

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**February 15, 2022**  
**Minutes**

**PRESENT**

Present were Trustees Michael Ludwig, Rebecca Nothel, Susanne Morahan and Nadine Kelly. Also present were Catherine Overton, Library Director, Susan Finck, Assistant Director, and audience members. Trustee Melissa Sorvillo and Board Clerk Priscilla Tringali were absent from the meeting, having given the Board prior notice.

**CALL TO ORDER**

The meeting was called to order at 7:30 pm by Board President Ludwig.

**APPROVAL OF MINUTES**

On a motion made by Ms. Nothel, seconded by Ms. Kelly, the Board voted unanimously to approve the minutes of the January 20, 2022 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

2/03/22	Checks # 24272 – 24275	\$2,382.24
	Vouchers # 4299768 – 4299814	\$48,402.70
	NYS-DCP Payment	\$7,906.61
	FICA/MED & EFT Payment	\$19,826.45
	New York State Tax EFT	\$3,052.90
	AccuData Corp ACH Debit Payment	\$154.50
2/17/22	Checks # 24276 – 24278	\$2,252.75
	Vouchers # 4332491 – 4332539	\$48,276.57
	NYS-DCP Payment	\$7,420.22
	FICA/MED & EFT Payment	\$19,465.68
	New York State Tax EFT	\$3,022.55
	AccuData Corp ACH Debit Payment	\$185.75

Approval of Checks in Payment of Bills  
General Fund

2/03/22	Checks # 21285 – 21318	\$41,251.31
2/17/22	Checks # 21319 – 21357	\$87,017.04
2/28/22	RIR	\$2,036.44

There were no CDs eligible to be renewed before the next meeting.

### **COVID-Related Developments**

With decreasing infection rates, the Board approved returning to in-person and hybrid programs on January 31, along with virtual programs. Effective February 10, the Governor suspended the mask mandate for all public buildings with a few exceptions such as schools. As the Library follows State and local regulations, the Board approved revising the Library's policy from requiring masks to recommending masks for all over two. The staff will continue to wear masks in public areas to encourage patrons to wear masks.

### **ANNOUNCEMENTS**

- The Library received a \$100 donation from its neighbors, 250 North Village Owners, in appreciation of its use of a meeting room.
- The RVC School District forwarded the Library's portion of the PILOT payments for the first half of 2022 for a total of \$7,379.82.
- My Healthy Thing, LLC sent the Library \$233.04, the snack machine commission from February 2020 to December 2021. For a good portion of that time, the Library was closed or eating was not permitted.

### **CORRESPONDENCE**

The suggestion box notes were reviewed by the Board.

### **COMMITTEE REPORTS**

- Budget and Finance – See New Business
- Personnel – None
- Facilities and Technology – None
- Policy – Ms. Overton will contact the Committee to schedule a review of the Material Selection Policy

### **DIRECTOR'S REPORT**

Ms. Overton reviewed her written report with the Board.

## **UNFINISHED BUSINESS**

### 2020–2021 Public Library Construction Grant

The final paperwork to closeout the grant for upgrading the lower stacks lighting to LED was submitted. The Library should soon receive the final 10% of the funds, \$361.

## **NEW BUSINESS**

### 2022–2023 Draft Budget

Due to the Library's closure on Monday, February 14 for lack of heat, Ms. Overton rescheduled a meeting with Ms. Nothel and Ms. Kelly, the Budget and Finance Committee, to shortly before the Board meeting. They reviewed a first draft of a budget that remained under the Library's tax levy cap of 2.66%. The Committee suggested some changes which Ms. Overton will incorporate in the second draft. She distributed the first draft of the budget to the trustees at the meeting, explaining that there will be some changes but the proposed tax levy will remain the same. The Board agreed that this year they would follow the Library's accountant's advice to remain under the tax cap but take the maximum allowable increase. He suggested transferring any surplus at year-end to the Capital Fund where it is reserved for renovations of the aging building.

### Unique Management Services

UMS, the Library's collection agency, has held its fee to \$8.95 per submitted account for many years. Due to rising costs that it can no longer absorb, UMS is increasing its fee to \$11.65 per submitted account, effective April 1, 2022. For background information, UMS has recovered \$100,164.99 in materials and cash and invoiced \$15,438.75. This is a Return on Investment (ROI) of \$6.49 for every \$1.00 invested. As a comparison, using the same recovery figure and the new fee, the ROI is \$4.98 for every \$1.00. The Board discussed the past performance of the collection agency. On a motion made by Ms. Nothel, seconded by Ms. Kelly, the Board approved keeping the service, increasing the fee for submitted patrons from \$10 to \$12 to cover the UMS fee and increasing the minimum outstanding amount for submission from \$25 to \$35.

### Upgrade Payroll Processing System

The Board approved upgrading the payroll processing system to enable electronic time keeping and a paperless payroll. They agreed that this is a more efficient method of processing payroll, implementing direct deposit for all staff members and allowing them access to their financial records. Electronic time keeping eliminates the paper timesheets that staff currently use and enables both the staff member and supervisor access to their daily time records, requests for leave, vacation, etc. Additionally, it is more environmentally responsible.

### State of the Library for Year 2021

Ms. Overton sent a digital copy of the report prior to the meeting. This report includes details about the year's activities and accomplishments. The Board accepted her report,

acknowledging its thoroughness. It will replace the 2020 State of the Library report on the webpage.

## **MISCELLANEOUS**

### Rockville Centre St. Patrick's Day Parade

After being suspended for two years due to COVID, the parade will be held on Saturday, March 19. It is such a large parade that staff and patrons have other organizations to either march with or watch. Since the Library would have very few participants, the Board approved the Library not marching in the parade.

### Museum Passes

The Library has previously discussed acquiring a second pass for the Long Island Children's Museum, its most popular pass. Ms. Overton wrote to Signature Bank who has sponsored the LICM membership for eight years and inquired if they would like to sponsor a second pass. The pass costs \$1,300. A trustee inquired if the Morgan Library participates in the museum program. Ms. Finck will investigate this.

### Carr/Xerox

The Library's attorney wrote to Carr/Xerox detailing the Library's experience with the equipment at the beginning of the contract. Mitchell Novotny, Regional Vice President of Professional Services, contacted Ms. Overton indicating they would reimburse the Library \$1,040 for the EnvisionWare software subscription. The Library has not received the check to date.

### Trustee Handbook Club: Budgets & Finance

Ms. Overton attended the virtual workshop on January 18 which was moderated by Jerry Nichols and Rebekkah Smith Aldrich. Using the pertinent chapter from the handbook, the moderators expanded on relevant points. The Library is following recommended guidelines for the budget/audit process.

## **ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT**

Ms. Finck reviewed her written report with the Board.

### State Annual Report

Ms. Finck and staff are compiling responses for the 2021 NYS Annual Report. The report will be ready to submit to NLS by their February 28 deadline. The completed report will be sent to the Board prior to March 15 for approval at that meeting.

### Digital Navigator Training

Ms. Finck attended a digital seminar hosted by NLS and its partner SCLS on Digital Navigator training from the National Digital Inclusion Alliance. Libraries across Long Island are taking the lead in addressing the digital divide within their communities. Participants were provided a deeper understanding of local digital inclusion issues.

Ms. Finck will be sharing the information that was presented with RVC staff and local community organizations. She is also looking for ways to make this information easily accessible to patrons on our webpage.

#### NY Project Hope

On January 10, 2022, Ms. Finck completed a workshop with representatives from NY Project Hope. This organization supports residents across Nassau County. They offer free, confidential online crisis counseling, educational materials, and referrals to government agencies.

#### Monthly Statistics

Ms. Finck reviewed the new categories added to the monthly statistics report.

#### Adult Programs

Ms. Finck reviewed the adult program statistics for January. She mentioned that the virtual author talks were very popular and well attended thanks to Sarah Siegel's continued efforts. Ms. Finck also discussed the new Genealogy classes planned for March.

#### Librarian Book Discussions

The Monday Mystery book discussion held on February 7<sup>th</sup> was enjoyed by 14 patrons.

#### Community Outreach

- *Library to Your Door Program*: The census stands at 56 and 172 items are currently checked out to patrons including regular and large print books, audio books, magazines and DVDs.
- *South Side High School School-to-Work Vocational Program*: The two students enrolled in this program come to work once a week on weeding projects and compiling welcome packets using bags with our newly designed logo.
- *Train Station Library Cart*: On February 1<sup>st</sup> our book cart was replenished. We are considering how to use the cart as a marketing tool to advertise programs and services available at the Library.
- *Maple Point Book Club*: Copies of *The Japanese Lover* by Isabel Allende were delivered to the facility along with topic suggestions and questions for their discussion.

#### Reader Advisory & Displays

- In order to promote the upcoming virtual author event on February 24, there is a table display of Ash Davidson's book, *Damnation Spring*.
- Four Reader's Advisory Lists were compiled - Familial Sagas, Adventure, Suspense and Thrillers.
- Thirteen titles were added to the *What We're Reading* tab on the Library website.
- In honor of Black History Month, the four weekly displays were prepared.
- DVD displays included Mystery, Romance and Foreign Films.
- *Getting Back into Cooking* was the theme for our Cookbook display area.

### Museum Pass Program

Ms. Finck discussed the following adjustments to enhance the promotion of this program:

- Museum Pass brochures are now located at all service desks.
- A promotional slide has been added to the webpage and monitor over Circulation.
- A new flyer was designed with a QR code that will bring patrons to the museum pass reserve area of our webpage (copy distributed).
- Updates for New York Historical Society, Old Bethpage Village and New York Botanical Gardens have been included in TixKeeper.

### Marketing & Promotions

Ms. Finck reviewed the various ways staff is promoting Library services and programs:

- Added promotional slides to the website and Library monitor for upcoming events.
- Posted upcoming events on Facebook & Instagram.
- Created and sent weekly Constant Contact emails.
- Created Canva flyers for placement in Library displays.
- Submitted Library promotional information to Best Media for inclusion in Rockville Centre Living Magazine.

### Collection Maintenance & Development

- Librarians have completed the adult fiction weeding project. With the additional space this has provided, we will begin interfiling trade paperback titles within the main collection.
- New titles have been ordered for the LeBron Civil War Collection and the Gelston Art Collection. The cost for these titles will be covered by their respective Endowment Funds.

### Children's Department Briefs

Ms. Finck highlighted items from Jen Marino's monthly report:

- Winter Reading Bingo was a successful new program.
- The Rosa Lee Young visits resumed; the kids and teachers were thrilled to be back.
- Principal Darren Raymar enjoyed being part of the Library's podcast and mentioned it at a PTA meeting.
- Jen Marino is working with Jim Duffy, Principal of Wilson School, on plans for a school-wide library card initiative.
- Plans are in place for hatching chicks again this year. A live stream will be available on the Library's webpage.
- Youth Services staff is training with John Aluotto to learn how to upload and modify information on their portion of the webpage.

### **OPPORTUNITY FOR BOARD MEMBERS**

Ms. Morahan stated she looked for Princh, on the website but did not find it. Ms. Finck will investigate and will get report back to the Board.

**AUDIENCE ITEMS**

None

On a motion made by Ms. Morahan, seconded by Ms. Kelly, the Board voted unanimously to go into Executive Session to discuss personnel issues.

**EXECUTIVE SESSION**

The Board retired into Executive Session at 8:50 p.m.

**RETURN TO OPEN SESSION**

On a motion made by Ms. Nothel, seconded by Ms. Kelly, the Board voted unanimously to return to Open Session at 9:03 p.m. with the following action taken:

To raise their 2021 salary increase to 3.0%, equal to that of the Union salary increase, the Board approved an additional increase of 0.6% for the Director, Administrative Staff and Department Heads, retroactive to their respective evaluation dates. The Board approves a 0.6% increase for the Assistant Director, effective February 15, 2022.

The Board approved a 3% salary increase for the Director for year 2022 in light of her excellent service and performance this past year.

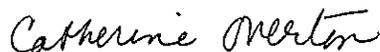
The Board accepted Barbara Murray's resignation effective March 17, 2022. They thanked her for her 30 years of service and wish her the very best in her retirement.

The Board approved the promotion of Patricia Marino to Head of Technical Services at a salary of \$75,000, effective March 17, 2022. They wish her the best in her new position.

**ADJOURNMENT**

The meeting was adjourned at 9:10 p.m. on a motion made by Ms. Nothel, seconded by Ms. Kelly, and unanimously approved.

Respectfully submitted,



Catherine Overton  
Director/Secretary Pro Tem