

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
February 12, 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 7:30 p.m. by Board President Bucaria.

APPROVAL OF MINUTES

On a motion made by Ms. Maher, seconded by Mr. Ludwig, the Board voted unanimously to approve the minutes of the January 15, 2020 Board Meeting.

FINANCIAL REPORT

On a motion made by Ms. Maher, seconded by Ms. Morahan, 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 Treasurer and the Library Director prior to the Board Meeting.

Payroll

1/23/20	Checks # 23958 – 23963	\$1,452.54
	Vouchers # 2745499 – 2745555	\$45,208.92
	NYS-DCP Payment	\$7,110.16
	FICA/MED & EFT Payment	\$16,874.58
	New York State Tax EFT	\$2,629.30
	Accu Data Corp ACH Debit Payment	\$277.75
2/06/20	Checks # 23964–23969	\$1,840.80
	Vouchers # 2776403 – 2776453	\$43,915.25
	NYS-DCP Payment	\$7,034.28
	FICA/MED & EFT Payment	\$16,358.97
	New York State Tax EFT	\$2,526.46
	Accu Data Corp ACH Debit Payment	\$244.50

Approval of Checks in Payment of Bills
General Fund

1/23/20	Check # 19443 – 19470	\$86,336.89
1/23/20	RIR	\$2,493.01
2/06/20	Check # 19471 – 19514	\$28,321.83

Voided Checks Capital Fund

1/09/20	19442
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ANNOUNCEMENTS

- The Library received \$7,500 in Bullet Aid secured by Senator Todd Kaminsky. Ms. Overton stated these funds are designated for the second floor renovation. She sent a letter thanking the Senator for his support. The Senator, along with Assemblywoman Judy Griffin, Mayor Francis X. Murray, trustees Ms. Bucaria and Ms. Nothel, and Ms. Overton viewed the new space on Friday, February 7.
- The Fortnightly Club offered to purchase a free-standing charging station for the Library in appreciation for use of its meeting rooms. The Board thanked the group. Ms. Overton will send the Board a brief summary about the history of the Fortnightly Club.
- Eileen McCarthy was nominated for the American Library Association's *I Love My Librarian* award, which honors librarians across the country for their impact in their community. Congratulations to Eileen!

CORRESPONDENCE

The suggestion box notes were discussed:

- A suggestion to use VENMO (mobile payment service) for the Friends payments will be directed to the Friends.
- Commenting on the number of notes pertaining to the second floor lights, patron Dennis Moriarty spoke, saying that he was here for that reason. The fluctuation in lighting due to the motion sensors makes it very difficult to concentrate at a study carrel or table. Ms. Overton stated that the electrician that installed the lights in 2012 visited the site the previous week to discuss disabling the motion sensors. She was awaiting the quote but the electrician estimated two workers would be needed for at least two days to disable the perimeter lights, approximately 20 sections. After discussion, on a motion made by Ms. Morahan, seconded by Ms. Maher, the Board unanimously approved authorizing Ms. Overton to pursue a resolution to the motion sensor light problem at her discretion, not to exceed \$4,000.
- The Library received a thank you letter from Senator Todd Kaminsky for partnering with him in his annual toy drive during the holidays.

- Ms. Overton shared the NLS 2020 Board Meeting schedule with the Library Board, as NLS requests the presence of Library Directors and Library Board members at their meetings.
- Joanne Blaney received five thank you notes from Sacred Heart High School students for her part in scheduling their practice groups.

COMMITTEE REPORTS

- Budget and Finance – 2020–2021 Preliminary Budget

Ms. Overton submitted the first draft of the preliminary budget to Ms. Morahan and Ms. Nothel, the Budget and Finance Committee. They commented that Ms. Overton had done an excellent job. The tax cap for the 2020–2021 budget is 2.09%. Upon additional discussion, some adjustments were suggested. Ms. Overton will send a revised draft to the Board.

- Personnel – None
- Facilities and Technology – None
- Policy – None.

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

1) Construction Grants

- 2018–2019 Project: Roof Replacement and Installation of Sound Reducing Glass in Study Rooms:
Ms. Overton submitted the additional paperwork for this project including the cost of the book shift/shelf removal as suggested by SED. The documents were verbally accepted; she is now awaiting written approval.

- 2019–2020 Project: Installation of Security Cameras and Emergency Exit Handrails:
On Friday, February 7, Mineola Ironworks installed the two sets of handrails by the emergency exit steps in the Children's Room and Technical Services. This was a directive from the Fire Inspector and included in the 5-year facilities plan.

2) Vending Machine

The vending machine, supplied by My Healthy Thing, was installed on Wednesday, February 5. The initial reaction to the selection of snacks and beverages has been positive.

NEW BUSINESS

1) New York State Annual Report 2019

Ms. Overton and the staff are compiling responses for the 2019 NYS Annual Report, which will be ready to submit to NLS by the February 22 deadline. The completed report will be sent to the Board prior to the March 23 meeting for approval.

2) Eagle Scout Project Proposal

The Board reviewed the Eagle Scout Project Proposal, submitted by Alene Scoblete on behalf of Diana Woram. The project would involve an Eagle Scout candidate scanning twelve telephone directories for the Library. Ms. Woram, a page in Youth Services, is an active leader with the Boy Scouts. The Board members instead approved \$400 for the scanning project to be completed by OCI and asked if Ms. Woram could submit other ideas for projects.

MISCELLANEOUS

Second Floor Renovation

Ms. Overton reported the area is nearing completion: The Philip Darling sculpture was moved from the lower level to the second floor where it is visible from the main area; accent plants were purchased; an outlet was installed to electrify the remaining three study carrels. Temporary signage is in place. The staff is considering appropriate artwork and permanent signage, which will be shared with the Board before proceeding.

Ms. Overton gave Mr. and Mrs. Jack Friedman a tour of the second floor. They are pleased with the appearance of the comfortable seating area. Mr. Friedman will contact other past trustees to discuss the financial support to create a memorial for former Director Rhoda Friedland. They will discuss a reception in the spring to dedicate the area, subject to Board approval.

New York State Funding for Libraries

Ms. Overton reported that Governor Cuomo again cut funding to libraries in the 2020 – 2021 budget. Ms. Overton showed the Board a sample of an advocacy message for the public that could be added to the Library's webpage. The Board approved its posting.

Posting of Approved Minutes

At the trustee/director workshop held at NLS in January, it was mentioned that libraries should post Board Meeting Minutes on their website. The Board agreed to comply.

St. Patrick's Parade

Ms. Overton said that staff is either working, marching with an outside organization or watching the parade so there are few employees available to march with the Library. The Board agreed not to march with a small number of participants.

Ukulele Lessons

Jen Marino plans to submit an application to the Rockville Centre Education Foundation for a grant to hold ukulele lessons as part of the summer reading program. She suggested three to four lessons for the children. She contacted a teacher through the NLS Performers Showcase who would charge \$150 per class. Ukuleles cost approximately \$25 but the Library would rent the instruments from the teacher. The Board approved the idea.

Staff Safety Training

Alene Scoblete did an outstanding presentation of the annual staff training for active shooter and other emergency situations: fire, lockdown, lockout, shelter in place and missing person. The staff voiced several safety concerns which Ms. Overton presented to the Board.

Meetings Attended by Ms. Overton

Ms. Overton attended a number of meetings in the past month including separate advocacy meetings with Senator Todd Kaminsky, Assemblywoman Judy Griffin and Andrew Mulvey, the newly-appointed Nassau representative from the Governor's office.

Rockville Centre Library Friends

- The Friends are gearing up for their Family Bingo Night, March 13 and Author Night, April 3. The Library is assisting with promotional materials and publicity.
- After extensive research and discussion, the Friends decided to serve non-alcoholic beverages at the author event.

March Board Meeting

The March meeting was changed from Wednesday, March 18 to Monday, March 23.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Bucaria said that the Department Head reports were interesting.

She also said that adding another session of the Aardvark program, which entertains 6-month-old to 4-year-old children, was a great idea.

AUDIENCE ITEMS

None.

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

EXECUTIVE SESSION

The Board retired into Executive Session at 8:45 p.m.

RETURN TO OPEN SESSION

On a motion made by Mr. Ludwig, seconded by Ms. Maher, the Board voted unanimously to return to Open Session at 9:20 p.m. with no action taken.

ADJOURNMENT

The meeting was adjourned at 9:21 p.m. on a motion made by Ms. Maher, seconded by Mr. Ludwig, and unanimously approved.

Respectfully submitted,


Priscilla Tringali
Clerk of the Board