

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
January 15, 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 Ms. Morahan, the Board voted unanimously to approve the minutes of the December 16, 2019 Board Meeting.

FINANCIAL REPORT

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

Payroll

12/26/19	Checks #	23943 - 23949	\$3,140.18
	Vouchers#	2682964 - 2683014	\$47,053.45
	NYS-DCP	Payment	\$4,458.92
	Garnishment Check #	23950	\$224.65
	FICA/MED & EFT Payment		\$18,816.67
	New York State Tax	EFT	\$2,966.67
	Accu Data Corp ACH Debit Payment		\$278.25
1/9/20	Checks #	23951 - 23956	\$1,274.62
	Vouchers #	2723778 - 2723829	\$42,419.56
	NYS-DCP	Payment	\$6,679.49
	Garnishment Check #	23957	\$223.58
	FICA/MED & EFT Payment		\$15,832.09
	New York State Tax	EFT	\$2,474.35
	Accu Data Corp ACH Debit Payment		\$775.50

Approval of Checks in Payment of Bills
General Fund

12/26/19	Check #	19357 - 19385	\$47,153.43
12/26/19	RJR		\$2,519.42
1/9/20	Check #	19386 - 19442	\$51,853.41

Approval of Checks in Payment of Bills
Capital Fund

12/26/19	Check #	1038	\$7,755.00
1/9/20	Check #	1040	\$3,470.00

Voided Checks Capital Fund

1/9/20	Check #	1039
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The Library will renew two CDs held at Signature Bank:

Maturity Date	Term	Bank	Amount	Rate
1/25/20	6 mths	Signature Bank	\$99,000 (General Fund)	2.20%
02/04/20	6 mths	Signature Bank	\$100,000 (General Fund)	2.20%

ANNOUNCEMENTS

- The Endowment Fund received the following donations:
 - Peter Forgach donated \$100 in memory of his daughter, Kim. The annual gift from this generous family is designated for the upkeep of Kim's Corner.
 - Sandra Weine, who coordinated matters between the Library and the Imperial House Co-op, donated \$100 in appreciation for the Library's assistance during their parking lot repair project.
- Ms. Overton said that the Bestsellers Club author list and the number of authors a patron can select will be increased in the near future. It is a popular program.

CORRESPONDENCE

- The Board reviewed the following correspondence:
 - Suggestions box notes
 - Email from Alison Gilbert complimenting the jewelry workshop
 - Email from Pat Yosca in appreciation for great programs, including Title Swap, the non-fiction book discussion, the mystery book club and James Coll's monthly presentations

COMMITTEE REPORTS

- Budget and Finance – None
- Personnel – None
- Facilities and Technology – None
- Policy – Meeting Rooms and Study Rooms

Ms. Overton, Ms. Maher and Ms. Morahan will schedule a Policy Committee meeting to review the guidelines for the use of quiet study rooms and the use of meeting rooms by outside organizations.

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 final paperwork for this project including the cost of the book shift/shelf removal for the second floor renovation as suggested by SED. She should hear from SED shortly whether or not the documents are accepted.
- 2019–2020 Project: Installation of Security Cameras and Emergency Exit Handrails:
As mentioned last month, the security cameras and software upgrade are installed. Ms. Overton contacted Mineola Ironworks regarding the status of the handrails. The railings are being fabricated; their installation will be dependent on the weather.

2) 2019 Revaluation Reports

Industrial Appraisal Company completed the Library's appraisal in August 2017. For years 2018 and 2019, IAC offered update reports for insurable values and fixed assets for a fee of \$250. The Library did not have an update completed in 2018. The company finalized the 2019 Revaluation reports in December, which Ms. Overton shared with the Board. The reports were forwarded to Al Coster, the Library's accountant and Joseph Price, the Library's insurance agent for review. Mr. Price recommended increasing the insurance limits as the value of the building and its contents increased. The total additional premium will be \$1,200; the prorated premium for the policy term will be \$800. Ms. Overton distributed cost breakdown to the Board. The Board unanimously approved following Mr. Price's recommendation.

3) Building Maintenance – Parking Lot

The Library adjusted the Stasi Brothers invoice from \$11,143.75 to \$9,643.75 to account for the reduced square footage of asphalt. Ms. Overton will mail a check to Stasi Brothers.

NEW BUSINESS

1) Vending Machine

Citing past patron requests for a vending machine and a subsequent discussion at a Board meeting, Ms. Overton investigated companies recommended by other libraries. She found My Healthy Thing to be the best choice for the Library: no cost to the Library; 25% commission; healthy options and all nut-free products. The Library's insurance agent and attorney were consulted regarding the installation and agreement. It is a five-year agreement with a 30-day cancellation notice with no penalty.

The preferred location for the machine is the alcove at the base of the stairs at the lower floor. An electrician can tap into an outlet on the other side of the wall. The sculpture and description could be relocated to the second floor which would please many people.

After discussion, on a motion made by Ms. Nothel, seconded by Mr. Ludwig, the Board voted unanimously to install a My Healthy Thing vending machine.

MISCELLANEOUS

Second Floor Renovation

The tables, study carrels, and accompanying chairs have been delivered. The invoice total was \$21,206.37, \$668.19 less than the July purchase order quote. The comfortable seating chairs should be delivered by the end of the month. During the initial talk of renovating the second floor, former trustee Jack Friedman suggested creating a comfortable seating area in memory of former Director Rhoda Friedland, that he and other trustees would underwrite. Ms. Overton will follow up with Mr. Friedman. Patrons, staff and the Board find the area brighter and more appealing.

To complete the renovation, the area needs finishing touches such as signage and artwork. Once again, Ms. Overton will look to the selection team, Tricia Marino, Jen Marino and Ellen Berman, for their assistance. All ideas will be shared with the Board before proceeding.

Buzzer for Administration

As the Administration door has been locked for quite a while for security reasons, it would be practical to install a buzzer so the door could be released from a staff desk. Ms. Overton received two quotes for a wireless system for approximately \$1,000. The price

of a hardwired system is much costlier. She is comparing quotes but sought to keep the Board informed. The Board agreed Ms. Overton should install the wireless equipment.

NLS Trustee Workshop

Jerry Nichols, the co-author of Handbook for Library Trustees of New York State and former Director of both the Suffolk Cooperative Library System and the Palmer Institute for Public Library Organization & Management, is presenting a workshop for trustees on Saturday, January 25 at NLS. The workshop focuses on three main areas: the responsibilities of trustees, the relationship between the Board and the director, and holding effective Board meetings. Directors are invited to attend. Mr. Ludwig and Ms. Overton will attend.

Shredding Event

East Rockaway and Lynbrook libraries have invited us to be a part of their combined shredding event at a cost of \$200 per library. Ms. Overton discussed this with the Board and all felt that it would be best if RVCPL held its own shredding event.

Rockville Centre Library Friends

- Ms. Marcelle Manteria, President of the Friends attended the meeting.
- The Friends started their membership drive for 2020.
- They are postponing the mini-golf event to March 2021 to allow more time to secure sponsors.
- The Friends are requesting permission to hold Family Bingo on Friday, March 13, from 7 to 8:30 pm. The Library will not need to close early as the room can be set up in the afternoon. The Board approved.
- Ms. Overton stated that the Library will ensure the audio equipment is adequate for the main room before the Friends' April author talk. The Board suggested she contact a professional company and/or the school district for recommendation of appropriate equipment. Renting equipment was another suggestion.
- Ms. Overton recognized the Friends for renewing the Library's membership to the Nassau Firefighters Museum (\$200), for purchasing a newspaper stand for the Adult Department (\$1,500) and an iPad loaded with appropriate apps for children (\$799). The Board thanked the Friends for their efforts and generosity.

2019 State-of-the-Library Report

Ms. Overton reviewed her 2019 Year-End Report. Ms. Bucaria said the report is quite comprehensive and details Ms. Overton and the staff's accomplishments.

Newsday Article

Ms. Overton was contacted by a Newsday reporter regarding the Library's social work intern. Newsday is writing an article on social workers in libraries.

Social Work Internship

Catherine Dunne asked to attend the February Board meeting to present what she has accomplished so far. The Board felt a date closer to the completion of her internship may be more relevant unless Stony Brook would object. Ms. Overton will speak to Catherine.

Nassau County Office for Children with Special Needs

Nassau Library System was asked by the Nassau County Office for Children with Special Needs if libraries would be willing to provide space in a quiet room for occasional use by children and their therapists. No specific details were given.

The Board requested information including the ages of the children, levels of disabilities of participants, type of therapy as well as additional details.

Civil Service

The Nassau County Civil Service Commission has requested that the Library email its salary schedule, which includes social security numbers, via a password protected Excel spreadsheet or via a flash drive in a text file compatible with Civil Service templates. The Library would require IT assistance to comply using a flash drive. The Board is uncomfortable with sending the information via the internet and with incurring the cost of technical assistance. Administration was directed to continue to mail the salary schedule until such time as Civil Service can ensure us that an encrypted file with our employees' information is safe. Civil Service's portal for submission is still not operational.

Preliminary Budget

The Budget Committee will review the Preliminary Budget before the February meeting.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Maher commented that Jen Marino's reporting on the visit to the high school library and the interaction between the school librarian and the students was enjoyable to read. Board members favorably remarked on Catherine Dunne's program, *Hearts for the Homeless*, a collection drive for toiletries for the INN.

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 personnel matters.

EXECUTIVE SESSION

The Board retired into Executive Session at 8:17 p.m.

RETURN TO OPEN SESSION

On a motion made by Ms. Maher, seconded by Ms. Morahan, the Board voted unanimously to return to Open Session at 9:00 p.m. with the follow action taken:

In recognition of Ms. Overton's outstanding leadership and fiscal responsibility including saving the Library thousands of dollars in Capital projects, and in acknowledgement that she works without an Assistant Director, the Board would like to offer Ms. Overton a 2.25% increase, bringing her salary to \$138,037. This increase is retroactive to January 1, 2020.

The Board reviewed maximum hourly rates for part-time staff; no changes were made.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m. on a motion made by Ms. Maher, seconded by Mr. Ludwig, and unanimously approved.

Respectfully submitted,



Priscilla Tringali
Clerk of the Board