

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
December 15, 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 7:26 pm by Board President Ludwig.

APPROVAL OF MINUTES

On a motion made by Ms. Sorvillo, seconded by Ms. Morahan, the Board voted unanimously to approve the Amended Minutes of the October 19, 2021 Board Meeting.

On a motion made by Ms. Nothel, seconded by Ms. Sorvillo, the Board voted unanimously to approve the Minutes of the November 17, 2021 Board Meeting.

FINANCIAL REPORT

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

Payroll

11/24/21	Checks # 24248 – 24251	\$2,127.37
	Vouchers # 4128394 – 4128439	\$44,709.18
	NYS-DCP Payment	\$4,808.11
	Garnishment Check # 24252	\$262.57
	FICA/MED & EFT Payment	\$17,544.31
	New York State Tax EFT	\$2,735.00
	AccuData Corp ACH Debit Payment	\$167.25
12/09/21	Checks # 24253 – 24257	\$2,334.22
	Vouchers # 4162683 – 4162730	\$46,400.45
	NYS-DCP Payment	\$4,584.87

Garnishment Check # 24258	\$256.23
FICA/MED & EFT Payment	\$17,487.93
New York State Tax EFT	\$2,649.28
AccuData Corp ACH Debit Payment	\$136.75

Approval of Checks in Payment of Bills
General Fund

11/24/21 Check # 21096 – 21130	\$331,351.35
11/30/21 RIR	\$1,818.86
12/09/21 Check # 21131– 21165	\$15,462.46

ANNOUNCEMENTS

- The Library received its 2020–2021 e-Rate reimbursement for \$3,517.08. NLS coordinates a consortium application. The program is under the Federal Communications Commission and provides discounts to assist schools and libraries for their telecommunications access.
- NLS applied for reimbursement under the Federal Cares Act for member libraries' cost to purchase PPE supplies for COVID 19. The Rockville Centre Library's portion was \$476.05.
- The Library received its 2021 Direct Access payment for \$2,091.47. The payment is calculated by NLS based on statistics that indicated the Library lent more material than it borrowed in 2019.
- As previously discussed, Mrs. DeGray and Ms. Overton met with the landscaper to request the overgrown shrubs be removed from Marisa's garden. In the spring, a low maintenance ground cover can be planted.

CORRESPONDENCE

The suggestion box notes were reviewed by the Board.

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 BUSINESSNew Website Design

Renaissance Web Solutions launched the new website on December 9. The feedback is quite positive. The website needs tweaking for mobile use. Staff is being trained on its maintenance. Ms. Overton complimented Emily Corvelle, Ellen Levine and Susan Finck for their successful efforts working with Renaissance.

Elevator Upgrade

John Grillo's office is preparing the various forms that the State Education Department requires and will send the documents to Ms. Overton. These forms need to be signed by the School Superintendent and then forwarded to the State Education Department. An SED project manager has been assigned to the Library's project.

Carr/Xerox Contract

Ms. Overton requested advice from the Library's attorney regarding Carr/Xerox' lack of response to the Library's request for an adjustment in our contract expenses. The attorney suggested his firm draft a letter to Carr/Xerox seeking compensation. This action was approved by the Board.

NEW BUSINESSBoard Meeting Dates

Board meetings were set for the following months to begin at 7:30 pm.

Tuesday, April 12, 2022 – Preliminary Budget Hearing and Board Meeting
Tuesday, May 10, 2022 – Final Budget Hearing and Candidates' Forum
Wednesday, May 18, 2022 – Board Meeting
Wednesday, June 15, 2022 – Board Meeting

Fourth of July Closing

In 2022, July 4th is on a Monday. The Library closes on Sundays, starting in July. Ms. Overton asked the Board to consider the Library's schedule for Saturday, July 2. After discussion, the Board approved the Library's closing on Saturday, July 2, Sunday, July 3 and Monday, July 4, 2022.

Helen Kraus Community Room Lighting

There are a number of lights out in the large community room. The repairs involve replacement of the fluorescent bulbs and ballasts. The ballasts should be replaced by

electricians. Ms. Overton solicited a quote from James Tech Electric to perform this work. They advised that, currently, the ballasts are difficult to source and would likely take weeks to be delivered. We discussed replacing the fluorescent bulbs with LED bulbs, bypassing the ballasts. That scheme is feasible, however, the LED lights would not be dimmable in the existing fixtures. The community room requires dimmable lighting. A dimmable LED lighting system installation requires replacement of the fixtures. Steven Sedgwick and Ms. Overton recommend replacing the 30 fixtures with a new LED system for a proposed cost of \$8,400.

After discussion, on a motion made by Ms. Morahan, seconded by Ms. Kelly, the Board voted unanimously to award James Tech Electric the project to replace the 30 fixtures with a new LED system for a proposed cost of \$8,400.

MISCELLANEOUS

Union Negotiations

The Library's attorney finalized the Memorandum of Agreement for its submission to the CSEA representative and Union. Further discussion was held for Executive Session.

Part-Time Salary Increases

The part-time staff salary increases are usually decided in January. Since the MOA is not finalized, the staff will be informed that their increase will be delayed until the MOA is finalized. The increase will be retroactive to January 1, 2022.

In addition, the minimum wage is set to increase from \$14 per hour to \$15 per hour on December 31, 2021.

Redesign of Young Adult Area

The Library was awarded a legislative grant of \$10,000 from Todd Kaminsky to refurbish this space. Ms. Overton stated that Tim Kropp of A.R. Kropp met with Jen Marino, Jen Rebmann, Susan Finck and herself to discuss new furniture and a reconfigured shelving arrangement, utilizing shelving that is in storage. Ms. Overton described possible layouts to the Board. When specific examples of the furniture and layout are available, they will be forwarded to the Board for its review.

Strategic Plan 2018–2021 Update

Briefly reviewing the 2018–2021 strategic plan, the Library appears to have met several goals in each objective. The pandemic required some alteration to the delivery of services. Ms. Overton stated the strategic plan will be reassessed in the new year with consideration to the success of the objectives that have been put in place, the continued relevancy of the objectives and exploration of new goals.

Emergency Closing

The Library was affected by the Village's water main break repair on Wednesday, December 8. The building was closed from 9 am to 5 pm, resuming activities for the evening. The Library was busy that evening including holding an in-person program.

Staff Holiday Luncheon

On December 13, Ms. Overton hosted a luncheon for the staff in appreciation of all they do during the year and to celebrate the holiday season together. It was held from 12:00 to 2:00 pm, and Library operations were not affected. Ms. Overton and staff were pleased that Trustees Susanne Morahan and Melissa Sorvillo were able to attend. The celebration was enjoyed by all.

NLS Annual Meeting

The annual meeting was held virtually on December 8. Ms. Morahan and Ms. Overton attended the interesting meeting which was recorded and will be distributed. Highlights include:

- Most dramatic change in service is the increase in digital circulation.
- Physical circulation and number of active patrons have been decreasing for years.
- Pandemic has increased program attendance especially for seniors and young families.
- Social media has changed how people learn about services.
- There is a need to retain, reconnect and recruit patrons. The key is to get out of the building and adjust services to community wishes.
- Suggested goals for new year: increase marketing budget and raise circulation activity by 1% each.

ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT

Ms. Finck reviewed her written report with the Board.

Library Telescope

Ms. Finck spoke to Tom Lynch regarding future programs for promoting the telescope. He will be stopping by the Library in the next few weeks to service and clean the telescope. He would also like to review the grounds to determine the best night sky viewing location for an in-person event this March. Additionally, we are planning a zoom discussion in January or February that will review how to borrow the telescope and basic instructions. We hope to record this event and load it to the webpage for patrons to view. We will be creating an instructional video as well.

MLK Community Center

On December 2, Ms. Finck met with Patrick Morris, Director of the MLK Community Center. He was kind enough to give her a tour of the facility and review their daily operations. They discussed the after school program where the students come to do homework. Ms. Finck demonstrated our educational hotspots and Mr. Morris believed community members that visit the center might have a need for them. Ms. Finck opened a library card for the MLK Community Center and checked out five devices on an extended loan that they can use on-site during programs. She also provided them with flyers they can distribute to visitors detailing how they can check out a device from the Library for home use. Mr. Morris was very inviting to us.

Hispanic Brotherhood

On December 9, Ms. Finck met with Marguerite Keller, Director of Hispanic Brotherhood. Ms. Keller introduced her to the staff, gave her a tour of the facility and outlined the numerous services they provide the community. Since the center also hosts an after-school program, the Library provided them with educational hotspots on an extended loan. Ms. Finck opened a library card for Hispanic Brotherhood so materials can be easily loaned to them in the future. Ms. Finck looks forward to working with Ms. Keller to explore ways the Library can support their mission. Ms. Finck was very impressed with their services.

Ms. Finck said she definitely sees a great relationship with both of these organizations.

Monthly Statistics

Ms. Finck discussed the following categories that have been added to this report:

- Adult DVD circulation
- Overdrive unique users
- Hoopla circulation
- Hoopla unique users

Adult Programs Statistics

The Library had 1,013 patrons attend programs this month. 345 attended in-person. 649 participated virtually. Ms. Finck gave the Board a report listing attendance at each event.

Fees & Fines

The topic of whether or not to charge fines is currently being considered by many libraries throughout the state. The Nassau Library System is currently putting together an Ad-Hoc Inter-Library Fines and Fees Committee to address the numerous complexities involved with this proposal.

Ms. Finck explained to the Board the Library's fines and fees procedures. The Library will look into incorporating a hardship or extenuating circumstances policy into the Fines and Fees Policy which can be reviewed on a case by case situation.

February is amnesty month at the Library. We will be accepting food for fines.

Ms. Finck gave the Board the requested collections report covering a month by month record from 2019–2021. This report itemized materials recovered as well as fee and cash payments received as reported by Unique Management Services. Additionally, in 2021 the Library collected \$7,771.35 in fines and fees.

Ms. Sorvillo thanked Ms. Finck for presenting all the fees and fines information.

Programs

Ms. Finck highlighted the great work librarians have done with the following programs:

- Library-to-Your-Door
- VITA tax assistance
- Starting new book clubs
- Schools visits to the Library. Ms. Sorvillo asked if Ms. Finck could find out if all elementary schools are participating.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Sorvillo recently attended Jerry Nichols' third monthly meeting in the *Trustee Handbook* series. The topic was Personnel. She said to watch for more series to come in the new year.

AUDIENCE ITEMS

Ellen Grossman reported that the Friends 50/50 and American Girl Doll raffle is going on now. The last raffle made over \$2,000. January is membership month. She is working on the mailing which will go out the first week in January. She wished everyone a happy and healthy new year.

The Board thanked Ms. Grossman and the Friends for their efforts on behalf of the Library.

On a motion made by Ms. Nothel, seconded by Ms. Sorvillo, the Board voted unanimously to go into Executive Session to discuss Union negotiations.

EXECUTIVE SESSION

The Board retired into Executive Session at 8:39 p.m.

RETURN TO OPEN SESSION

On a motion made by Ms. Sorvillo, seconded by Ms. Morahan, the Board voted unanimously to return to Open Session at 8:57 p.m. with no action taken.

ADJOURNMENT

The meeting was adjourned at 8:57 p.m. on a motion made by Ms. Sorvillo, 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