

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
September 18, 2025
Minutes

PRESENT

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

CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Board President Sorvillo.

APPROVAL OF MINUTES

On a motion made by Ms. Sussman, seconded by Mr. Ludwig, the Board voted unanimously to approve the minutes of the August 19, 2025 Board Meeting, as corrected.

FINANCIAL REPORT

On a motion made by Ms. Kelly, seconded by Ms. Faraday, 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

8/28/25	Check #	\$0.00
	Vouchers # 8101678 – 8101721	\$47,914.79
	Equitable 403b ACH Debit Payment	\$540.36
	NYS-DCP ACH Debit Payment	\$4,818.91
	FICA/MED & EFT Payment	\$16,456.20
	New York State Tax EFT	\$2,699.50
	Accu Data Corp ACH Debit Payment	\$280.99
9/11/25	Check #	\$0.00
	Vouchers # 8139875 – 8139819	\$52,582.69
	Equitable 403b ACH Debit Payment	\$553.76
	NYS-DCP ACH Debit Payment	\$4,548.10
	FICA/MED & EFT Payment	\$18,073.68
	New York State Tax EFT	\$2,926.35
	Accu Data Corp ACH Debit Payment	\$246.54

Approval of Checks in Payment of Bills
General Fund

8/28/25	Check # 50976 – 51014	\$63,131.14
8/31/25	RIR	\$3,746.74
9/11/25	Check # 51015 – 51045	\$24,795.59

Approval of Checks in Payment of Bills
Capital Fund

8/28/25	Check #1128 - 1129	\$8,442.76
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Funds Transfer from Flagstar Money Market Account to Flagstar General Checking
Account – Bills

8/28/25		\$63,131.14
9/11/25		\$24,795.59

ANNOUNCEMENTS

The following reimbursements to the Library were distributed by the Nassau Library System.

- Local Library Services Aid (LLSA) for FY 2025-2026: \$7,030.80 (90% payment). This funding is system aid for member libraries provided by the New York State Library.
- E-commerce Reimbursement for 2nd Quarter 2024: \$113.10. This self-service payment system allows patrons to pay for their fines using a credit card.

CORRESPONDENCE

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

COMMITTEE REPORTS

- Budget and Finance – Mr. Ludwig and Ms. Finck met on September 9, 2025 to review the Financial Report.
- Personnel – The Committee met on September 12, 2025 to discuss the steps to hire a new Assistant Director. The canvass process will begin this week. Ms. Finck created a job description and very detailed lists of job responsibilities for both the Director and Assistant Director.
- Facilities and Technology – The Committee will be setting up a meeting.

DIRECTOR'S REPORT

Ms. Finck reviewed her written report with the Board.

UNFINISHED BUSINESSHVAC Replacement Project and Refurbishment of Helen Kraus Community Room

On September 4, Ken Artusa from JNS Heating communicated to Chris Hunt and Ms. Finck that the shipping date for the air handlers should be sometime in mid-October. We have quotes from Branch Services for carpet removal, RJ Painting for painting, Milburn for carpet installation and Adwar Video for updates to the audiovisual system. These quotes will be reviewed at the next Facilities and Technology meeting.

Updates to the Public Restrooms in the Basement

Belfor, a contractor recommended by the RVC school district, came to the Library this week to review the plumbing and electrical work to be done in the public restrooms.

Enclosure for Head of Technical Services

The enclosure for the Head of Technical Services was installed on September 10, 2025.

New York State Public Construction Grants

- Interior renovation conversion of a storage room to a meeting room – Grant Cycle 2024-2025
We are awaiting final approval from SED to submit our final costs for this completed project.
- HVAC Replacement in Helen Kraus Community Room – Grant Cycle 2025-2026
On August 27, Ms. Finck reviewed our Grant application with Caroline Ashby at NLS. She relayed that the application is in great shape and will reach out if they need anything further from the Library.

NEW BUSINESSInsurance Policy Renewal 2025-2026

After discussion, on a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board voted unanimously to approve the 2025-2026 insurance policy renewal of the Library's Commercial Insurance Policies with Utica National Insurance Group at a cost of \$43,642.

HVAC Maintenance Agreement

After discussion, on a motion made by Ms. Sussman, seconded by Ms. Kelly, the Board voted unanimously to renew the two-year HVAC Maintenance Agreement with SavMor at the annual contract fee of \$2,480, for a total cost of \$4,960 for two years.

New York State & Local Retirement System (NYSLRS)

After discussion, on a motion made by Ms. Faraday, seconded by Ms. Kelly, the Board voted unanimously to prepay the New York State & Local Retirement System annual invoice, at an estimated discounted prepayment of \$325,970 which is due December 15, 2025.

2026 Library Budget Hearing & Board Meeting Dates

The Board discussed and set up the following meetings:

Wednesday, April 15, 2026 Board of Trustees Meeting and Preliminary Budget Hearing for Fiscal Year 2026-2027 7:00 p.m.

Tuesday, May 12, 2026 2026-2027 Final Budget Hearing and Candidates Forum 7:00 p.m.

Wednesday, May 20, 2026 Board of Trustees Meeting 6:00 p.m.

Tuesday, June 16, 2026 Board of Trustees Meeting 7:00 p.m.

TECHNOLOGY

The new network equipment has been installed. The phones have been transferred over to these switches and plans are in place to add all staff workstations by the end of September. We can see a difference in the speed.

PERSONNEL

We are excited to welcome new team member Anne-Marie Schumacher to the Circulation Department. Her first day was September 9 and her starting hourly rate is \$20.

After 20 years of dedicated library service Eileen McCarthy has decided to retire as of October 30th. We wish her all the best in this next chapter of life.

STATISTICS

Ms. Finck reviewed trends and highlights from the following reports and responded to questions and comments from the Board.

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

ROCKVILLE CENTRE LIBRARY FRIENDS

The Board thanked the Friends for sponsoring the following programs:

- 2 LICM digital passes \$3,000
- Guggenheim Museum Lecture \$300
- Brian Rose lecture - With a Song in my Heart \$300
- Tiny Songbirds - \$500
- Play Date Concert - \$700

Library Friends member, Ms. Grossman, discussed a Nintendo Switch 2 Mario raffle. Tickets will be sold October 6 through November 23. The drawing will be held on November 24.

There will be a Teen Smash Tournament the same month as the raffle and we hope the raffle will be a success.

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. Kelly said she is getting many accolades from Library patrons. They were very happy with Yoga Joe as well as the handling of tutoring at the Library. Many compliments were given on how great the Library looks and the positive changes.

Ms. Faraday said her daughter attended the end of summer dessert party and was able to bring a friend who had not participated in the Summer Reading Program. She said this was a great idea to invite non-participants to encourage them to join next year's reading program. Both had a great time at the dessert party.

After discussion, on a motion made by Ms. Sussman, seconded by Mr. Ludwig, the Board voted unanimously to extend the term of current Strategic Plan through December 31, 2025 in order to provide sufficient time for the development and adoption of an updated Strategic Plan.

AUDIENCE ITEMS

None.

The next Board Meeting will be held on Thursday, October 23 at 7:00 p.m.

ADJOURNMENT

The meeting was adjourned at 8:07 p.m. on a motion made by Ms. Kelly, seconded by Mr. Ludwig, and unanimously approved.

Respectfully submitted,



Priscilla Tringali
Clerk of the Board