

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
July 15, 2025
Minutes

PRESENT

Present were Trustees Melissa Sorvillo, Meryl Sussman, Nadine Kelly, Michael Ludwig and Christine Faraday. Also present were Susan Finck, Library Director, Priscilla Tringali, Clerk of the Board and audience members.

CALL TO ORDER

The meeting was called to order at 6:35 p.m. by Board President Sorvillo.

APPROVAL OF MINUTES

On a motion made by Ms. Kelly, seconded by Ms. Sussman, the Board voted as follows to approve the minutes of the June 12, 2025 Board Meeting:

Ms. Sorvillo, Ms. Sussman, Mr. Ludwig and Ms. Kelly voted aye. Ms. Faraday abstained as she had not yet taken the Oath of Office as a new Board member.

FINANCIAL REPORT

On a motion made by Mr. Ludwig, seconded by Ms. Kelly, 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

6/18/25	Check #	\$0.00
	Vouchers # 7885418 – 7885461	\$52,433.79
	Equitable 403b ACH Debit Payment	\$540.36
	NYS-DCP ACH Debit Payment	\$5,539.00
	Garnishment/Tax Levy Check # 24335	\$192.84
	FICA/MED & EFT Payment	\$18,939.10
	New York State Tax EFT	\$3,124.15
	Accu Data Corp ACH Debit Payment	\$291.30

7/3/25	Check #24336	\$5,858.49
	Vouchers # 7926548 – 7926594	\$68,896.46
	Equitable 403b ACH Debit Payment	\$540.36
	NYS-DCP ACH Debit Payment	\$31,996.57
	FICA/MED & EFT Payment	\$33,753.24
	New York State Tax EFT	\$6,033.89
	Accu Data Corp ACH Debit Payment	\$256.74

Approval of Checks in Payment of Bills
General Fund

6/18/25	Check # 50764 – 50811	\$95,006.15
6/30/25	RIR	\$3,769.95
7/3/25	Check # 50812 – 50857	\$47,172.43

Approval of Checks to Transfer Funds from TD Checking to Flagstar Money Market
General Fund

6/18/25	Check #6	\$500,000.00
7/3/25	Check #7	\$500,000.00

Approval of Checks in Payment of Bills
Capital Fund

6/18/25	Check #1118 – 1123	\$37,421.59
VOID	Check #1119	
7/3/25	Check #1124 – 1125	\$20,133.46

Funds Transfer from Flagstar Money Market Account to Flagstar General Checking
Account – Bills

6/18/25	\$95,006.15
7/3/25	\$47,172.43

ANNOUNCEMENTS

None.

CORRESPONDENCE

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

COMMITTEE REPORTS

- Budget and Finance – None
- Personnel – None

- Facilities and Technology – None
- Policy – None

DIRECTOR'S REPORT

Ms. Finck reviewed her written report with the Board.

UNFINISHED BUSINESS

Capital Projects

- HVAC Equipment Replacement – Helen Kraus Community Room
This work has been awarded to JNS Heating Service. We have a proposed Kick-off meeting scheduled for Friday, August 1.
- Helen Kraus Community Room Refurbishment – CREST Award
The DASNY Grant Administrator advised the Library that the removal of carpet & removal of wall covering was deemed ineligible by their current bond counsel. We are currently looking into clarification on this decision and alternate projects.
- Buschel Digital Literacy Center and Kim's Corner
Chris Hunt of John A. Grillo's office, submitted the final payment for Crossroads Construction Corp. for the 2024 Basement Interior Renovation. The payment is in the amount of \$37,160.50.

After discussion, on a motion made by Ms. Kelly, seconded by Ms. Sussman, the Board voted unanimously to approve the final payment to Crossroads Construction Corp. for the 2024 Basement Interior Renovation in the amount of \$37,160.50.

- Children's Room
The new bookcases have been delivered and installed, and they look fantastic in their designated space. Jen Marino provides more detail in her report regarding how they are being utilized to enhance collections and improve access for patrons.
- Landscaping
The scope of the first phase of the grounds improvement project was expanded to include the removal of additional overgrown shrubs and the installation of new sprinkler heads to better support the updated landscaping. This work has been completed, and both patrons and staff have expressed appreciation for the refreshed appearance and enhanced curb appeal of the property.

New York State Public Library Construction Grants

- Interior renovation conversion of a storage room to a meeting room – Grant Cycle 2024-2025
We are waiting for documents from SED and the final payment to Crossroads to close out this application.
- HVAC Replacement in Helen Kraus Community Room – Grant Cycle 2025-2026

The Public Library construction Grant application has been opened. Documents needed for this application, *Certification of Available Funds to Finance Project* and *Assurances* were executed by Ms. Sorvillo at the meeting.

NEW BUSINESS

Staff Badges

Staff badges have arrived and Department Heads are reviewing the new policy with staff as they distribute badges. Personalized name tags were given to the Board members at the meeting.

COMMUNITY OUTREACH

Eat.Shop.Rock

Ms. Finck reviewed how successful the Eat.Shop.Rock event was. She thanked the NLS team, Library staff and the RVC Library Friends for their hard work and support.

MISCELLANEOUS

AHERA Inspection Report

Ms. Finck discussed the importance of this document when planning future renovation, maintenance, or construction projects.

Statistics

The following statistical reports provided an overview of Library usage and activity during the month of June:

- Program Attendance
- Museum Pass Activity
- Material Circulation
- Patron Traffic within the Building
- Staff Continuing Education Activity

Rockville Centre Library Friends

Thank you to the Friends for sponsoring the following:

- The Traditions Concert - \$800
- Nassau County Museum of Art Pass - \$1,000
- Prize Wheel - \$85.49

Department Head Reports

Ms. Finck reviewed the reports of the Department Heads. She responded to questions and comments from the Board.

OPPORTUNITY FOR BOARD MEMBERS

Ms. Sussman told of a positive experience she had with the Brooklyn Library.

Ms. Faraday shared that her children thoroughly enjoyed participating in both the Balloon Making and Coding classes. She also mentioned that she recently saw a checkout receipt from another library that included a note telling patrons how much money they saved by borrowing items instead of purchasing them. Ms. Sorvillo shared she has also seen this at the Cutchogue Library in Suffolk County and enjoyed the value these receipts convey.

Ms. Faraday and Ms. Sorvillo asked Ms. Finck to explore the possibility of adding similar information to the Library's receipts.

AUDIENCE ITEMS

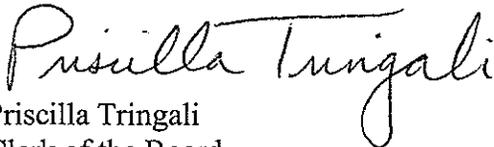
Ms. Grossman mentioned that in addition to the Nassau County Museum of Art Pass for \$1,000 and the Prize Wheel for \$85.49, two passes to the Children's Museum were approved for purchase, for a total of \$3,000. Ms. Grossman also discussed the possibility of The Friends purchasing a Nintendo Switch 2 to raffle off at a future date.

The next Board Meeting will be held on Tuesday, August 19, 2025 at 6:00 pm.

ADJOURNMENT

The meeting was adjourned at 7:28 pm on a motion made by Ms. Sussman, seconded by Ms. Kelly, and unanimously approved.

Respectfully submitted,


Priscilla Tringali
Clerk of the Board