

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**January 20, 2022**  
**Minutes**

**PRESENT**

Present were Trustees Michael Ludwig, Rebecca Nothel, 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. Trustee Susanne Morahan was 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 December 15, 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**

12/23/21	Checks # 24259 – 24263	\$2,891.81
	Vouchers # 4197989 – 4198034	\$46,101.52
	NYS-DCP Payment	\$4,917.07
	FICA/MED & EFT Payment	\$18,199.70
	New York State Tax EFT	\$2,853.54
	Accu Data Corp ACH Debit Payment	\$168.00
1/06/22	Checks # 24264 – 24267	\$2,651.75
	Vouchers # 4241148 – 4241207	\$39,018.13
	NYS-DCP Payment	\$7,102.88
	FICA/MED & EFT Payment	\$15,508.77
	New York State Tax EFT	\$2,300.23
	Accu Data Corp ACH Debit Payment	\$271.75

1/20/22	Checks # 24268 – 24271	\$2,529.31
	Vouchers # 4265431 – 4265475	\$42,394.29
	NYS-DCP Payment	\$6,719.78
	FICA/MED & EFT Payment	\$16,915.67
	New York State Tax EFT	\$2,592.15
	Accu Data Corp ACH Debit Payment	\$581.00

Approval of Checks in Payment of Bills  
General Fund

12/23/21	Checks #21166 –21205	\$67,922.97
12/31/21	RIR	\$1,773.57
1/06/22	Checks # 21206 – 21232	\$20,449.35
1/20/22	Checks # 21233 – 21284	\$83,656.24
1/31/22	RIR	\$1,764.77

The Library will renew two CDs held at Signature Bank:

Maturity Date	Term	Bank	Amount	Rate
1/25/22	6 mths	Signature Bank	\$99,000 (General Fund)	Best rate
2/04/22	6 mths	Signature Bank	\$100,000 (General Fund)	Best rate

### COVID-Related Developments

- On January 3, the Library moved hybrid programs to virtual and canceled or rescheduled in-person programs due to the increase in infection rates. It was noted that the situation would be re-evaluated the last week of January. With infection rates starting to decline, Ms. Overton hoped to restart in-person adult programs on Monday, January 31. She said the Children's Department will follow the same calendar, but asked to retain the ability to review each program before committing to an in-person format. The Board agreed with this plan.
- On January 4, the New York State Department of Health issued recommendations that align with the CDC guidelines for shortened quarantine periods – from 10 days to 5 days. These recommendations clarified the procedures for the Library to follow for COVID-related situations. The Library created a form to log pertinent information if a staff member is exposed to or contracts COVID.
- The Library received a supply of COVID rapid test kits from Senator Kaminsky, Assemblywoman Griffin and the Nassau County Office of Emergency Management. We distributed one kit to each staff member and will provide a kit to each trustee. There is a small reserve of kits if anyone needs additional tests.

## **ANNOUNCEMENTS**

- A long-time annual donor, Helene Silverman gave the Library's Endowment Fund \$150 in honor of its wonderful staff. She asked that the funds be used to purchase large type books.
- The Forgach family donated \$100 to the Library in memory of their daughter, Kim. Their annual gift is allocated for the upkeep of Kim's Corner.

## **CORRESPONDENCE**

- Former resident, MaryAnn Cannone, wrote saying how much she missed Rockville Centre Library with its great staff since she moved to Maryland.
- The suggestion box notes were reviewed by the Board. Ms. Overton reported on their outcome.

## **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**

### Elevator Upgrade

Robert Bartels, Acting School Superintendent, and Michael Ludwig, Board President, signed the documents required by NYSED to move the project forward. Ms. Overton returned the papers to John Grillo's office who will forward them to SED. We are awaiting further notice.

### Helen Kraus Community Room Lighting

The fluorescent light fixtures were replaced with dimmable LED fixtures. The resulting change in the room is dramatic, so much so, that we requested quotes to replace lighting in other areas of the lower level; refer to New Business.

**NEW BUSINESS**Contract Negotiations

The Memorandum of Agreement was previously reviewed by the Board. The Library's attorney advised that the Board pass a motion ratifying the MOA, with the Board President signing the document.

Liz Vorbach, Union President, announced that the contract passed 10 – 2.

On a motion made by Ms. Sorvillo, seconded by Ms. Nothel, the Board voted unanimously to ratify the Memorandum of Agreement.

The Library's attorney will draft the Collective Bargaining Agreement.

Lighting Upgrade

The Library solicited a quote from James Tech Electric to replace the fluorescent bulbs with LED lighting in several areas of the lower level: hallway, small community room, and staff room.

After discussion, on a motion made by Ms. Kelly, seconded by Ms. Sorvillo, the Board voted unanimously to hire James Tech Electric for the amount of \$4,550 to perform the following work:

Furnish and install all material to replace the following:

Downstairs Hall: Replace all bulbs with ballast-bypass LED bulbs

Staff Room: Replace all fixtures with LED wrap-type fixtures with selectable color temp

Small Community Room: Replace existing high hats with dimmable 6" LED wafer high hats; remove existing fixtures and replace with non-dimmable LED flat panel fixtures to match large community room

Young Adult: Replace brass cover on existing floor outlet

The Board prefers that refurbishing the Staff Room receive top priority.

**MISCELLANEOUS**2021 State of the Library Year-End Report

Ms. Overton advised the Board that the 2021 State of the Library Year-End Report is still in progress. The Board stated that receipt of the report at the February meeting would be fine. Ms. Overton commended Susan Finck and Ellen Levine for creating an infographic with statistics related to the Library's 2021 operations. Ms. Finck will review the flyer with the Board during her report.

### New Website

Several staff members continue maintenance procedures training on the website. As the site is being used, we are uncovering items for Renaissance Solutions to tweak under our free three-month maintenance contract. We are pleased to see a 17% increase in the number of users for the month on our Google Analytics Report.

The mobile app display has not been upgraded to our new logo and colors. That revision must be done by the contracted company, Capira. Ms. Finck has been in contact with NLS requesting them to have Capira complete the work.

### Strategic Plan 2022 – 2024

Ms. Overton and Ms. Finck have discussed some particulars for updating the strategic plan and will consult other staff members for their input. Gale Analytics can be utilized to gather statistical data about the Rockville Centre community to assist with aligning the Library's goals and objectives with the residents' needs.

### Rockville Centre Library Friends

The Friends kicked off their annual membership drive this month. They report that, to date, the return has been very good.

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

Ms. Finck reviewed her written report with the Board.

### Year in Review

Ms. Finck gave the Board an infographic she prepared along with Ellen Levine. They selected data that shows the variety of materials and services our Library has provided the community during this unusual year. They would like to make it part of the next weekly Constant Contact email and add it to the webpage under *About Us*. Ms. Kelly recommended periodically swapping out data to highlight as many relevant statistics as possible. Ms. Finck stated this would be simple to do and will update the infographic throughout the year.

### Monthly Statistics Report

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

- Public Computer Sessions
- Patrons Added
- Hoopla New Users
- Overdrive Magazine Circulation

### Adult Programming

The Library had 352 people attend programs in-person and 733 attend virtually. A breakdown of attendance was given to the Board. The top five attended programs for the month were:

- Virtual Author Visit with Jean Hanff Korelitz
- Bernstein on Broadway with Marc Courtade
- The Constitution and Current Affairs with James Coll
- Film Fan Friday with Max Alvarez

### FTC and Public Libraries

The Federal Trade Commission (FTC) is partnering with public libraries to help get information about scams and consumer fraud into the hands of people who need it. Ms. Finck and staff have designed a new Fraud Alert area near the public computers using fact sheets and bookmarks from the FTC's *have you HEARD about...* campaign. These free materials outline in simple terms, different types of scams, a list of actions to take if you become a victim and instructions on how to report these activities. There are materials both in English and Spanish for patrons to review and take home.

### Staffing

Part-time Librarian Erin Lavery is taking an extended leave of absence from the Children's Department. She will be missed. Meaghan Barbari, our new Librarian Trainee, has been fully certified to work by Civil Service. Meaghan will be covering weekends and evenings in the Children's Department beginning January 15<sup>th</sup>.

### Snow Day

The snow on January 7<sup>th</sup> was a particular nuisance because of its arrival in the early morning. Due to the hard work and diligence of the entire staff, the Library was up and running by 11:00 am. County Wide and the custodial staff did an excellent job of clearing our parking lot and sidewalks and every staff member scheduled to work arrived on time. The staff really enjoyed the impromptu pizza luncheon provided by Administration and the Board.

### Collection Maintenance

Ms. Finck reported that, looking at the number of patrons using the public computers, it is clear that this is a heavily trafficked space. In an effort to maximize the visibility and usefulness of the collection, we have moved the LeBron Civil War Collection upstairs in closer proximity to the Library's Civil War books. We will be moving the computer and software books from the second floor to the public computer area. The Gelston art collection will be moved forward towards the comfortable seating area.

Ms. Finck gave a shout out to Jen Marino and Nora Erling for having worked so hard in the organizing the storage area.

### Library Telescope

On December 28<sup>th</sup>, Tom Lynch came to the Library to clean and make adjustments to the telescope. We will be hosting a Star Party outside the building with Tom's telescope and the Library telescope on Monday, March 14<sup>th</sup> at 7:00 p.m. He is also going to attend one Tuesday morning staff meeting in February to review telescope handling and its features. We are planning to put a virtual event on the calendar in the coming weeks. Tom was kind enough to provide NASA calendars that we can give away to patrons who register for his Zoom event. Additionally, we have included a slider on the webpage promoting the telescope.

### **OPPORTUNITY FOR BOARD MEMBERS**

Ms. Kelly asked Ms. Finck to explain the various features of Overdrive.

### **AUDIENCE ITEMS**

Ellen Grossman thanked Ms. Finck for compiling the statistics on museum passes. Ms. Grossman asked everyone to join the Friends.

Liz Vorbach acknowledged the kindness of the Forgach family to donate money every year in memory of their daughter Kim.

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

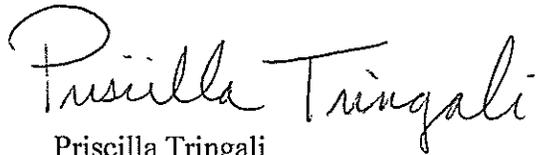
On a motion made by Ms. Nothel, seconded by Ms. Kelly, the Board voted unanimously to return to Open Session at 9:26 p.m. with the following action taken:

Retroactive to January 1, 2022, part-time staff will receive a 3% hourly salary increase or 50 cents an hour, whichever is greater. Part-time pages with hourly rates below the mandatory \$15 per hour New York State/Nassau County minimum wage were adjusted to the new rate effective December 31, 2021 and will not receive an additional increase. Due to wage compression, Melissa Petersen-Pacheco will receive a \$1.00 per hour increase in total.

**ADJOURNMENT**

The meeting was adjourned at 9:31p.m. on a motion made by Ms. Sorvillo, seconded by Ms. Nothel, 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