

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
February 9, 2023
Minutes

PRESENT

Present were Trustees Rebecca Nothel, Melissa Sorvillo, Nadine Kelly, Michael Lucchesi and Meryl Sussman. 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 7:37 pm by Board President Nothel.

APPROVAL OF MINUTES

On a motion made by Ms. Sussman, seconded by Ms. Kelly, the Board voted unanimously to approve the Minutes of the January 19, 2023 Board Meeting.

FINANCIAL REPORT

On a motion made by Ms. Sorvillo, seconded by Ms. Kelly, the Board voted unanimously to approve payroll checks, vouchers, NYS-DCP payments, FICA/MED & EFT payments, New York State tax payments, Accu Data Corp ACH Debit Payments, 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

2/2/23

Check #	\$0.00
Vouchers # 5244707– 5244760	\$50,573.64
NYS-DCP Payment	\$4,026.83
FICA/MED & EFT Payment	\$17,912.06
New York State Tax EFT	\$2,805.38
Accu Data Corp ACH Debit Payment	\$147.71

Approval of Checks in Payment of Bills

General Fund

2/2/23	Check #	22326 – 22363	\$38,867.94
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ANNOUNCEMENTS

- Mr. Paul Roberti, an avid library user and a favorite of the staff, passed away in January. The family requested donations be made to the Library's Endowment Fund, in lieu of flowers. Ms. Overton thanked Mrs. Roberti for this generous and thoughtful gesture.

CORRESPONDENCE

- The suggestion box notes were reviewed by the Board.

COMMITTEE REPORTS

- Budget and Finance – A meeting with the Committee was held on Tuesday, February 7 to review the first draft of the budget. See New Business.
- Personnel – None
- Facilities and Technology – Rather than holding a Committee meeting, the Board called a special meeting to discuss capital improvement planning. See the Minutes of the February 9, 2023 Special Meeting.
- Policy – None

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

Elevator Reconstruction

- The Library's attorney reviewed the following documents submitted by the office of John A. Grillo: Agreement between ACL Construction Corp. and the Library; ACL's performance and payment bonds.
 - The Library's insurance agent reviewed ACL's insurance submissions.
- All documents were acceptable. Board President Rebecca Nothel signed the Agreement.

Children's Restroom Renovation

ACL Construction prepared a revised proposal to renovate both the Children's family restroom and the staff restroom in Tech Services. After discussion, the Board decided to postpone the renovation.

Chimney Repair

The Library received three quotes to address the repairs on the chimney. On the recommendation of the school district, Ms. Overton proposed awarding the work to Cunningham Air Duct & Chimney Services.

After discussion, on a motion made by Ms. Kelly, seconded by Mr. Lucchesi, the Board voted unanimously to award the chimney repair project to Cunningham Air Duct &

Chimney Services to replace the current liner with a stainless steel liner, reworking the associated piping, repointing bricks and placing a cement crown at a cost of \$27,000.

2021–2022 New York State Public Library Construction Grant

The grant, submitted in 2021, included installing two security cameras, upgrading three existing cameras and configuring the client and remote services. The Library's cost is \$5,230. The Library will be reimbursed for half the cost (\$2,615) when the work is completed and closeout documents approved.

In the interest of safety, Ms. Overton recommended increasing the scope of work to include installing a camera facing the front entrance and upgrading the camera on Library Lane to an infrared camera to enable night surveillance. The Library has outgrown the current NVR (Network Video Recorder) and requires an additional 16 channel NVR. These three changes add an additional cost of \$1,785 to the 2021 project.

After discussion, on a motion made by Ms. Sorvillo, seconded by Ms. Kelly, the Board voted unanimously to increase the scope of work at an additional cost of \$1,785.

NEW BUSINESS

2023-2024 Preliminary Budget

The Library's tax cap for fiscal year 2023–2024 is 2.18%. Ms. Overton and Ms. Finck met with the Budget & Finance Committee to review the first draft of the budget. The budget worksheet was distributed at the meeting. Committee members, Ms. Kelly and Mr. Lucchesi, reviewed the budget highlights with the Board. The Board stated the preliminary budget looks sound and thanked everyone for their efforts.

Amazon Business Prime

The Business Office suggested opening an Amazon Business Prime account. Amazon would invoice the Library directly, providing another level of fiscal control.

After discussion, on a motion made by Ms. Kelly, seconded by Mr. Lucchesi, the Board voted unanimously to purchase an Amazon Business Prime account with an annual fee of \$69.

Cash Reserve at Circulation Desk

The proposal to increase the cash bank to \$100.10 was approved by the Board.

MISCELLANEOUS

Personnel

Alyssa Ascatisno, one of our newly promoted Senior Library Clerks, accepted a full-time position at Merrick Library. We wish her much success and will miss her!

ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT

Ms. Finck reviewed her written report with the Board.

Year in Review

Ms. Finck thanked the Board for their input and ideas on the Year in Review graphic. Maureen made the suggested changes and the infographic has been uploaded to the website under the ABOUT drop down menu.

Tech Updates

The new Smart TV has been installed in Kim's Corner. We were able to show staff from the RVC schools' art departments the impressive screen quality and multiple inputs available for their district wide art show in May. The mobile charging cart has arrived and is loaded with the Library's laptops and accessories. Staff is finding it much easier to move this tech equipment around the building, with everything charged and ready to go for programs. Thank you to the custodial staff for their efforts in assembling the unit.

Monthly Statistics

In order to present a clearer set of data, the following tables have been added or renamed on the report:

- Items checked out
- Items renewed
- Items checked in
- Holds placed
- Holds filled
- Circulation Statistics is now Items Checked Out and Renewed

Comparing the Items Renewed table from September 2022, you can see the drastic increase in this statistic. A big thank you to Tricia Marino for looking up three years' worth of data for all these new tables.

Ms. Finck selected highlights from the following Department Head reports: Youth Services, Reference, Circulation, Custodial. She responded to questions and comments from the Board.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Nothel stated she enjoyed the in-person author visit with Jamie Fiore Higgins. Mr. Lucchesi appreciated the work Joseph Weis described in his custodial report.

AUDIENCE ITEMS

The Board and Director responded to audience questions.

Resident Callahan stated she runs a high school BOCES program and this year the group will be visiting libraries and making videos. The Board replied that it sounds like a wonderful project.

Resident Grossman reported the Friends held a budget planning meeting in January. The annual membership drive has a 60% response to date. The Library appreciates the Friends' support.

On a motion made by Ms. Sorvillo, seconded by Ms. Sussman, the Board voted unanimously to go into Executive Session to discuss a patron's behavior.

EXECUTIVE SESSION

The Board retired into Executive Session at 8:45 p.m.

RETURN TO OPEN SESSION

On a motion made by Ms. Kelly, seconded by Ms. Sussman, the Board voted unanimously to return to Open Session at 9:14 p.m. with no action taken.

ADJOURNMENT

The meeting was adjourned at 9:15 p.m. on a motion made by Ms. Sorvillo, seconded by Ms. Kelly, and unanimously approved.

Respectfully submitted,


Priscilla Tringali
Clerk of the Board