

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
May 21, 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 5:07 p.m. by Board President Kelly.

APPROVAL OF MINUTES

On a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to approve the minutes of the April 7, 2025 Board Meeting.

On a motion made by Mr. Ludwig, seconded by Mr. Lucchesi, the Board voted unanimously to approve the minutes of the May 6, 2025 Final Budget Hearing for Fiscal Year 2025–2026 and Candidates Forum.

FINANCIAL REPORT

On a motion made by Ms. Sussman, seconded by Ms. Sorvillo, 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

4/10/25	Check #	\$0.00
	Vouchers # 7681640 – 7681688	\$65,541.58
	NYS-DCP ACH Debit Payment	\$5,101.26
	Garnishment/Tax Levy Check #24329	\$316.73
	FICA/MED & EFT Payment	\$22,298.71
	New York State Tax EFT	\$3,633.01
	Accu Data Corp ACH Debit Payment	\$260.45
4/24/25	Check # 24330	\$71.08
	Vouchers # 723332 – 7723377	\$53,541.47
	NYS-DCP ACH Debit Payment	\$4,947.28
	Garnishment/Tax Levy Check #24331	\$291.24
	FICA/MED & EFT Payment	\$18,886.50

New York State Tax EFT	\$3,109.64
Accu Data Corp ACH Debit Payment	\$294.90
5/08/25 Checks #	\$0.00
Vouchers # 7761997 – 7762044	\$58,684.23
NYS-DCP ACH Debit Payment	\$6,409.67
Garnishment Tax Levy Check #24332	\$291.24
FICA/MED & EFT PAYMENT	\$20,422.41
New York State Tax	\$3,322.24
Accu Data Corp ACH Debit Payment	\$284.45

Approval of Checks in Payment of Bills
General Fund

4/10/25	Check # 50552 – 50610	\$53,347.92
4/24/25	Check # 50611 – 50653	\$79,584.73
4/30/25	RIR	\$3,731.65
5/08/25	Check # 50654 – 50688	\$21,292.90

Approval of Checks in Payment of Bills
Capital Fund

4/10/25	Check # 1108	\$288.00
5/08/25	Check # 1109 – 1111	\$23,932.00

Final Budget Hearing and Candidates Forum

Ms. Overton reported on the Final Budget Hearing and Candidates Forum which was held on May 6. The meeting went smoothly in part thanks to Jose Bautista, Keith Bethon, Joseph Weis and Steven Sedgwick for ensuring the technology was operating properly and to Eileen Bucaria, past Trustee, for stepping in for April Wexler as the Forum moderator.

Budget and Trustee Vote

Ms. Overton and Ms. Finck attended the voting tally on May 20 and emailed the results to the Board and staff that evening.

The Budget voting results for the Rockville Centre Public Library and the Rockville Centre School District are as follows:

Library Budget

Yes: 2,101 votes
No: 692 votes

Library Board of Trustee seats (two)

Meryl Sussman: 1,555 votes
Christine Faraday: 1,336 votes
Gretchen Browne: 1,203 votes

School Budget

Yes: 1,955 votes

No: 970 votes

Board of Education Trustee seat (one)

Donna Downing: 1,641 votes

David Putterman: 1,222 votes

Ms. Kelly thanked the Budget and Finance Committee for all their hard work and efforts in formulating the budget.

ANNOUNCEMENTS

- The Library received annual donations in memory of Kim Forgach from Peter and Marie Forgach and Marc and Lois Schwedelson for the upkeep of Kim's Corner.
- The Endowment Fund received an annual donation from Joseph Michaels IV in memory of Jane Tierman Michaels.
- Assemblywoman Judy Griffin informed the Library that she secured \$20,000 in Bullet Aid for the Library. The Library is very grateful for the funding.

CORRESPONDENCE

Suggestion box notes were reviewed and discussed by the Board members.

COMMITTEE REPORTS

Budget and Finance – None

Personnel – Committee presented its report in Executive Session

Facilities and Technology – None

Policy – None

DIRECTOR'S REPORT

Ms. Overton reviewed her written report with the Board

UNFINISHED BUSINESSCapital Projects

- **New Meeting Room**
With the Board's approval, signage was ordered with the room's new name, the Buschel Digital Literacy Center. The room is a tribute to Mr. Carl Buschel and his support of learning and libraries. Mr. Buschel bequeathed the Library \$110,000.
- **Kim's Corner**
On Friday evening, May 9, the asbestos abatement related to the carpet was successfully performed. The Library opened on Saturday. Crossroads Construction began the renovation of the room on Monday, May 12 and has made good progress.

For safe keeping during the construction, the wall mural was hung in the Children's Room.

- HVAC Replacement – Helen Kraus Community Room
Ms. Overton confirmed with Chris Hunt that replacing the fans that are above the ceiling tiles is worth the expense. It will benefit the Community Room with improved air flow. Mr. Hunt consulted with John Grillo's engineer to finalize specifications for the HVAC equipment replacement project. The scope of work was increased to include replacing the fans. This project will be presented as the Library's 2025-2026 Public Library Construction Grant Project.

Mr. Hunt provided the following timeline for the project: Bid documents available on May 20; bid opening on June 10 at 11:00 am; bid award at the July 15 Board meeting; kickoff meeting on August 1; installation start on September 15 with completion by October 30.

- Children's Room Refurbishment
RJ Painting & Restoration completed painting the Children's Room over Easter weekend as scheduled. They also applied the two wall quotes in the Main Reading Room. They did an excellent job in both areas.
- Tech Services Interior Office
Board members viewed the area in Technical Services where the creation of an interior office for the Department Head is proposed. They asked that this item be reserved for discussion in Executive Session.

NEW BUSINESS

July/August Board Meeting Dates

Ms. Overton requested the Board select the July/August meeting dates as the dates need to be included in the newsletter.

After discussion, the following meeting dates were selected:

Tuesday, July 15 – 6:00 pm

Tuesday, August 19 – 6:00 pm

MISCELLANEOUS

Business Department

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

CREST Award

Ms. Overton noted that last year, thanks to former Senator Kevin Thomas, the Library was awarded a \$75,000 CREST grant to enhance the Helen Kraus Community Room. Planned upgrades include new flooring, wall treatments, acoustic tiles and an improved audio system. The Library has requested vendor quotes and recently received documentation from DASNY to begin the grant administration process.

Equitable Life Insurance 403(b) Retirement Plan

Equitable representative Anthony Dolisi presented the particulars of the program at a Staff Meeting on May 13.

RVC School District Art Reception

The art reception on May 5 offered a great opportunity to collaborate with the School District. Over 700 visitors were in the building during the reception hours of 4 – 8 pm. Thank you to the Staff who coordinated the event with the School and the Staff that worked to make the day such a success.

Staff Name Tags

Ms. Overton showed the Board a sample of the badge with the Library's logo and the word STAFF. The Board approved the badge with the addition of the words "Rockville Centre Public Library" circled around the logo.

Building Maintenance

Following the Board's directive to have the wiring in the server room checked as a cautionary measure, Ms. Overton contacted John Scalisi. He arranged for the electrician that the School District uses to come to the Library. The electrician advised that it seems the incident was isolated to the power supply in the computer. The equipment has been working properly since the power source was replaced. He said there are no issues with outlets and cables in the room.

Landscaping

Kevin Escobar, owner of The Roxy Group, Inc., and his designer met with Ms. Overton, Ms. Finck and Mr. Weis to discuss plans for renovating and restoring the Library's landscaping. The project could be completed in phases with consideration for the planting season and the budget.

The Board was pleased with the proposal but asked if pollinators could be included in the plant selection. After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to approve the proposal from The Roxy Group, Inc. for plantings and mulch around the property at a cost not to exceed \$16,655.

Personnel

Marissa Oge-Graville, a part-time clerk in the Circulation Department was welcomed to the Staff. The Library is continuing its search for another part-time clerk for Circulation.

Rockville Centre Library Friends

The Friends were thanked for sponsoring the following programs:

- The Vic Vincent Group Concert (\$500)
- We Fly Together (Children's) (\$500)
- Thomas Germano – Lillie Bliss (\$275)

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.

Network Upgrade

On April 29, the NLS IT staff installed a new router/security device. The cost for this new equipment was paid for by the ILS Services Capital Fund. They recommended during the installation that we replace outdated switches. These upgraded devices will enhance security, performance, reliability, and future-readiness. We are working with Gryphon Technologies, NLS and State contract vendors to determine the most cost-effective way to proceed.

After discussion, on a motion made by Mr. Lucchesi, seconded by Ms. Sorvillo, the Board voted unanimously to approve the purchase of new computer switches, including necessary licensing, at a cost not to exceed \$7,500.

Phone System

Our current phone vendor, DMGT, recommended transitioning to a Voice over Internet Protocol (VoIP) phone system. To ensure we made a well-informed decision, the Tech Team met with four vendors to compare pricing and gain a better understanding of the technical requirements involved. After careful review, DMGT submitted the lowest bid. After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Lucchesi, the Board voted unanimously to approve entering into a three-year contract with Intermedia Cloud Communications and DMGT at a one-time cost of \$4,130.88. This price includes equipment, configuration, installation, remote support, and staff training. Our monthly costs for the cloud-based service will be \$587.70. Installation of the new phones is scheduled to begin after the new staff workstations have been installed.

Deaccession of A/V equipment

After discussion, on a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to deaccess the following outdated audiovisual equipment, which is no longer in use or serviceable:

- Sharp TV
- General Electric TV
- Sharp Projector
- RCA VCR
- Samsung DVD Player
- Sony VCR/DVD Combo

All items will be responsibly recycled through eWorks. We will also notify the auditors during the upcoming annual audit to ensure proper documentation and compliance.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Sussman said she would like to talk about trends at the Library to see how they affect the budget.

AUDIENCE ITEMS

Ellen Grossman stated the raffle for the Mets tickets raised \$1,360. Thank you to Friends member Ruth Hochman for securing the tickets.

The next Board Meeting will be held on Thursday, June 12, 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 matters and creation of a Tech Services office.

EXECUTIVE SESSION

The Board retired into Executive Session at 6:13 pm.

RETURN TO OPEN SESSION

On a motion made by Mr. Ludwig, seconded by Ms. Sorvillo, the Board voted unanimously to return to Open Session at 6:37 pm with the following action taken:

On a motion made by Ms. Sorvillo, seconded by Mr. Ludwig, the Board voted unanimously to select Susan Finck from the Nassau County Civil Service Library Director canvass list as Director with June 6, 2025 as an effective date of appointment and a salary of \$138,000. Ms. Finck has the full support of the Board.

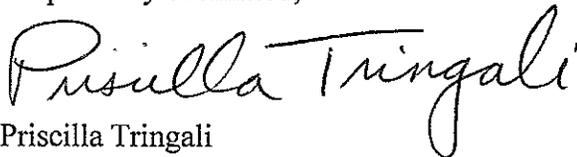
Ms. Overton will continue in the role of Temporary Director through June 26, 2025.

On a motion made by Ms. Sorvillo, seconded by Ms. Sussman, the Board voted unanimously to approve the proposal from KI International to create an enclosure for the Library's Head of Technical Services, not to exceed \$8,000.

ADJOURNMENT

The meeting was adjourned at 6:40 pm on a motion made by Ms. Sussman, seconded by Mr. Lucchesi and unanimously approved.

Respectfully submitted,



Priscilla Tringali
Clerk of the Board