

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
February 26, 2025
Minutes

PRESENT

Present were Trustees Nadine Kelly, Meryl Sussman, Michael Ludwig, Michael Lucchesi and Melissa Sorvillo. 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 7:05 pm by Board President Kelly.

APPROVAL OF MINUTES

On a motion made by Ms. Sussman, seconded by Mr. Ludwig, the Board voted unanimously to approve the Minutes of the January 14, 2025 Board Meeting.

FINANCIAL REPORT

On a motion made by Mr. Ludwig, seconded by Mr. Lucchesi, 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 – Paid from TD Bank General Checking

1/16/25	Check # 24324	\$119.40
	Vouchers # 7453107 – 7453152	\$51,802.78
	NYS-DCP ACH Debit Payment	\$4,567.07
	FICA/MED & EFT Payment	\$18,222.12
	New York State Tax EFT	\$2,987.70
	Accu Data Corp ACH Debit Payment	\$767.13
1/30/25	Check #	\$0.00
	Vouchers # 7487914 – 7487962	\$55,225.13
	NYS-DCP ACH Debit Payment	\$4,766.27
	FICA/MED & EFT Payment	\$19,489.14
	New York State Tax EFT	\$3,220.40
	Accu Data Corp ACH Debit Payment	\$284.83

2/13/25	Check # 24325	\$1,925.49
	Vouchers # 7525633 – 7525679	\$50,992.45
	NYS-DCP ACH Debit Payment	\$5,007.90
	FICA/MED & EFT Payment	\$18,615.03
	New York State Tax EFT	\$3,023.32
	Accu Data Corp ACH Debit Payment	\$250.38

Approval of Checks in Payment of Bills
General Fund

1/16/25	Check # 50270 – 50330	\$124,525.74
1/30/25	RIR	\$5,297.68
1/30/25	VOID 50331 – 50362 Printed wrong date	\$31,675.89
1/30/25	Check # 50363 – 50394	\$31,675.89
2/13/25	Check # 50395 – 50438	\$60,641.10

Approval of Checks in Payment of Bills
Capital Fund

1/30/25	Check # 1096 – 1100	\$3,771.26
2/13/25	Check # 1101 – 1102	\$17,669.44

ANNOUNCEMENTS

- The Library thanked the Rockville Centre Library Foundation for presenting the Library with a \$10,000 donation from Nicole and Michael Graziano. The Graziano's gift will be used towards the refurbishment of our busy Children's Room. On behalf of the Board and staff, Ms. Overton sent the Grazianos a letter extending our gratitude for their generosity and detailing the planned work.
- The Library was notified that it is a beneficiary under the Will of Jean J. Mersand. The attorney advised that it will be months before there is an update. The Library appreciates being remembered by Ms. Mersand. She was an avid Library user.
- The Library appreciates the School District's prompt distribution of the Library's portion of the PILOT payment for the second half of 2024. The amount was \$8,385.37.
- The State forwarded the final payment to close out the 2023-2024 Public Library Construction Grant, *Keyless Security Access*. The amount was \$495.

CORRESPONDENCE

- The suggestion box notes were reviewed and discussed by the Board members.
- The Library received a letter from Councilwoman Laura Ryder complimenting its service to the community and offering her support.
- The second grade teachers at Hewitt Elementary School assigned the class a social studies project about special places in the community. Two students chose the Library. The Board members were touched by their letters. Ms. Overton wrote the teachers and the students and included stickers and bookmarks for the class.

- A patron, Maureen Murphy, emailed her compliments to the staff who created the take home craft, Heart Puzzle Wreath.

COMMITTEE REPORTS

- Budget and Finance – A Committee meeting was held on February 25 to review the first draft of the Preliminary 2025-2026 Budget. Refer to New Business.
- Personnel – The Committee met on January 31 and reported the following:
 - Catherine Overton, Director, plans to retire in June.
 - Before the Board meeting on March 20, the Personnel Committee will meet with Susan Finck to review her achievements over the last three and a half years and explore her interest in the possibility of becoming Director. She is qualified by Civil Service to be a Director and is on the Civil Service Director list. The Committee will report back to the Board at the March 20 meeting, or an earlier special meeting, if schedules allow.
 - The Board is always open to feedback from the RVCPL community. Any feedback can be sent to the Personnel Committee at msorvillo@rvcpl.org and mludwig@rvcpl.org.
- Facilities and Technology – The Committee met on January 29 to discuss refurbishing the Children's Room and Kim's Corner. The report will be discussed under Unfinished Business.
- Policy – None

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board.

UNFINISHED BUSINESS

Main Floor Refurbishment

- The engraved plaques with descriptions of the historical photos have been placed.
- The three chairs for the Circulation Desk and Paging Room were delivered.
- The selected wall art quotes will be installed by the painting company.

Capital Projects

- Reconstruction of a Storage Room into a Meeting Room

A walk thru to create a punch list of unfinished items was held on Monday, February 24. John Grillo's office and Crossroads Construction were present. Grillo's office issued a punch list.

The new tables and chairs for this room were delivered and set up. The Board members were invited to view the room at the end of the meeting. They were pleased

with the furniture.

Grillo's office has approved two payments for Crossroads Construction Corp. – Payment No. 1 in the amount of \$75,563 and Payment No. 2 in the amount of \$41,182.50. After discussion, on a motion made by Mr. Ludwig, seconded by Ms. Sorvillo, the Board voted unanimously to authorize Payment No. 1 and Payment No. 2 in the amounts listed above to Crossroads Construction Corp.

There are three change orders to the Contract that are pending the Board's authorization. The Library has a \$10,000 contingency available in the project budget to accommodate change orders.

- Change Order #1 – Insulate Abated Piping. This change order is related to the work to reinsulate the piping that had asbestos insulation abated during construction. The amount is \$2,145.
- Change Order #2 – Kim's Corner. This change order is related to refinishing work in Kim's Corner. The amount is \$27,780.50. The work includes removing and disposing of the wood paneling in the room; installing new sheetrock and prep for paint; repair all walls and prep for paint; paint entire room; remove carpet and install LVT to match existing flooring; remove and reinstall wall fixtures; install glass board. The Facilities and Technology Committee had reviewed the proposal and recommended that the change order be approved by the Board.
- Change Order #3 – Credit to the Base Contract. This change order is related to the elimination of two doors that were scheduled to be installed in the Base Contract. The amount is \$3,019.50.

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to approve Change Orders #1, #2, #3 for Crossroads Construction in the amounts listed above, utilizing the project contingency and the Capital Fund for the difference.

- Children's Room Refurbishment

The Board discussed the Facilities and Technology Committee report detailing the plans to revive the room with fresh paint and new furnishings. Vendor quotes were previously made available to the Board as well as samples of the chair fabrics, table finishes and wall colors.

After discussion, on a motion made by Mr. Lucchesi, seconded by Mr. Ludwig, the Board voted unanimously to approve the following refurbishment work in the Children's Room and payment to the appropriate vendors.

- Play Area:
 - Replace two worn chairs with two two-seat chairs and one single-seat chair. \$11,683.60 payable to Kimbal International

- Replace the two round tables with one longer, narrower table. The kid-sized green poly chairs will remain. \$2,380.56 payable to TMC Furniture
- Easy Readers Nook
 - Replace the old shelving and bench with wooden bookshelves with adjustable shelves. \$7,810.22 payable to Hale Manufacturing
- Paint the room:
 - Prep, prime and finish the room including the three computer rooms and the office: \$22,420.80 payable to RJ Painting

2024 State of the Library

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to accept the updated 2024 State of the Library report. The report will be uploaded to the website.

NEW BUSINESS

Preliminary 2025–2026 Budget

The Library's tax cap for Fiscal Year 2025–2026 is 2.6%. A copy of the Budget Worksheet was previously distributed to the trustees. The Committee is planning a meeting with Administration to review the draft again before making its recommendations to the Board at the March meeting.

MISCELLANEOUS

Business Department

Barbara Convey, Business Manager, submitted the Department's monthly report.

Meeting State Senator Siela Bynoe

On February 7, a meeting was held at NLS with the Senator. The Senator asked libraries to submit requests for Bullet Aid. Administration submitted the projects that the Library is considering for the Children's Room.

Rockville Centre Library Friends

The Friends had a successful winter raffle and membership drive. Thank you to the Friends for sponsoring the following programs: Matters of the HeArt (\$350) and The Long Island Harmonizers Concert (\$800). At their meeting on February 21, the Friends asked Ms. Overton to have the staff wear name tags. It is a common practice and they would like to be able to say *Thank you, "name"* when someone helps them. Ms. Overton advised she would discuss it with the Board and the staff.

ASSISTANT DIRECTOR/HEAD OF ADULT SERVICES REPORT

Ms. Finck reviewed her written report with the Board.

Technology Updates

Ms. Overton, Mr. Bautista and Ms. Finck met with Gryphon Technologies to discuss the next steps for replacing the staff and public computers. As previously mentioned, Windows 10 will reach end of support on October 14, 2025. Dell now has a product on State contract that we believe will meet our needs. Gryphon is installing these computers at another Nassau library. We plan to meet with the Facilities and Technology Committee next month to discuss the costs and timeline for moving forward with this project.

Later in the year, NLS is planning to replace the head routers at each library. It should improve the redundant switch-over between Crown Castle and Lightpath. The cost for the update will be charged against the ILS Capital Fund so there will not be any additional cost for the libraries for the new routers.

There are additional ADA regulations regarding website accessibility expected in 2026. We will be working with the Nassau Library System to ensure we meet these new requirements.

SMS notifications set-up is complete. We will be meeting with the ILS team next week to discuss strategies for encouraging patrons to sign up for this new service.

Annual State Report

Each year public libraries in New York State are required to submit an Annual Report detailing their activities, finances, and services from the past year. We completed the report ahead of schedule and have submitted it to NLS for their review. The report requires Board approval at the March meeting after which NLS will forward our report to the State.

Department Head Reports

Ms. Finck reviewed the highlights of the Departments' reports.

OPPORTUNITY FOR BOARD MEMBERS

Mr. Ludwig spoke about the upcoming Rockville Centre Education Foundation Gala which makes grants available to libraries.

Ms. Kelly said turnout was great for the *Return to Gardening* program.

AUDIENCE ITEMS

None.

The next Board meeting will be held on Thursday, March 20, 2025 at 7:00 pm.

The Preliminary Budget Hearing, originally scheduled for Wednesday, April 9, 2025, has been changed to Monday, April 7, 2025 at 7:00 pm.

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

EXECUTIVE SESSION

The Board retired into Executive Session at 8:20 pm.

RETURN TO OPEN SESSION

On a motion made by Mr. Ludwig, seconded by Ms. Sussman, the Board voted unanimously to return to Open Session at 9:02 pm with the following action taken:

The Board discussed continuing to vet Ms. Finck's interest in and suitability to succeed Ms. Overton as Director. The Personnel Committee agreed to have a follow-up interview with Ms. Finck on March 12.

ADJOURNMENT

The meeting was adjourned at 9:03 pm on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, 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