

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
June 16, 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, Priscilla Tringali, Clerk of the Board and audience members.

CALL TO ORDER

The meeting was called to order at 7:32 p.m. by Board President Morahan.

APPROVAL OF MINUTES

On a motion made by Ms. Bucaria, seconded by Ms. Maher, the Board voted as follows to approve the minutes of the May 19, 2021 Board Meeting:

Ms. Bucaria, Mr. Ludwig, Ms. Maher and Ms. Morahan voted aye. Ms. Nothel abstained due to her absence from the meeting.

FINANCIAL REPORT

On a motion made by Ms. Bucaria, seconded by Ms. Maher, 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

5/27/21 Checks # 24179 – 24182	\$1,482.31
Vouchers # PT 3713229 – 3713253	\$8,140.88
Vouchers # FT 3713287 – 3713307	\$33,725.01
NYS-DCP Payment	\$7,308.87
Garnishment Check# 24183	\$308.99
FICA/MED & EFT Payment	\$17,096.31
New York State Tax EFT	\$2,636.34
Accu Data Corp ACH Debit Payment	\$161.50
6/10/21 Checks # 24184 – 24188	\$1,766.43
Vouchers # 3743422 – 3743467	\$39,068.00
NYS-DCP Payment	\$6,671.72

Garnishment Check # 24189	\$262.57
FICA/MED & EFT Payment	\$15,780.04
New York State Tax EFT	\$2,403.86
Accu Data Corp ACH Debit Payment	\$380.25

Approval of Checks in Payment of Bills
General Fund

5/27/21	Check # 20616 – 20655	\$57,685.39
5/31/21	RIR	\$1,566.14
6/10/21	Check # 20656 – 20695	\$30,467.05

VOIDED Check

5/27/21	Check # 20636	\$150.00
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ANNOUNCEMENTS

- On June 4, Senator Todd Kaminsky and Assemblywoman Judy Griffin met with Board members and Ms. Overton regarding this year's Bullet Aid. The Library had requested Bullet Aid for two projects: refurbishing the teen area with modern flexible furniture and converting the second floor meeting room into a collaborative work space, including new furniture, a white board and monitor for screening. The two legislators advised they were able to secure \$10,000 for the Library for these projects. The Library expresses its gratitude for this generous funding.
- The Library received its FY 2019 – 2020 E-rate reimbursement from NLS in the amount of \$5,088.

CORRESPONDENCE

- The Library received the following notes in the Suggestion Box:
 - Strong support for freedom of speech and against efforts to censor books
 - Request to continue evening Zoom programs during the winter
- The Library received the following:
 - A letter and \$18 donation to the RVC Library Foundation from Barbara Prins in appreciation of the Library staff and services. The donation was forwarded to Charles Kelleher, who is an officer in the Foundation.

COMMITTEE REPORTS

- Budget and Finance – None
- Personnel – None
- Facilities and Technology – None
- Policy – None

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

Outdoor Wireless Access Project

Signs for this service are posted in the parking lot, on the webpage, and on social media. Board members found the signs appealing. Ms. Overton stated that ILS will include the usage stats at the end of the month in their tableau report.

Children's Room Lighting Project

The lighting project in the Children's Room, as approved at the March 22, 2021, has been completed. The fluorescent lighting and ballasts in the light fixtures were replaced with LED lights. This work was performed by James Tech Electric for \$5,100, the same price quoted in March 2020.

The six pendant lights over the Children's Reference Desk have been problematic for years despite efforts to fix them. Ms. Overton suggested the best plan would be to replace them with four new fixtures. The Children's staff chose fixtures that will complement the room; the Board agreed to move ahead with this project.

Revising Webpage

Ellen Levine, Emily Corvelle and Ms. Overton met with three web designers and narrowed the candidates to two. They asked staff to review the designers' websites, as several staff members will be involved in maintaining the webpage when it migrates to WordPress.

Based on other libraries' references and staff comments, the selection team recommended contracting with Renaissance at a cost of \$5,000. Trustee-elect Melissa Sorvillo, familiar with web designing, will forward a list of questions to Ms. Overton that should be answered by Renaissance before committing to a contract with them.

Ms. Overton will report to the Board in July.

Changing COVID-19 Guidelines

The Library made several changes since the last Board meeting:

- Increased time limit to three hours
- Opened Ruth Fins Quiet Room with chairs socially distanced
- Opened four tables on the main floor with two chairs at each table
- Opened more tables/study carrels on the second floor
- No quarantining of returned items
- No masks required for the staff in non-public areas if fully vaccinated
- Eating at staff desks is permitted

Ms. Overton and the Board discussed the Governor's announcement that New York State has reached the 70% vaccination rate. Several restrictions including mask wearing and social distancing for fully vaccinated people were lifted in most venues. Capacity restrictions were also lifted.

Ms. Overton advised that most staff members and patrons are comfortable with the CDC guidelines. Signage will state "Unvaccinated patrons and children under 12 must wear masks in the Library." Some staff members will continue to wear masks. Additional signage would be welcomed: "Some patrons and staff will continue to wear masks; please be respectful of their choice."

The Board approved that the Library should follow the CDC guidelines.

NEW BUSINESS

New Streaming Service – Hoopla

Ms. Overton advised that in 2019, the Library subscribed to RBDigital Streaming Video which offered entertainment such as Acorn (British TV), indie films, concerts, and educational programs. The cost was based on the number of circulations and it was affordable. The most popular channel by far was Acorn.

This year, Overdrive purchased RBDigital and offers everything but Acorn, which patrons miss. The Library cannot purchase a subscription to Acorn exclusively. However, it can subscribe to Hoopla which offers TV including Acorn, music, movies, eBooks, audiobooks, and comics. This would be the first time the Library offers downloadable music, which we anticipate will be popular with patrons.

There is no platform fee with Hoopla; the cost is on a per circulation basis. The Library can limit the number of circulations per month per person for budgeting purposes. Ms. Overton estimates that an initial yearly budget of \$4,000 would be appropriate. If this proves to be a popular and valuable service to our patrons, the Library has the option to increase the monthly cap.

FY 2021 – 2022 Public Library Construction Aid Program

The application portal for this year's program is open. Ms. Overton informed the Board that if the Library intends to apply for construction aid, a form must be submitted to NLS by July 16. There is insufficient time to obtain approval from the State Education Department for a project over \$10,000 for this year. Looking at the 5-year facility plan, there are few projects that meet that monetary limit. Although the estimate for upgrading the emergency and exit lights exceeds the threshold, Steven Sedgwick and Ms. Overton recommend choosing this project and installing these light fixtures, up to the \$10,000 maximum.

Ms. Overton will follow up with soliciting quotes for replacing components of the Library's hydraulic elevator system, a future project for a construction grant.

NLS 2022 – 2026 Direct Access Plan/Resource Sharing Code

NLS must maintain a System Direct Access Plan in accordance with the State regulations. Its purpose is to establish equitable access to all patrons by delineating the requirements of resource sharing among member libraries. The member library directors have approved the document but it must be approved by member library Boards.

After reviewing the plan, the Board approved the following resolution:

On a motion made by Ms. Maher, seconded by Mr. Ludwig, the Board of Trustees of the Rockville Centre Public Library voted in favor of the 2022 – 2026 NLS Direct Access Plan at a meeting held on June 16, 2021.

MISCELLANEOUSKajeet Digital Equality Grant

The Library submitted a grant application, written by Ellen Berman and Jen Marino, requesting WiFi hotspots that could circulate to our patrons. The grant would provide the hardware and a year of connectivity after which the Library would subsidize the program if successful with patrons. Ms. Overton will inform the Board if the Library is awarded the grant.

Zoom Programs and July/August Newsletter

While Sarah and Rob Siegel were out of state for 10 days, the Adult Reference staff managed the daytime virtual programs and Ms. Overton did the same for the evening programs. Sarah conducted the virtual interview with author, Lauren Wolk.

Ms. Overton contracted an outside vendor to lay out the July/August newsletter so the issue would be published on schedule.

Contract Negotiations

Ms. Overton stated that she and Barbara Convey are scheduled to meet the Library's attorney the next day in preparation for the CSEA contract meeting on June 22. Liz Vorbach, Union President, was in the audience and announced that Cynthia Smalls, their CSEA representative, was retiring and the meeting is canceled. This development will probably delay negotiations.

Rockville Centre Library Friends

Family Bingo was canceled in 2020 due to the pandemic. With Board approval, the Friends would reschedule the program for this fall. Registration would be required to limit attendance and maintain social distancing. The Board enthusiastically approved. The Friends sponsored the Nassau County Museum of Art membership renewal (\$500). Thank you, Friends!

Memorial for RVC Patron

Friends of Library advocate and history buff, Elaine Coogan, who recently passed away, were looking for ideas to memorialize their friend. Speaking to Ms. Overton and Ms.

Scoblete, the friends were pleased with a proposal to print and frame reproductions of two 1906 RVC maps. These maps would be hung on the wall by the elevator on the second floor. The Board was in favor of this project.

OPPORTUNITY FOR BOARD MEMBERS

Mr. Ludwig and Ms. Morahan gave Ms. Bucaria and Ms. Maher crystal book awards from the Library and flowers from the Board and thanked them for their combined 30-years of service to the Rockville Centre Public Library.

Ms. Maher expressed that it was a privilege and honor to serve the Rockville Centre Library as a Trustee for the past nine years. She acknowledged the work of her fellow Board members and the dedication of Ms. Overton, especially during the past extremely difficult year, and said that she was proud of all the accomplishments the Library had achieved during her tenure. She hopes to attend Board meetings in the future in the capacity of an interested Rockville Centre Library patron.

Ms. Bucaria read the following to the Board and audience members:

In September of 1991, my family and I moved to RVC, and in October of 1991, I got my library card. The first program I remember is "Books Before Bedtime," to which I took my then 2-year-old, now 32-year-old daughter. Very quickly, I grew to love our library. Within a few years, I became a member of the newly-revived Friends, donating many hours to the yearly book sale. I was active in the Mother-Daughter Book Club and was honored to speak about it at a conference with Anita LaSpina. In 1999, having decided that I wanted to do more for the Library, I ran unsuccessfully for library trustee, but luckily (for me, at least) in 2000 I was elected for the first of six terms.

Over the past 21 years, I have been honored to work alongside gifted directors: Gretchen Browne, Maureen Chiofalo and, of course, Cathy Overton. RVCPL is incredibly lucky to always have had a talented, dedicated, professional and innovative staff and it has been a pleasure to see all that they do for the library, either through my own personal experience as a library patron, or certainly more extensively, through the lens of trustee.

Although I never thought to count, I think I have served with close to 20 different trustees. Every one of those board members gave of their time extensively, without personal agenda or the need for individual recognition. For the entirety of my tenure, each successive Board of Trustees has worked as a cohesive unit to first learn the role and responsibilities of being a trustee, to devote the time needed to uphold our duties and to consistently listen to staff, patrons and each other, working to help ensure that our library remains the gem that it is. We must hold the record for the number of unanimous votes by a Board!

It has been an honor to serve as a Trustee and I wish the new board the best of luck moving forward. During my tenure, we survived 9/11, Hurricane Sandy and the

Pandemic and I know the library is in excellent hands, whatever lies just around history's corner.

*Thank you,
Eileen Burke Bucaria*

AUDIENCE ITEMS

None.

On a motion made by Ms. Nothel, seconded by Mr. Ludwig, the Board voted unanimously to go into Executive Session to discuss patron and personnel issues.

EXECUTIVE SESSION

The Board retired into Executive Session at 8:39 p.m.

RETURN TO OPEN SESSION

On a motion made by Ms. Maher, seconded by Mr. Ludwig, the Board voted unanimously to return to Open Session at 9:14 p.m. with the following action taken:

The Board regrettably accepted the resignations of Ellen Berman and Alene Scoblete, August 25 and September 8, respectively.

They noted that Ellen has been at RVCPL for 21 years and has been a valued, dedicated and professional Department Head. They wished her the very best in her retirement.

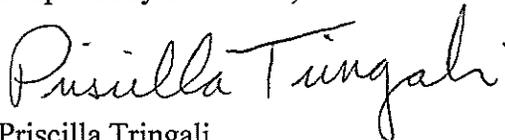
Alene's creation of an extensive digital archive was recognized and will remain a testament to her innovative and talented service to the Library. The Board also wished Alene a happy retirement. Both librarians will be missed.

The Board approved hiring an Assistant Director/Head of Adult Services and a Librarian I to replace the two staff members.

ADJOURNMENT

The meeting was adjourned at 9:16 p.m. on a motion made by Ms. Bucaria, seconded by Ms. Maher, and unanimously approved.

Respectfully submitted,



Priscilla Tringali
Clerk of the Board