

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**April 7, 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 7:07 p.m. by Board President Kelly.

**PRELIMINARY BUDGET HEARING FOR FISCAL YEAR 2025-2026**

The Board and Ms. Overton reviewed the Preliminary Budget with audience members. The operating budget is \$4,206,089. The tax levy of \$4,104,489 is under the New York State tax cap of 2.6%. The annual increase for the average Rockville Centre home is \$11.97 or \$1.00 per month.

After discussion, on a motion made by Mr. Ludwig, seconded by Mr. Lucchesi, the Board voted unanimously to accept the Rockville Centre Public Library Proposed Budget for Fiscal Year 2025-2026 in the amount of \$4,206,089 for placement on the ballot for the Budget Vote. The vote is to be held on Tuesday, May 20, 2025 at South Side High School.

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to approve *A Message from the Library Board* with recommended changes.

Ms. Kelly thanked everyone for their hard work and efforts.

**APPROVAL OF MINUTES**

On a motion made by Ms. Sorvillo, seconded by Ms. Sussman, the Board voted unanimously to approve the minutes of the March 20, 2025 Board Meeting.

**FINANCIAL REPORT**

On a motion made by Ms. Sussman, 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

3/27/25	Check #	\$0.00
	Vouchers # 7643108 – 7643155	\$54,004.91
	NYS-DCP ACH Debit Payment	\$5,169.01
	Garnishment/Tax Levy Check #24328	\$291.24
	FICA/MED & EFT Payment	\$19,140.44
	New York State Tax EFT	\$3,114.21
	Accu Data Corp ACH Debit Payment	\$282.84

Approval of Checks in Payment of Bills  
General Fund

3/27/25	Check # 50516 – 50551	\$82,793.08
3/31/25	RIR	\$3,427.39

Approval of Checks in Payment of Bills  
Capital Fund

3/27/25	Check # 1106 – 1107	\$2,837.49
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**ANNOUNCEMENTS**

None.

**CORRESPONDENCE**

- Suggestion box notes were reviewed and discussed by the Board members.
- A patron complimented the Staff of the Children's Department and their programs.
- A patron thanked the Staff, in particular Eileen McCarthy, for helping to enroll a family member in the Talking Books program.
- A Merrick Library Staff member thanked Tricia Lindstrom for her assistance in an archival research project.
- Operation Gratitude thanked the Children's Department for supporting their organization. Teens wrote letters to service members as a community service project.

**COMMITTEE REPORTS**

- Budget and Finance – None
- Personnel – None
- Facilities and Technology – The Committee report from the April 2 meeting is included in the packet. Topics will be discussed under New Business and Miscellaneous.
- Policy –None

**DIRECTOR'S REPORT**

Ms. Overton reviewed her written report with the Board.

**UNFINISHED BUSINESS**Capital Projects

- **New Meeting Room**

The Architect and Contractor continue the work to resolve the items on the punch list. To expedite ordering the materials, the Board approved Change Order #4 via email. After discussion, on a motion made by Mr. Lucchesi, seconded by Ms. Sorvillo, the Board voted unanimously to approve Change Order #4 for the installation of a fire-rated louver in the door to equalize the air pressure in the room at a cost of \$2,108.70.

John A. Grillo's office forwarded documents related to Change Order #1 for the basement interior renovation. Copies were included in the Board packet. The forms need to be signed by the Library and the School District. The Board accepted Change Order #1 for the basement interior renovation. The papers were signed by Ms. Kelly as President. Ms. Overton will secure the School Superintendent's signature and return the documents to Grillo's office for processing.

- **Children's Room Refurbishment**

RJ Painting & Restoration confirmed the schedule to paint the Children's Room over the Easter weekend, April 18, 19 and 20. The room will be closed to the public on Saturday. The lounge furniture has been delivered. Both adults and children are very pleased with it. At present, we do not have a delivery date for the table and book shelves.

**NEW BUSINESS**Equitable Financial Life Insurance Company

The Library has the opportunity to reactivate its 403(b) retirement plan. The Basic Plan documents were emailed to the attorney. There is no cost to the Library and no minimum number of participants. The Library currently offers the New York State Deferred Compensation 457 (b) Plan. The Equitable plan would give the employees another avenue to save for retirement with both pre-tax and post-tax funds. Equitable representative Anthony Dolisi will explain the program to the Staff with in-person presentations.

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to offer Equitable Financial Life Insurance Company's 403(b) retirement plan.

Exhaust Fans – Helen Kraus Room

We learned there are two non-functioning exhaust fans in the ceiling of Helen Krauss Community Room- one in the Community Room and one in the Projection Room that are not operational and have not been working for many years. The fans have their own controls, duct work and power. Mr. Hunt and Grillo's engineer recommended that the Library repair the fans as they would serve as fresh air relief and help circulate air in the room. The Facilities Committee previously agreed with replacing the fan motors. During the meeting, the Board questioned if it was necessary to repair/fix the fans in light of the fact that we plan to upgrade and replace the HVAC system for the Helen Krauss room as part of our planned renovation of that space. The Board requested that Ms. Overton again speak to Mr. Hunt to confirm that replacing the fans will be worth the expense and benefit the room following the replacement of the HVAC system.

**MISCELLANEOUS**Business Department

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

Sneeze Guards

The sneeze guards at the public service desks were removed on April 4.

Staff Name Tags

As previously mentioned, the response from the staff to wearing name tags was varied. Ms. Overton conducted a survey of Member Library Directors regarding the policy at their libraries. After the responses were reviewed, the Board asked Ms. Overton to provide samples of tags and badges with STAFF and the Library brand to the Board for their consideration at the May meeting.

Building Maintenance

After the server computer power supply failed and set off the smoke alarm, the Facilities and Technology Committee suggested having the Library's outlets and cables inspected by an electrician as a precautionary measure. Ms. Overton will contact John Scalisi for a recommendation for an electrician as a neutral, third party

**ASSISTANT DIRECTOR**

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

National Library Week – April 6 through April 12!

The Marketing Team came up with a great idea to promote this fun event on the RVC Railroad Marquee. Inspired by a Board recommendation, we added a special contest just for children. Thank you to Jen and her team for quickly creating an engaging drawing sheet, inviting young participants to share what they love at the library. All entries will be entered into a raffle to win a plush panda and mini panda speaker —perfect for

enjoying the exciting audiobooks available on Libby and Hoopla!

#### Museum Passes

The Long Island Children's Museum is switching to a digital, print-on-demand pass. This new option allows library cardholders to access and print their passes directly from our MuseumKey platform. Having digital access is more convenient for users and allows us to offer the passes each day instead of every other day as we do with the physical passes. Unfortunately, the digital pass only allows two people access as opposed to the current four-person pass. Additionally, the cost of each pass is being increased from \$1,300 to \$1,500 and the popular December and February school break weeks are blacked out.

As libraries in the system transfer to this new digital format, we will note the success of the program and determine our best course of action when we renew in September 2025.

Ms. Finck discussed a new NLS group subscription for an annual pass to the recently opened Long Island Music & Entertainment Hall of Fame, located in Stony Brook. They are currently proposing a family pass that is valid for two adults and three children. Depending on the number of libraries participating, the cost of the pass will be between \$700-750. RVC patrons have expressed interest in this pass so we will watch when it becomes available.

#### Updating Phone System

Our phone vendor, DMGT, recently advised that production of our current NEC phones has been discontinued and support will be terminated in March 2026. They recommend that we move to a Voice over Internet Protocol (VoIP). VoIP technology allows the user to make voice calls over broadband internet, rather than through a traditional, analog connection. Since our current maintenance agreement with DMGT expires May 31, 2025, we conducted an expedited review of this new technology. Including our IT staff and consultants, we met with four different providers of a cloud based system to ensure we get the best pricing and support available. We will soon have a recommendation.

#### Updating Computers

As mentioned at the February meeting, Gryphon Technologies installed Dell PCs that are on State contract at another Nassau library. John Whittemore of Gryphon reported that the library is very satisfied with the Dell computers and he is recommending the same product for Rockville Centre. Mr. Whittemore encouraged ordering the computers as soon as possible as the Dell contract may run out of supply with the anticipated increases in electronics and semiconductors for PC manufacturers. Gryphon has an estimated quote for 30 Dell PCs with monitors and stands as \$827.19 each (\$737.19 per PC with monitor and \$90 per stand).

Ms. Finck expressed that she and Ms. Overton had planned to meet with the Facilities and Technologies Committee to discuss moving forward with this purchase. However, based on Mr. Whittemore's advice, she is asking the Board for a not-to-exceed approval to purchase the PCs.

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to order the 30 Dell PCs with monitors and stands as recommended by Gryphon Technologies for a total not to exceed \$27,000.

### **OPPORTUNITY FOR BOARD MEMBERS**

Mr. Lucchesi stated Ms. Overton and Ms. Finck are doing an incredible job with so many projects at the Library. Ms. Sorvillo was pleased with the signage that went up at the Library concerning the collection shift.

### **AUDIENCE ITEMS**

Matthew Vella and Christine Faraday introduced themselves as interested in running for trustee seats. They both complimented the Library.

The 2025-2026 Final Budget Hearing and Trustee Candidates Forum will be held on Tuesday, May 6, 2025 at 7:00 pm.

The next regular Board Meeting will be held on Wednesday, May 21, 2025 at 5:00 pm.  
*Please note time change for this meeting.*

On a motion made by Ms. Sorvillo, 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 8:15 pm.

### **RETURN TO OPEN SESSION**

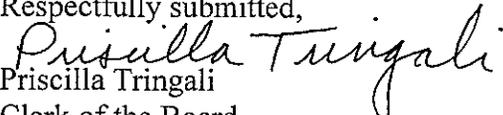
On a motion made by Ms. Sussman, seconded by Mr. Ludwig, the Board voted unanimously to return to Open Session with the following action taken:

The Board continued its discussion related to succession planning. The Library has moved Catherine Overton to Temporary Director to facilitate canvassing the open competitive list for a Library Director.

### **ADJOURNMENT**

The meeting was adjourned at 8:53 pm on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, and unanimously approved.

Respectfully submitted,

  
Priscilla Tringali  
Clerk of the Board