency plan with the Union in early February for their review. CSEA members can make recommendations for changes within a reasonable time frame. The Board can then respond to their suggestions. The final plan is due April 1 and must be posted online.

The Library's Safety Plan, adopted in June, complies with requirements of the new law and is incorporated in the plan.

After discussion, on a motion made by Mr. Ludwig, seconded by Ms. Bucaria, the Board voted unanimously to approve the Rockville Centre Public Library Health Emergency Plan pending its review by the Union.

4) Extension of Families First Coronavirus Response Act

The Federal mandate to provide COVID-19 related benefits to employees under FFCRA expired on December 31, 2020.

After discussion, on a motion made by Ms. Maher, seconded by Mr. Ludwig, the Board voted unanimously to extend the Families First Coronavirus Response Act to March 31, 2021, recognizing that providing these benefits supports employees to stay home when sick, get tested for COVID-19, and quarantine when appropriate.

5) Record Retention and Disposition Legislation

The New York State Archives has released a new records retention schedule meant to consolidate and revise the current schedules. This new schedule outlines the annual retention periods for compliance by local governments, inclusive of libraries.

Ms. Overton stated she and the staff will review the directives and see what needs to be done to be in compliance with the new legislation. Until the procedures are in place, the Library should not dispose of any records. Once completed, Ms. Overton will submit a retention schedule and, if acceptable, the Board will pass a resolution that the Library has adopted the State retention schedule.

MISCELLANEOUS

New York State Part-time Paid Sick Leave

Part-time staff is requesting that the Board reconsider its decision from October 2020 related to NYS Part-time Paid Sick Leave (accrue leave at a rate of one hour for every 30 hours worked). Part-time employees are currently covered under the Library's Part-time Leave Policy. This matter will be discussed in Executive Session this evening.

INN Donation Gift Bags

The Mary Brennan INN posted on their Instagram account, a photo of Eileen Bucaria and another INN staff member, Pat Martin, distributing the gift bags the RVCPL staff assembled during the holidays. Ms. Bucaria shared how much the bags were appreciated by the recipients. Ms. Overton stated that the Library staff enjoyed assembling the bags and she would like to do this again in place of the holiday breakfast that she usually hosts for the staff, even if eating is allowed in the Library next December. She received a lovely thank you from the INN for her donation in honor of the Library staff, which she will post for the staff.

Rockville Centre Library Friends

The Friends kicked off their annual membership drive this month. They reported to Ms. Overton that the fundraiser is doing well.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Bucaria said the Department Heads reports are both interesting and informative.

The Board expressed their appreciation to Maureen Weissler for her fun, clever and creative social media postings. The Library's patrons really seem to enjoy them! Ms. Weissler has done an impressive job with increasing the Library's presence on social media in the last year.

Ms. Morahan proposed that Al Coster, the Library's auditor, attend the next Board meeting for an instructional session. Ms. Morahan suggested that he clarify the distinctions of the Library's various funds and reserves so the Board can adjust its financial planning to reflect the current challenges related to the pandemic and accommodate future changes to the Library's operations.

Ms. Bucaria recommended that the Board consider retaining an engineering firm to prepare a study of the Library's infrastructure. The study would provide guidance to the Board in planning for Capital expenditures related to major maintenance items and improvements. The Braxton report was compiled some time ago for this purpose. It has become outdated and no longer serves its purpose. The study should be more comprehensive than the five-year plan prepared by John A. Grillo, Architect's office. Ms. Bucaria requested that the report include a prioritized list of recommended improvements to the facility, including a cost/benefit analysis. As an example of a project, Ms. Overton stated that the elevator's maintenance company recently advised that the hydrolytic system is nearing replacement age, a costly project that the Library should include in its future facility budgeting.

The Board changed the date of the previously scheduled Board Meeting from Wednesday, February 17 to Thursday, February 25, 2021 at 7:30 p.m.

On a motion made by Ms. Maher, seconded by Ms. Nothel, the Board voted unanimously to go into Executive Session to discuss leave for part-time staff.

EXECUTIVE SESSION

The Board retired into Executive Session at 8:23 pm.

RETURN TO OPEN SESSION

On a motion made by Ms. Bucaria, seconded by Ms. Nothel, the Board voted unanimously to return to Open Session at 9:13 pm with the following action taken:

The Board will revisit the Library's Part-time Leave Policy. The Board requires time to consider various factors before taking any action. These factors include contract negotiations with full-time staff, part-time pay rates, decreased revenue, additional expenses due to COVID-19, the potential loss of state aid and the New York State budget cap.

ADJOURNMENT

The meeting was adjourned at 9:14 pm on a motion made by Ms. Maher, seconded by Mr. Ludwig and unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Priscilla Tringali". The signature is written in black ink and is positioned above the printed name and title.

Priscilla Tringali
Clerk of the Board