

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
December 16, 2020
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 7:31 p.m. by Board President Morahan.

Ms. Morahan read the following statement:

In accordance with NYS Executive Order No. 202.79, this meeting was conducted via Zoom. It will be recorded and transcribed at a later date. The public is welcome to join the meeting.

APPROVAL OF MINUTES

On a motion made by Ms. Maher, seconded by Mr. Ludwig, the Board voted unanimously to approve the minutes of the November 18, 2020 Board Meeting.

FINANCIAL REPORT

On a motion made by Ms. Bucaria, seconded by Ms. Nothel, 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's Treasurer and the Library Director prior to the Board Meeting.

Payroll

11/25/20	Checks # 24099 – 24103	\$1,013.32
	Vouchers # 3339568 – 3339635	\$41,712.84
	NYS-DCP Payment	\$6,324.47
	Garnishment Check # 24104 – 24105	\$492.24
	FICA/MED & EFT Payment	\$16,808.97
	New York State Tax EFT	\$2,660.25
	Accu Data Corp ACH Debit Payment	\$163.00
12/10/20	Checks # 24106 – 24110	\$742.35
	Vouchers # 3368436 – 3368487	\$46,019.58

NYS-DCP Payment	\$6,030.05
Garnishment Check # 24111 – 24112	\$502.00
FICA/MED & EFT Payment	\$17,718.45
New York State Tax EFT	\$2,729.42
Accu Data Corp ACH Debit Payment	\$132.50

Approval of Checks in Payment of Bills
General Fund

11/25/20 Check # 20139 – 20179	\$312,544.63
11/30/20 RIR	\$2,230.30
12/10/20 Check # 20180 – 20202	\$16,025.10

ANNOUNCEMENTS

None.

CORRESPONDENCE

- The Board reviewed the suggestion box notes and correspondence from appreciative patrons.
 - A \$100 donation and a letter from Linda and David Feller in appreciation of Sarah Siegel and the Library's Zoom programs
 - An email from Pat Yosca complimenting the Library staff and Board for its continually enjoyable programs
- An on-the-spot donation at the Circulation Desk of \$50 from Patricia Jackson in appreciation of the Library

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

1) Kingsley Book Return

Ms. Overton reported that the new book drop was delivered earlier in the day and assembled by Steven Sedgwick and Luis Delgado before the snow arrived. Previously, Mr. Sedgwick dismantled the damaged book return and Boy Scout, Joseph Hart and his

father hauled it away as part of Joseph's scrap metal drive to fund his Eagle Scout project for the Library.

2) Copier/Print Management Contract

After several revisions to the Carr/Xerox contract, based on counsel by the Library's attorney, Ms. Overton signed the five-year lease agreement as discussed at the November Board Meeting. At a fee of \$763 a month, the proposal was the most cost-effective and included four color copiers, two payment boxes for the public that accept coin, paper and plastic, and software that provides mobile printing. The contract also covers print management for staff printers and includes all black and color prints. Ms. Overton hoped the copiers, software and staff training would be in place before the end of the year.

NEW BUSINESS

1) Library Audited Financial Statement for Year Ended June 30, 2020

This presentation was moved to the beginning of the evening's agenda. Baldessari and Coster completed the Library's audited financial statements for year ended June 30, 2020. Al Coster, a partner, presented the document to the Board.

Ms. Coster advised that no irregularities were found during the audit. The Library has saved funds and is in good financial shape with four to six months of expenses in the bank. Mr. Coster mentioned that the Library's current Treasurer is a CPA, which enhances the financial reporting oversight between Library staff and the Treasurer.

After discussion, on a motion made by Ms. Bucaria, seconded by Ms. Maher, the Board voted unanimously to accept the Library Financial Statement as prepared by Baldessari and Coster, presented by Al Coster for year ended June 30, 2020.

2) COVID-19 Emergency Plans

Ms. Overton discussed options for adjusting Library operations in the event our community is identified as a yellow, orange, or red zone, as determined by the State's Cluster Action Initiative. She was advised that NLS does not expect formal State guidance specifically for libraries. The general consensus in other areas of the State that have been designated micro-clusters is to keep operations the same in a yellow zone, reduce contact services in an orange zone and offer remote or contactless services in a red zone.

Ms. Overton is working with Department Heads to develop recommendations for specific procedures in the event that staff members are exposed to COVID-19. They are working on plans to continue adjusted services if a partial or full closure of the Library is necessary. When completed, these procedures will be sent to the Board for their review.

Ms. Overton and the Department Heads continue to work on a document that will fulfill the State's requirement for a NYS Public Employer Mandatory Emergency Plan regarding future health emergencies as per Governor Cuomo.

3) Part-Time Staff Salary Increase

In order to include the annual salary increase for part-time staff in the January payroll, the Board requested to review a list of part-time personnel with proposed 2021 salaries. Ms. Overton suggested that this discussion be moved to Executive Session.

4) Food-For-Fines February

Ms. Overton and the staff would like to hold a food drive in February — similar to last year's program — to support the Mary Brennan INN in Hempstead. Patrons donate canned goods or other non-perishable food items to remove up to \$10 in overdue fines from their Library account. Each item erases \$1 in fines. The Board was in agreement that this is a beneficial program that supports the local communities.

MISCELLANEOUS

NLS's Annual Meeting

On December 7, Ms. Overton, Ms. Morahan and Mr. Ludwig attended the virtual annual meeting where Tracie D. Hall, Executive Director of the American Library Association, spoke about information poverty and the importance of diversification of Library staff and resources. After a discussion, the Board agreed to increase community outreach when the pandemic is over. Additionally, the Board acknowledged Caroline Ashby's review of the NLS budget, the expected reduction in State aid due to the State's COVID-19 expenses, and the possibility that member libraries may need to contribute more funding in 2021 to continue present services.

Staff Holiday – Giving Back

Due to social distancing, Ms. Overton is not hosting her holiday breakfast for the staff this year. Instead, she planned to make a donation in honor of the RVCPL staff to the Mary Brennan INN. Additionally, the staff will gather in the Community Room, socially distanced, to assemble snack bags for the INN. Ms. Overton asked Eileen Bucaria, who works at the INN, for advice on what would be best to purchase for these gift bags.

Library Services

Anticipating inclement weather and the possibility of patrons' following health official advice to stay home, Ms. Overton suggested that the Library offer a new loan program — the Winter Loan — whereby patrons can borrow 28-day books until February 28. No A/V material or new items are included in this program. The Board agreed and hoped patrons would take advantage of the extended time.

Ms. Overton stated the following services remain steady:

- Curbside Pick-Up Service: few patrons currently use this service but the staff is promoting it with the cold weather approaching
- Grab & Go: curated selections are changed frequently by Reference Librarians to keep the displays fresh
- Seating: the seating and time limit are the same
- Copiers: usage is steady
- Computers: the number of public computers is the same

Rockville Centre Library Friends

The Friends are kicking off their annual membership drive in January. Publicity includes printed bookmarks, a flyer created by Ellen Grossman and a mailing. Without their usual fundraisers, they are hoping for a good response.

The Friends sponsored the membership renewal for Old Westbury Gardens (\$350).
Thank you, Friends!

Town of Hempstead Cares Act

In September, Ms. Overton submitted the Library's application to be included in the grant for reimbursement for PPE, sneeze guards and professional disinfecting and cleaning the Library. She has not heard back from them. She previously emailed, asking for confirmation that the application was received and if any other information was required. She recently left a voicemail and sent an email, asking the same. She will keep the Board apprised of the situation.

Snow Removal

As the Library didn't receive a renewal contract, Ms. Overton contacted John O'Shea, County Wide regarding snow removal services. Mr. O'Shea assured her that he will send the renewal and will plow and shovel the snow from the day's storm. Ms. Overton will have the contract for the next Board meeting.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Bucaria said the Department Heads reports are great and are such a window into the workings of the Library.

AUDIENCE ITEMS

Ellen Grossman wished everyone a Happy Holiday and Healthy New Year.

On a motion made by Ms. Bucaria, seconded by Mr. Ludwig, the Board voted unanimously to go into Executive Session to discuss personnel issues related to part-time staff annual salary increase.

EXECUTIVE SESSION

The Board retired into Executive Session at 8:39 pm.

RETURN TO OPEN SESSION

On a motion made by Mr. Ludwig, seconded by Ms. Bucaria, the Board voted unanimously to return to Open Session at 8:57 pm with the following action taken:

Effective January 1, 2021, part-time staff will receive a 1.75% hourly salary increase or 25 cents an hour, whichever is greater. Part-time pages with hourly rates below the mandatory \$14 per hour New York State minimum wage will be adjusted to the new Nassau County minimum wage.

ADJOURNMENT

The meeting was adjourned at 8:58 pm on a motion made by Ms. Bucaria, seconded by Mr. Ludwig, and unanimously approved.

Respectfully submitted,


Priscilla Tringali
Clerk of the Board