

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
September 14, 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, Priscilla Tringali, Clerk of the Board and audience members.

CALL TO ORDER

The meeting was called to order at 7:04 p.m. by Board President Sorvillo.

APPROVAL OF MINUTES

On a motion made by Ms. Sussman, seconded by Mr. Ludwig, the Board voted unanimously to approve the minutes of the August 17, 2023 Board Meeting.

FINANCIAL REPORT

On a motion made by Mr. Lucchesi, seconded by Mr. Ludwig, 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

8/31/23

Check #	\$0.00
Vouchers # 5798279 – 5798327	\$37,922.35
NYS-DCP ACH Debit Payment	\$388.77
FICA/MED & EFT Payment	\$11,097.74
New York State Tax EFT	\$1,611.10
Accu Data Corp ACH Debit Payment	\$278.24

9/14/23

Check #	\$0.00
Vouchers # 5843459 – 5843507	\$48,904.66
NYS-DCP ACH Debit Payment	\$4,260.59
FICA/MED & EFT Payment	\$18,117.86
New York State Tax EFT	\$2,881.25
Accu Data Corp ACH Debit Payment	\$244.64

Approval of Checks in Payment of Bills – General Fund

8/31/23	Check # 22937 – 22966	\$58,287.35
8/31/23	RIR	\$3,850.72
9/14/23	Check # 22967 – 23005	\$77,939.87

Approval of Checks in Payment of Bills – Endowment Fund

9/14/23	Check # 1109	\$447.01
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Approval of Checks in Payment of Bills – Capital Fund

9/14/23	Check # 1060	\$94,762.50
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ANNOUNCEMENTS

The following reimbursements to the Library were distributed by the Nassau Library System.

- E-rate for FY 2022–2023: \$3,517.08. This funding is part of a Federal Communications Commission program that makes telecommunication and information services more affordable for schools and libraries.
- Local Library Services Aid (LLSA) for FY 2023–2024: \$6,607.80 (90% payment). This funding is system aid for member libraries provided by the New York State Library.

CORRESPONDENCE

None.

COMMITTEE REPORTS

- Budget and Finance – None
- Personnel – Personnel changes to the Custodial Department were approved by the Committee for presentation to the Board. Interviewing for an IT Specialist I continues.
- Facilities and Technology – The Committee met with Administration on September 6. A summary of the key points that were discussed were reviewed by Ms. Overton at this evening's meeting.

After discussion, on a motion made by Mr. Ludwig, seconded by Mr. Lucchesi, the Board voted unanimously to hire ACL Construction Corp. to install a wooden door with vision kit behind the Circulation Desk. The cost of \$3,225 was the lowest bid.

After discussion, on a motion made by Ms. Sussman, seconded by Mr. Ludwig, the Board voted unanimously to set aside the \$110,000 bequest from the estate of Carl Bushel for the renovation of the Records Storage Room to allow its use as a Meeting Room.

- Policy – The Committee reviewed and approved the proposed Library of Things policy. The policy is under review by the Library's attorney.

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

2021–2022 Public Library Construction Aid Program

The final report that was previously submitted for this project, *Installation of Security Cameras and Upgrade of Emergency and Exit Lights*, was approved by SED. The Library submitted documentation to receive the final 10% payment of \$442.

2022–2023 Public Library Construction Aid Program (Elevator Project)

John Grillo's office approved the application of Payment No. 3 as submitted by ACL Construction Corp. for payment in the amount of \$94,762.50.

2023–2024 Public Library Construction Aid Program

The Library submitted the completed application to NLS for the project, *Installation of a Keyless Security Access System*. The work began September 11. The process for funding awards usually takes several months.

NEW BUSINESS

2023 Five-Year Facilities Plan

Christopher Hunt, John A. Grillo, Architects, updated the 2018 Five-Year Facilities Plan. Ms. Overton and Ms. Finck met with the Facilities & Technology Committee on September 6 to review the document. Mr. Hunt will meet with the Committee to discuss the prioritized items and address any questions. The Committee will report to the Board at the October meeting.

Insurance Policy Renewal 2023–2024

Updated information regarding the Library's collection and employee and management practices was provided to our agent, Joseph Price, Epic Insurance. Mr. Price placed the Library's Commercial Insurance Policies with Utica National Insurance Group and the Workers Compensation with New York State Insurance Fund. The Board reviewed the breakdown of policy types, expiring premiums and renewal premiums. The total premium quote is slightly below the budgeted amount.

Improved Implementation of Surveillance System

During a safety walk through, Rockville Centre police detectives suggested placing camera monitors at the service desks. They explained that this would engage staff in securing a safe environment for patrons and staff members. Trius Datacom, the contractor that has installed the Library's surveillance system, has submitted an estimate for this work.

After a discussion, on a motion made by Ms. Kelly, seconded by Mr. Lucchesi, the Board voted unanimously to improve the surveillance system by purchasing three 21" personal view monitors at a cost of \$595 per monitor plus cabling from Trius Datacom at a cost of \$3,505.

SavMor Mechanical Services

SavMor submitted its proposal for the renewal of its two-year HVAC maintenance agreement. The company did not increase the contract fee of \$4,960 (two-year base cost). However, the hourly labor rates from the 2021–2023 agreement increased 22%. Ms. Overton negotiated a 15% increase for the first year (\$155 hourly rate) and an additional 7% increase for the second year (\$165 hourly).

Ms. Overton compared other HVAC company maintenance quotes. Ms. Overton recommended renewing SavMor Mechanical Services.

After discussion, on a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board voted unanimously to approve a two-year contract with SavMor Mechanical Services at a cost of \$4,960 with an hourly labor rate of \$155 for the first year and \$165 for the second year.

MISCELLANEOUS

Rockville Centre Library Friends

Thank you for sponsoring the following:

- Membership renewal for the Intrepid Sea, Air & Space Museum (\$500)
- Program – Little Gems of Belgium (\$250)

The Friends sponsored a successful fundraiser with 26 people attending a visit with author Rossana Weitekamp at the Polka Dot Pound Cake. The Friends are also sponsoring a fundraiser with author Bob Brush and actor Mel Harris at Chat Noir on October 5. The Library ordered copies of both authors' books in advance of the events and created a display on the main floor. On October 17, the Friends will hold a flower arrangement fundraiser with Art Flower and Gift Shoppe at the Library.

ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT

Ms. Finck reviewed her written report and those of the Department Heads. She responded to questions and comments from the Board.

Library of Things

The Policy Committee reviewed a new policy that would cover all materials included in our Library of Things Collection. The Library's attorney will be forwarding liability waivers that are used by some libraries for the Committee's consideration. The Adult and Children's Departments are working on a document that contains a visual inventory and list of loan policies for all the items in this collection. Once the policy is approved and the table is completed, this information will be added to our website. The matter was tabled until the Committee has the opportunity to review the waivers.

Hotspots

Our application for two donated Hotspots has been approved by TechSoup. We hope to receive the devices in 10-14 days.

Capira App Issues

In an effort to resolve the hold issues patrons have been experiencing in the Capira app, the developer has designed a work around that sends patrons to the Encore screen to place holds. This resolves the issues, but forces patrons to log in multiple times in order to complete the hold successfully. The Nassau Library System is continuing to work with Capira to address ways to improve the patron experience.

The Board stated the reports were interesting and informative.

OPPORTUNITY FOR BOARD MEMBERS

- Referring to the Youth Services report, Ms. Sorvillo asked if the Hispanic Brotherhood could divide the children into two smaller groups so they could visit the Library.
- Ms. Sorvillo thanked the staff for the fabulous Summer Reading Programs.
- Ms. Sorvillo thanked the Committees for their significant efforts.
- Ms. Sussman commented that the Thomas Germano art lecture was excellent.
- Mr. Lucchesi thanked Ms. Overton and Ms. Finck for all the updates and information regarding the projects at the Library.
- Ms. Kelly thanked the Facilities and Technology Committee for their hard work and efforts.

The next Board Meeting will be held on October 11 at 7:00 p.m.

AUDIENCE ITEMS

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

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

EXECUTIVE SESSION

The Board retired into Executive Session at 8:08 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 8:27 p.m. with the following action taken:

On a motion made by Mr. Ludwig, seconded by Mr. Lucchesi, the Board unanimously approved hiring Jose Bautista as IT Specialist I at an annual salary of \$73,000.

On a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board unanimously approved appointing Frank Coleman to a full-time Cleaner position at an annual salary of \$47,320. Mr. Coleman will resign from his part-time Cleaner position.

On a motion made by Ms. Sussman, seconded by Mr. Lucchesi, the Board approved opening a part-time Cleaner position through Civil Service.

ADJOURNMENT

The meeting was adjourned at 8:30 p.m. on a motion made by Mr. Ludwig, seconded by Mr. Lucchesi, and unanimously approved.

Respectfully submitted,



Priscilla Tringali
Clerk of the Board