

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**October 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 an audience member.

**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 September 16, 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 and the Library Director prior to the Board Meeting.

Payroll

9/17/20 Checks # 24067 – 24071	\$898.21
Vouchers # 3201730 – 3201779	\$41,728.89
NYS-DCP Payment	\$4,665.80
Garnishment Check # 24072	\$208.33
FICA/MED & EFT Payment	\$16,571.24
New York State Tax EFT	\$2,645.63
Accu Data Corp ACH Debit Payment	\$160.75
10/1/20 Checks # 24073 – 24077	\$580.04
Vouchers # 3223927 – 3223977	\$38,280.72
NYS-DCP Payment	\$4,607.57
Garnishment Check # 24078	\$202.54
FICA/MED & EFT Payment	\$15,091.67
New York State Tax EFT	\$2,352.78
Accu Data Corp ACH Debit Payment	\$130.25

10/15/20	Checks # 24079 – 24083	\$815.11
	Vouchers # 3252868 – 3252920	\$40,980.12
	NYS-DCP Payment	\$6,033.70
	Garnishment Check # 24084	\$202.54
	FICA/MED & EFT Payment	\$16,407.12
	New York State Tax EFT	\$2,598.45
	Accu Data Corp ACH Debit Payment	\$131.75

Approval of Checks in Payment of Bills  
General Fund

9/17/20	Check # 19969 – 19995	\$60,247.32
9/30/20	RIR	\$2,144.78
10/1/20	Check # 19996 – 20046	\$30,904.03
10/15/20	Check # 20047 – 20072	\$49,583.49

Voided Checks

10/1/20 Check # 19999

Approval of Checks in Payment of Bills  
Endowment Fund

10/01/20	Check # 1103	\$308.93
10/15/20	Check # 1104	\$201.74

**ANNOUNCEMENTS**

- The Library received a Notice of Probate regarding the will of Bessie K. Grossman, an avid library supporter and Ellen Grossman's mother. The Library is named a contingent beneficiary under a family trust. Ellen Grossman explained the procedure upon which the Library would have received a monetary gift had there been any funds remaining in the estate. However, she said that there are no funds left. Ms. Overton and the Board said Bessie Grossman was so kind to include the Library in her estate, regardless of the funds.
- The Library was once again nominated for Bethpage's Best of Long Island 2021 for Best Public Library. Ms. Overton stated that the Library will promote the nomination both in-house and through social media.
- The Library received a \$100 donation from Lois M. Carlsen in appreciation of its services.

**CORRESPONDENCE**

None

**COMMITTEE REPORTS**

1. Budget and Finance – None
  - Personnel – None
  - Facilities and Technology – None
  - Policy – Staff Computer Usage and Laptop Acceptance Form – see New Business

**DIRECTOR'S REPORT**

Ms. Overton reviewed her written report with the Board.

**UNFINISHED BUSINESS**

1. 2018 – 2019 Public Library Construction Grant

The final documents for the roof replacement and study room glass projects were accepted by the State and the grant was closed out. The Library received \$17,802, which was the remaining 10% of the funds.

2. Treasurer Position

Signature Bank completed the transfer of Michael Gumiela to Brian Cleary as the Library's Treasurer. Brian started October 14 with the October 15 check writing schedule.

**NEW BUSINESS**

1. Library Audit Year Ended June 30, 2020

Baldessari and Coster completed the Library's audit for year ended June 30, 2020. It was a clean audit and Ms. Overton said the Business Department should be commended. Al Coster or Ted Schlomann will present the financial report to the Board at an upcoming Board Meeting.

Mr. Schlomann recommended action on three items which the Board discussed and followed during the meeting:

On a motion made by Ms. Nothel, seconded by Ms. Maher, the Board voted unanimously to uncommit the Telephone and Furniture Fund Balance Reserve of \$110.77.

On a motion made by Ms. Maher, seconded by Mr. Ludwig, the Board voted unanimously to amend the following changes (in bold) to the July 15, 2020 Board Minutes:

*After discussion, on a motion made by Ms. Nothel, seconded by Mr. Ludwig, the Board voted unanimously to **commit \$10,000 from the General Fund Unappropriated Fund Balance, due to the 2019 – 2020 Budget, effective June 30, 2020, to purchase laptops to replace older staff computers. This purchase was delayed since the Library was closed due to COVID-19.***

On a motion made by Ms. Bucaria, seconded by Ms. Nothel, the Board voted unanimously to void checks dated from September 2015 to November 2019 with a total approaching \$5,000, to clear these outstanding checks on our banking records. A list of these checks to be voided will be kept in the Library records.

## 2. 2021 Member Library Support

NLS is requesting Boards vote on the annual Member Library Support which includes the Integrated Library System fees. The total contribution remains flat with higher MLS fees offset by lower ILS fees. Rockville Centre's proposed 2021 MLS fee is \$22,925 and ILS is \$45,589. The total of \$71,514 is the same as in 2020.

After discussion, on a motion made by Ms. Maher, seconded by Ms. Bucaria, the Board voted unanimously to approve NLS's request for Member Library Support for calendar year 2021 in the amount of \$71,514.

On a motion made by Ms. Maher, seconded by Ms. Bucaria, the Board voted unanimously in favor of the 2021 ILS and Associated Services Budget and Participating Libraries Schedule of Fees, and hereby appoints Catherine Overton to submit this authorization to NLS prior to the November 19, 2020 deadline.

## 3. Policies – Staff Computer Usage and Laptop Acceptance

In the interest of time, the Staff Computer Usage Policy and the Laptop Acceptance Form were discussed via email by the Board, reviewed by the Policy Committee and attorney and approved by the Board via email (9/27/20).

To reaffirm the email vote, on a motion made by Ms. Bucaria, seconded by Ms. Maher, the Board voted unanimously to approve the Staff Computer Usage Policy, included as Memo 2.

On a motion made by Ms. Maher, seconded by Ms. Ludwig, the Board voted unanimously to approve the Laptop Acceptance Form, included as Memo 3.

## MISCELLANEOUS

### Library Services

- Curbside Pick-Up Service: averages two patrons a week. However, because the service is appreciated, we continue to offer it.

- Grab & Go: is popular and used by patrons from RVC as well as other communities.
- Seating: patrons appreciate the comfort of sitting for their 60-minute stay in the Library. Library staff is comfortable with the 60-minute limit.
- Copiers: are used regularly.
- Computers: three adult computers are available in order to maintain recommended social distance. To date, the demand is moderate. Children's also opened three computers with proper distancing.
- Sundays: Library will open on Sundays starting October 18 from 1 – 4 pm.
- Evening hours: Balancing patron and staff safety, services and scheduling, Ms. Overton stated she and Department Heads discussed various options including opening one day a week from 12 – 8 pm or 11 am – 7 pm. Staying open until 9 pm does not seem warranted by patron numbers. After discussion, it was decided to observe Sunday usage before scheduling evening hours.

### The Annual Legislative Breakfasts

LIRC and NCLA hosted a virtual meeting for Nassau County Assembly Members on October 1 and Nassau County Senators on October 2. Ms. Overton stated the legislators were very supportive of libraries and what libraries have accomplished during this pandemic. However, all are concerned by the present condition of the State budget and some are not optimistic about this year's State funding for library systems and grants.

### Digital Use of Resources

NLS reports that, despite most library buildings being open to patrons, digital use continues to climb. Demand for digital library card applications by students and circulation of Nassau Digital Doorway materials continues to grow. The Youth Services Department purchases eBooks that support the school district curriculum.

### Copiers/Business Hubs

Tricia Marino, Ellen Berman and Ms. Overton continue to investigate copier equipment and they have recruited Keith Bethon, the Library's computer consultant, for input. They are awaiting proposals from three companies as the present lease is due to expire soon. Ms. Overton said that Tricia and Ellen have been very helpful.

### Town of Hempstead COVID-19 Relief Funds

Ms. Overton submitted our application for COVID-19 relief funding on September 23. Each purchase was itemized and categorized into groups: PPE, Cleaning Agents, Technology, Building Alterations, HVAC, and Miscellaneous. The total was \$54,524.80.

Ms. Overton plans to work on the FEMA application as well.

### New York Library Association 2020 Conference

Ms. Overton and Ellen Berman will attend the online conference, November 5 and 6.

Display cabinet

The new display case was delivered; Alene Scoblete had a temporary exhibit regarding Veterans ready to place in the cabinet. The two older display cases will be deaccessioned and discarded.

Refurbishing the Staff Room

Ms. Overton solicited estimates for flooring and painting in the break room. She contacted Optimum regarding the procedure for adding cable TV. She is asking Tricia Marino and Jen Marino for their input, including furniture selections.

Eagle Scout Project

Boy Scout Joseph Hart spoke to Ms. Overton about building two picnic tables for outside use at the Library. If the project is acceptable to the Board, he would like to present his proposal at a future meeting. He will be fundraising to pay for the building supplies. The Board is looking forward to meeting Mr. Hart and asked Ms. Overton to confirm a date.

Shredding Program

Ms. Overton stated Sarah Siegel and she are anticipating a smooth event for following Saturday, October 17. Sarah is well-prepared to run this popular program.

**OPPORTUNITY FOR BOARD MEMBERS**

Ms. Bucaria said that the Department Head reports are great and show how creative the staff is. She said that the letter to Alene regarding her genealogy research and the letter to Eileen and Sarah recognized the staff's efforts and skills.

**AUDIENCE ITEMS**

Ellen Grossman said The Friends will do a recap in the next newsletter regarding their contributions to the Library. The Board thanked The Friends for their support and appreciate their efforts.

On a motion made by Ms. Bucaria, seconded by Mr. Ludwig, the Board voted unanimously to go into Executive Session to discuss personnel and policy matters.

**EXECUTIVE SESSION**

The Board retired into Executive Session at 8:19 pm.

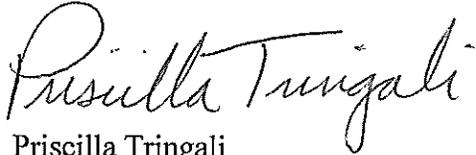
**RETURN TO OPEN SESSION**

On a motion made by Ms. Bucaria, seconded by Mr. Ludwig, the Board voted unanimously to return to Open Session at 9:00 pm with no action taken.

**ADJOURNMENT**

The meeting was adjourned at 9:01 pm on a motion made by Ms. Nothel, seconded by Ms. Maher, and unanimously approved.

Respectfully submitted,

A handwritten signature in black ink that reads "Priscilla Tringali". The signature is written in a cursive, flowing style.

Priscilla Tringali  
Clerk of the Board