

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**September 21, 2021**  
**Minutes**

**PRESENT**

Present were Trustees, Michael Ludwig, Rebecca Nothel, Susanne Morahan, Nadine Kelly and Melissa Sorvillo. Also present were Catherine Overton, Library Director, Susan Finck, Assistant Director, Priscilla Tringali, Clerk of the Board and audience members.

**CALL TO ORDER**

The meeting was called to order at 7:31 pm. by Board President Ludwig.

**APPROVAL OF MINUTES**

On a motion made by Ms. Morahan, seconded by Ms. Nothel, the Board voted unanimously to approve the minutes of the July 21, 2021 Reorganization Meeting.

On a motion made by Ms. Morahan, seconded by Ms. Nothel, the Board voted unanimously to approve the minutes of the July 21, 2021 Board Meeting.

**FINANCIAL REPORT**

On a motion made by Ms. Nothel, seconded by Ms. Sorvillo, 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

7/22/21 Checks # 24200 – 24203	\$1,370.98
Vouchers # 3834495 – 3834540	\$39,380.61
NYS-DCP Payment	\$6,217.71
Garnishment Check # 24204	\$262.57
FICA/MED & EFT Payment	\$16,132.37
New York State Tax EFT	\$2,519.29
Accu Data Corp ACH Debit Payment	\$160.75
8/05/21 Checks # 24205 – 24208	\$1,128.16
Vouchers # 3865946 – 3865994	\$38,894.23
NYS-DCP Payment	\$5,809.54
Garnishment Check # 24209	\$262.57

FICA/MED & EFT Payment	\$15,476.48
New York State Tax EFT	\$2,384.97
Accu Data Corp ACH Debit Payment	\$129.50
8/19/21 Checks # 24210 – 24213	\$1,333.70
Vouchers # 3902537 – 3902582	\$40,498.59
NYS-DCP Payment	\$6,433.85
Garnishment Check # 24214	\$262.57
FICA/MED & EFT Payment	\$16,426.66
New York State Tax EFT	\$2,574.68
Accu Data Corp ACH Debit Payment	\$160.75
9/02/21 Checks # 24215 – 24217	\$905.60
Vouchers # 3932614 – 3932657	\$37,552.77
NYS-DCP Payment	\$6,439.53
Garnishment Check #24218	\$262.57
FICA/MED & EFT Payment	\$15,149.51
New York State Tax	\$2,329.69
Accu Data Corp ACH Debit Payment	\$127.25
9/16/21 Checks # 24219 – 24223	\$5,116.36
Vouchers # 3967606 – 3967651	\$59,373.18
NYS-DCP Payment	\$9,790.80
Garnishment Check # 24224	\$262.57
FICA/MED & EFT Payment	\$33,805.15
New York State Tax EFT	\$5,452.64
Accu Data Corp ACH Debit Payment	\$129.00

Approval of Checks in Payment of Bills  
General Fund

7/22/21 Check # 20755 – 20803	\$120,399.80
7/31/21 RIR	\$1,564.94
8/05/21 Check # 20804 – 20837	\$13,607.94
8/19/21 Check # 20838 – 20875	\$55,878.14
8/31/21 RIR	\$1,567.64
9/02/21 Check # 20876 – 20899	\$39,741.90
9/16/21 Check # 20900 – 20931	\$52,678.87

Voided Checks

7/22/21 Check # 20765

## **ANNOUNCEMENTS**

Welcome to Susan Finck, our new Assistant Director/Head of Adult Services and Lisa Crandall, an Adult Reference Librarian. Happy to have both of them join the RVCPL team!

Friends of Elaine Coogan made a generous donation in her memory which was used to purchase and frame reproductions of 1906 maps of Rockville Centre. The maps are located on the second floor. A plaque will be installed shortly. Ms. Morahan encouraged Board members to view the maps - they are exceptional.

The Library received 90% of the 2021 Local Library Services Aid which is \$6,357. These funds are distributed through NLS.

Signature Bank generously sponsored the Long Island Children's Museum membership for the eighth year. The cost was \$1,300. A thank you was sent.

The School District transferred the Library's share of first half of the 2021 PILOT money, \$7,379.82.

The Library has reinstated masks for all patrons over the age of two, regardless of vaccination status, as guided by the CDC and state and local government directives regarding COVID-19.

## **CORRESPONDENCE**

- The suggestion box notes were reviewed and discussed.
- Gail Ruber sent an email praising the Library's virtual programs.
- Diane Exler Rudnick wrote complimenting the Library staff, in particular librarians Eileen McCarthy and Amy Hayman.

## **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

### Kajeet Grant (Hot Spots)

The Kajeet contract, which was reviewed and modified by the Library's attorney, was accepted by their legal department. We should receive the 20 hot spots shortly along with information regarding staff training. Ms. Overton is reviewing circulation policies.

### Website Redesign

We are moving forward with the website redesign, using Renaissance's logo. Emily Corvelle, Ellen Levine, Susan Finck and Ms. Overton met to discuss a color palette, content placement, wording and other site items, all of which will be relayed to Renaissance.

### Carr/Xerox Contract

Ms. Overton spoke to the Director of Professional Services at Xerox concerning an adjustment of the Library's invoice to account for not using PaperCut's print solution. The Xerox rep asked for time to speak to the Carr/Xerox contact and will report back.

### State Aid for Library Construction Program

- The Library received approval to submit the final paperwork to closeout the 2019/2020 project, *Installation of Security Cameras and Installation of Emergency Door Handrails*. We should receive the remaining 10% of the aid, which is \$475, within a few months.
- The Library's application for the 2020/2021 program, *Upgrading Fluorescent Lighting Fixtures in the Main Floor Stacks to LED Lighting*, was accepted in the amount of \$3,610. The Library should receive 90% of the funds within a few months. We advised James Tech Electric that the work is approved to start.
- The 2021/2022 grant application to *Upgrade Emergency and Exit Lighting* project was accepted by NLS for submittal to the State.

## NEW BUSINESS

### Insurance Policy Renewal 2021 – 2022

Updated information regarding the Library's collections and employee and management practices was submitted to our agent, Joseph Price, Epic Insurance. Mr. Price placed the Library's Commercial Insurance Policies with Utica National Company and the Workers Compensation with New York State Insurance Fund. The breakdown of policy types, expiring premiums and renewal premiums was reviewed by the Board. The total premium is \$49,764.75, an increase of \$1,300.52 or 2.7%. This quote came in under budget.

### Museum Passes

The Library is subscribing to a print-on-demand membership to Raynham Hall Museum. The Nassau Library System coordinated the order resulting in a membership fee of \$202. We think our patrons will enjoy this historic home dating from the American Revolution in the interesting town of Oyster Bay. This pass brings the Library's total memberships to museums and gardens to 17.

### Petty Cash Policy

With the cost of most items increasing, Ms. Overton requested that the maximum amount of reimbursement from petty cash be increased from \$40 to \$50. The Petty Cash Fund Management Policy was included in the Board packet for review.

After discussion, on a motion made by Ms. Morahan, seconded by Mr. Ludwig, the Board voted unanimously to increase the maximum amount of reimbursement from petty cash from \$40 to \$50.

### Library Audit Year Ended June 30, 2021

Baldessari and Coster completed the Library's audit for year ended June 30, 2021. It was a clean audit and the Business Department should be commended. Al Coster or Ted Schlomann will present the financial report to the Board at a future board meeting.

## **MISCELLANEOUS**

### Elevator

Christopher Hunt of John A. Grillo Architects and an engineer from Noble Elevator evaluated the condition of the elevator's mechanical system. They agreed with the assessment of TKE (ThyssenKrupp) and Island Elevator that the Library should consider upgrading the system. As this would qualify as a construction grant project, Mr. Hunt advised that he can initiate the process required by the State Education Department.

### Risk Management Survey and Inspection

A representative from the Utica Insurance Group conducted a survey and walk-through of the building and grounds. He confirmed that the quality of building maintenance, security and general housekeeping placed the Library in a low-risk category.

### Community Events

- RVC Heroes Day

Listening to a weather report, the event was postponed to August 26; the day was a success as evidenced by Jen Marino's report of 91 kids, 60 adults and 10 heroes (firefighters and police). Mayor Francis X. Murray, Deputy Mayor Kathy Baxley,

Assemblywoman Judy Griffin and Trustees Michael Ludwig, Nadine Kelly and Rebecca Nothel helped us honor the first responders and enjoyed watching the kids have fun. The day was a wonderful tribute to our RVC heroes.

- **International Literacy Day**

On September 8, Nassau County Executive Laura Curran visited the Library and recorded her message to celebrate International Literacy Day. She also had a photo op with the staff that had everyone smiling through their masks. She is always a strong advocate for libraries and recognizes the work we do to promote literacy.

- **September 11 Memorial**

It's a tradition for the Library to create a table display as a memorial including a plaque with the names of the Rockville Centre residents who died that day. This year, high school friends of Maureen Olson sent a lovely plant in her memory; it was added to the table. Ms. Overton contacted her husband, John Olson, who still lives in Rockville Centre to ensure he was aware of the gift. Touched by the thoughtfulness of her friends, he asked that we keep the plant at the Library.

### Rockville Centre Library Friends

The Friends reconsidered holding any in-person event at the Library at this time. They decided to hold a raffle with six different themes which has been very well received. The winning tickets will be pulled on Friday, September 24. The group hopes to hold events in the spring.

The Friends sponsored the membership renewal of the Intrepid Sea, Air and Space Museum for the fee of \$500. Thank you, Friends!

### SavMor Mechanical

SavMor Mechanical sent our two-year HVAC Maintenance Agreement renewal. The cost of \$2,480 per year remains the same as the 2019/2020 agreement.

After discussion, on a motion made by Ms. Morahan, seconded by Ms. Nothel, the Board voted unanimously to renew the Sav-More Mechanical HVAC Maintenance Agreement for 2021/2022 at a cost of \$2,480 per year.

### Assistant Director/Head of Adult Services Report

Our new Assistant Director/Head of Adult Services, Susan Finck thanked the Board and staff for welcoming her. She discussed the following items:

### Eventkeeper Update

We added the EKRooms module to our Eventkeeper calendar subscription. This upgrade allows staff to easily manage booking rooms, event spaces and equipment. In addition, staff may run reports to track program attendance and list weekly events. This is a big help for planning our meeting spaces and compiling attendance statistics. We removed a secondary TixKeeper module for tracking the circulation of our telescope, Go-pro, and CD player. We are having success using Sierra to monitor circulation on these items.

### Hoopla

Hoopla is a digital media service that allows patrons to borrow movies, music, audiobooks, ebooks, comics and TV on their computer, tablet, or phone. Titles may be streamed immediately, or downloaded to phones or tablets for offline enjoyment later. After reviewing the per patron circulation limits that our neighboring libraries have adopted, we are adjusting our cap from 4 to 10 circs per patron per month. Hoopla was able to compile a first year projection report based on those parameters that indicates we will be able to stay safely in the initial yearly budget range of \$4,000. Ms. Finck submitted a copy of the projections. Once we finalize our promotional and technical specifications, we will be adding this service through our webpage.

### Princh

Princh is a service that provides patrons with an additional option for printing. Print jobs may be sent from laptops and devices directly to our copiers. Patrons may send these prints from home or on the go and stop by the Library to pick them up. We will be promoting this service through social media and the newsletter. An earlier version of SAM was presenting issues but their latest update appears to have solved the problem.

### Canva

Canva is a graphic design platform, used to create social media graphics, presentations, posters, documents and other visual content. We acquired a subscription through the Rockville Centre Library Friends that allows all our staff to produce content that can easily be shared between departments.

## **OPPORTUNITY FOR BOARD MEMBERS**

Ms. Morahan sent letters to Alene Scoblete and Ellen Berman thanking them for their years of service to the Library and how much the Board appreciated them.

Ms. Kelly asked if Book Buddies will be held again. She was told it is a summer program but may also be held during February break.

## **AUDIENCE ITEMS**

Ellen Grossman asked if tutoring is allowed in the Library. Ms. Overton confirmed that it is but only a few students are being tutored.

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

The Board retired into Executive Session at 8:47 pm.

**RETURN TO OPEN SESSION**

On a motion made by Ms. Nothel, seconded by Ms. Morahan, the Board voted unanimously to return to Open Session at 9:32 pm with no action taken:

**ADJOURNMENT**

The meeting was adjourned at 9:32 pm on a motion made by Ms. Nothel, seconded by Ms. Morahan, and unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script that reads "Priscilla Tringali". The signature is written in black ink and is positioned above the printed name and title.

Priscilla Tringali  
Clerk of the Board