

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**January 14, 2025**  
**Minutes**

**PRESENT**

Present were Trustees Nadine Kelly, Meryl Sussman, Michael Ludwig and Melissa Sorvillo. Michael Lucchesi arrived at 4:37 pm. Also present were Catherine Overton, Library Director, Susan Finck, Assistant Director, and audience members. Priscilla Tringali, Clerk of the Board was not present.

**CALL TO ORDER**

The meeting was called to order at 4:33 pm by Board President Kelly. Ms. Kelly thanked the trustees who changed their schedule to accommodate another member. As a result of an oversight, Ms. Tringali was not notified of the time change.

**APPROVAL OF MINUTES**

On a motion made by Mr. Ludwig, seconded by Ms. Sussman, the Board voted as follows to approve the minutes of December 18, 2024: Ms. Kelly, Ms. Sussman, Mr. Ludwig, and Ms. Sorvillo voted aye. Mr. Lucchesi abstained as he was absent with prior notice from the December meeting.

**FINANCIAL REPORT**

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

12/19/24	Check #	\$0.00
	Vouchers # 7369748 – 7369795	\$53,244.37
	NYS-DCP ACH Debit Payment	\$5,191.85
	FICA/MED & EFT Payment	\$19,089.11
	New York State Tax EFT	\$3,081.28
	Accu Data Corp ACH Debit Payment	\$281.40
01/02/25	Check #	\$0.00
	Vouchers # 7409954 – 7409999	\$50,800.15
	NYS-DCP ACH Debit Payment	\$4,683.56

FICA/MED & EFT Payment	\$18,592.77
New York State Tax EFT	\$2,979.08
Accu Data Corp ACH Debit Payment	\$325.95

## Approval of Checks in Payment of Bills

## General Fund

12/19/24	Check # 50200 – 50245	\$76,578.23
12/31/24	RIR	\$3,531.20
01/02/25	Check # 50246 – 50269	\$19,311.98

## Approval of Checks in Payment of Bills

## Capital Fund

12/19/24	Check # 1094	\$1,609.95
01/02/25	Check # 1095	\$2,609.50

Ms. Sorvillo mentioned that book processing, line 5210, appears to be over its budgeted amount. Ms. Finck will review the costs on that line.

After some discussion concerning laddering the CD maturity dates, on a motion made by Mr. Lucchesi, seconded by Mr. Ludwig, the Board voted unanimously to renew CDs #1 and 2 at the highest prevailing rate.

CD	Maturity Date	Term	Bank	Amount	Rate
#1	01/25/25	6 mths	Flagstar Bank	\$99,000 (General Fund)	5.02%
#2	02/04/25	6 mths	Flagstar Bank	\$100,000 (General Fund)	4.75%

**ANNOUNCEMENTS**

The Library received \$763, which was the remaining 10% of its New York State 2024 Local Library Services Aid.

**CORRESPONDENCE**

The suggestion box notes and correspondence were reviewed and discussed by the Board members. They were pleased the community is using and enjoying the Library's services and space.

**COMMITTEE REPORTS**

- Budget and Finance – None
- Personnel – Adult Services and Technical Services Personnel Changes:  
The Director and Assistant Director met with the Personnel Committee regarding filling the roles of Head of Adult Services and Head of Technical Services. Following interviews with Patricia Marino and Rita Cavanagh to gauge both their interest and qualifications, the Personnel Committee and the Directors made the recommendation to the remaining Board Members to offer the Head of Adult Services to Patricia

Marino and the Head of Technical Services to Rita Cavanagh. Ms. Marino and Ms. Cavanagh were pleased to be considered for the positions. Ms. Finck, to promote transparency, met with the full-time staff of both Adult Services and Technical Services to inform them of the upcoming plans, pending final approval by the Board.

On a motion made by Mr. Ludwig, seconded by Ms. Sorvillo, the Board voted unanimously to approve the appointment of Patricia Marino as Head of Adult Services at her current salary and Rita Cavanagh as Head of Technical Services at a salary of \$75,000. These new roles are internal transfers without any changes to Civil Service titles and are fully compliant with Civil Service rules. The appointments are effective as of February 7, 2025.

- Facilities and Technology – None
- Policy – None

## **DIRECTOR'S REPORT**

Ms. Overton reviewed her written report with the Board.

## **UNFINISHED BUSINESS**

### Main Floor Refurbishment

The engraved plaques describing the historical photos above the laptop bar and print release station have been mounted.

### New York State Public Library Construction Grant

*Installation of a keyless entry system to control access to interior and exterior doors – Grant Cycle 2023-2024:* The Library received a payment of \$4,454, which is 90% of the award. The remaining 10% payment will follow shortly and will close out the grant.

### Capital Projects

- Reconstruction of a Storage Room into a Meeting Room

The construction is progressing well. Chris Hunt advised that the work is approximately 80% completed. The electrician is scheduled to complete the work in the following week. The door to the new room was damaged in transit and will be replaced.

Ms. Overton stated that the new tables and chairs for this room have been selected. The quote was sent to the Facilities and Technology Committee for their review. The furniture expense is included in the meeting room construction grant application.

- Children's Room Refurbishment

The custodians completed dismantling a row of shelving and partially replaced the carpet tiles with stock on hand at the Library. Additional tiles are being ordered to complete the job. The area appears much more spacious. Following up concern about weeding the non-fiction collection, the Board acknowledged the criteria that was used as described in Jen Marino's report was appropriate. Administration received quotes

for comfortable seating for adults and a new table for children to be placed in the play area and shelving to be placed in the Easy Reader corner. Administration has requested a quote from the company that painted the Main Reading Room. Administration approached John Grillo's office for paint color recommendations. A meeting is scheduled with the Facilities & Technology Committee on January 22 to discuss the plans and quotes.

## **NEW BUSINESS**

### **2024 State of the Library Report**

The State of the Library Report for Year 2024 details the year's accomplishments and activities. A comparison of statistics from 2024 to 2023 was provided. The Board requested additional time to review the report and will discuss it at the February meeting.

### **Civil Service Residency**

The Board reviewed the material regarding the challenging effect the residency requirement has on Nassau County libraries when hiring librarians. On a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to unite with the Board of Trustees of Nassau County libraries and sign onto a letter to the Nassau County Civil Service Commissioners requesting residency requirements for professional librarian titles be waived. The Nassau Library System is coordinating this action for member libraries.

## **MISCELLANEOUS**

### **Business Department**

The Board reviewed the Department's detailed monthly report.

### **Digitized Policy Manual**

Ms. Overton emailed the latest copy of the policy manual to the Board. Ms. Finck stated that the manual will be accessible in the Board's shared google drive along with the *Year in Review* infographic, Staff Faces and Continuing Education forms.

### **Rockville Centre Library Friends**

The Board thanked the Friends for their continued support.

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

Ms. Finck reviewed her written report with the Board.

### **Year in Review 2024**

The Board complimented Ms. Finck and the staff for the amazing work this document represents. The infographic is a concise record of the Library activities in 2024. The trustees made suggestions for minor changes. They approved loading the infographic to the website with these revisions.

Department Head Reports

Ms. Finck reviewed highlights of the Departments' reports.

**OPPORTUNITY FOR BOARD MEMBERS**

None

**AUDIENCE ITEMS**

Ellen Grossman mailed 130 Friends 2025 membership letters. Ms. Grossman complimented Jose Bautista for solving an iPad problem she had.

The Board meeting time will return to 7:00 pm unless noted. The next Board meeting will be held on Wednesday, February 26, 2025.

On a motion made by Mr. Ludwig, 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 5:29 pm.

**RETURN TO OPEN SESSION**

On a motion made by Ms. Sorvillo, seconded by Ms. Sussman, the Board voted unanimously to return to Open Session at 5:52 pm with the following action taken:

On a motion made by Mr. Lucchesi, seconded by Ms. Sorvillo, the Board approved the following salary increases for year 2025, retroactive to January 1, 2025:

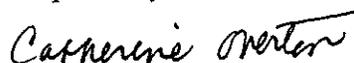
- A 2.75% salary increase for the Director considering her excellent service and performance.
- A 3.0% salary increase for the Assistant Director/Head of Adult Services in light of her excellent service and performance.

Ms. Overton and Ms. Finck both expressed their appreciation for the generous salary increase and for the Board's recognition and support of their efforts.

**ADJOURNMENT**

The meeting was adjourned at 5:54 pm on a motion made by Ms. Sorvillo, seconded by Ms. Sussman, and unanimously approved.

Respectfully submitted,



Catherine Overton  
Library Director