

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
July 13, 2023
Minutes

PRESENT

Present were Trustees Melissa Sorvillo, Nadine Kelly, Meryl Sussman, Michael Lucchesi and Michael Ludwig. Also present were Catherine Overton, Library Director, Susan Finck, Assistant Director, and audience members.

CALL TO ORDER

The meeting was called to order at 7:54 pm by Board President Sorvillo.

APPROVAL OF MINUTES

On a motion made by Ms. Kelly, seconded by Mr. Lucchesi, the Board voted as follows to approve the minutes of the June 13, 2023 Board Meeting: Ms. Sorvillo, Ms. Kelly, Ms. Sussman and Mr. Lucchesi voted aye. Mr. Ludwig abstained as he was not yet sworn in as a Trustee at the June meeting.

FINANCIAL REPORT

On a motion made by Ms. Sussman, seconded by Mr. Lucchesi, 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

6/22/23

Check #	\$0.00
Vouchers # 5595584 – 5595634	\$48,223.09
NYS-DCP ACH Debit Payment	\$4,399.03
Garnishment Check # 24296	\$277.21
FICA/MED & EFT Payment	\$17,477.82
New York State Tax EFT	\$2,728.28
Accu Data Corp ACH Debit Payment	\$299.87

7/6/23

Check # 24297 – 24299	\$7,270.30
PT Vouchers # 5634713 – 5634766	\$64,444.89
NYS-DCP ACH Debit Payment	\$4,294.63

Garnishment Check # 24300	\$279.98
FICA/MED & EFT Payment	\$23,855.92
New York State Tax EFT	\$3,780.20
Accu Data Corp ACH Debit Payment	\$250.06

Approval of Checks in Payment of Bills
General Fund

6/22/23	Check # 22723 – 22774	\$77,440.43
6/30/23	RIR	\$2,857.92
7/06/23	Check # 22775 – 22792	\$12,040.87

Approval of Checks in Payment of Bills
Capital Fund

6/22/23	Check # 1055	\$2,787.00
7/06/23	Check # 1056	\$15,650.00

After a discussion, on a motion made by Mr. Lucchesi, seconded by Ms. Kelly, the Board voted unanimously to renew two CDs held at Flagstar Bank for 12 months if the rate is higher than six months:

Maturity Date	Term	Bank	Amount	Rate
7/25/23	6 months	Flagstar Bank	\$ 99,000 (General Fund)	best rate
8/04/23	6 months	Flagstar Bank	\$100,000 (General Fund)	best rate

The Board reviewed the end of the year budget versus actuals with Ms. Overton and Ms. Finck. Most of the expense lines were in acceptable variances and needed no explanation. Expenses for programming continued its trend to increase and exceeded the 2022 – 2023 budget. The Board requested that program attendance versus cost be carefully reviewed. The value of the program to the community should also be considered.

ANNOUNCEMENTS

There were no announcements.

CORRESPONDENCE

- The suggestion box notes were reviewed by the Board.
- Tara Guimaraes, Coordinator of South Side High School's School-to-Work Vocational Program thanked the Library and staff for participating in the program. Ms. Overton commended Eileen Farrell for doing an excellent job managing this program.

COMMITTEE REPORTS

- Budget and Finance – None
- Personnel – None
- Facilities and Technology – None
- Policy – At last month's meeting, the Board asked to see the revisions of the Cash Investment Policy that were suggested by the Library's auditor. Ms. Overton distributed a copy of this draft to the Board.

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

Elevator Reconstruction Project

The elevator project is behind schedule due to a delay in the delivery of the elevator doors. Ms. Overton was advised to anticipate service will be restored the week of July 17. She will keep the Board and staff updated.

Building Maintenance

- The installation of the new tile flooring in the basement hallways and rooms is completed. Consensus is that it looks great. Cleaning the terrazzo steps will be addressed.
- The construction of the new records retention storage area in the custodial space is completed. The work was performed by ACL Construction Corp. for \$9,800 and was approved by the Board via email June 19 due to time constraints.
- Cardinal Control finalized the upgrade of the building management system front-end controller. This unit provides a digital interface with the HVAC equipment. The installation was approved in January 2023 and was completed in phases.

FY 2023–2024 Public Library Construction Aid Program

Ms. Overton submitted the *Intent to Apply* form to NLS that indicates the Library's project will be the installation of a keyless security access system. Ms. Sorvillo signed two documents that are part of the application: certification that the Library has available funds to finance the project and assurances that the Library complies with the State's requirements to participate in the construction program. The application is due to NLS by August 16.

NEW BUSINESS

Interior Finish Work – Painting

Ms. Overton advised the Board that the installation of the new flooring and painting on the lower level highlights the areas that were not refurbished. She solicited a proposal from ACL to paint the following:

- The wooden doors in the lobby and the metal doors and trim in the staff hallway to match the other black doors and trim
- The ceiling of the staff lounge

The proposal totaled \$7,035. After a discussion which included concerns for project costs, on a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Ms. Sorvillo, Ms. Sussman, Ms. Kelly and Mr. Ludwig voted aye to approve the proposal, not to exceed \$6,300. Mr. Lucchesi voted nay. Ms. Overton will submit this revised proposal to the contractor. Ms. Sorvillo suggested increasing the use of Board Committees.

MISCELLANEOUS

Grant Consultant

Mr. Lucchesi previously suggested Ms. Overton contact the Library's attorney to confirm that it would be legal for the Library to hire a consultant to find and write grants. Stephen Martir advised that would be allowed and he may possibly have companies that would be appropriate for the Library. Ms. Overton will follow up.

Rockville Centre Library Friends

Ms. Overton thanked the Friends for their sponsorship of several programs. At this point, Marcelle Manteria brought the Board up to speed on the three fundraising events that they are planning for the fall. The details will be in the September/October newsletter.

ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT

Ms. Finck reviewed her written report with the Board.

Ms. Finck detailed the personnel updates since the last meeting:

- Daniel Potter was hired to fill the competitive, full-time Typist Clerk position. Daniel started full-time on June 30, at a starting salary of \$42,000.
- As of July 3, Amanda DeLisi was moved from a Librarian Trainee position to a non-competitive, part-time Librarian I position at a rate of \$30 per hour.
- Robert Siegel retired from his position as a part-time Illustrator Aide as of June 22. We wish him well.
- We are continuing our interviews for a full-time Information Technology Specialist I.

Ms. Sussman commented that the monthly statistics are informative and can be used to gauge the success or popularity of a program. With the chronic overage of the programming budget line, those statistics would be useful.

Ms. Sussman asked for an explanation of the feature CPC (cost per circ) in Overdrive and Hoopla patron limits.

Ms. Finck reviewed the reports of the Department Heads. The Board stated the reports were interesting and informative. They were pleased to learn Joseph Weis was able to return to work.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Sorvillo shared information from a workshop that she and Ms. Finck attended on UX Training for Libraries. The program included a discussion on methods for researching community needs and future space planning.

The Trustees find the Trustee Handbook Book Club lectures very informative. Ms. Finck will send the link to the June Financial Planning & Budgeting program and resend the continuing education certification forms to the Trustees.

AUDIENCE ITEMS

Audience members were invited to share their opinions and ask questions.

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

EXECUTIVE SESSION

The Board retired into Executive Session at 8:51 p.m.

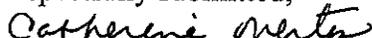
RETURN TO OPEN SESSION

On a motion made by Ms. Sussman, seconded by Mr. Lucchesi, the Board voted unanimously to return to Open Session at 9:07 p.m. with no action taken.

ADJOURNMENT

The meeting was adjourned at 9:07 p.m. on a motion made by Ms. Sussman, seconded by Mr. Lucchesi and unanimously approved.

Respectfully submitted,



Catherine Overton

Library Director