

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
October 23, 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 7:00 p.m. by Board President Sorvillo.

APPROVAL OF MINUTES

On a motion made by Ms. Faraday, seconded by Mr. Ludwig, the Board voted unanimously to approve the minutes of the September 18, 2025 Board Meeting.

FINANCIAL REPORT OF THE YEAR-ENDED JUNE 30, 2025

Al Coster, Managing Partner at Baldessari and Coster, reviewed the audited financial statements for the year ended June 30, 2025. He reported that the Library is in good financial condition and confirmed that the statements comply with all applicable accounting standards. Mr. Coster noted that the Library's assets are well protected with collateralized funds and that its reserves are appropriate. He responded to questions from the Board regarding future spending and the potential purchase of additional certificates of deposit. On a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board voted unanimously to accept the Financial Report for Year-Ended June 30, 2025, as presented to the Board. The Board thanked Mr. Coster for his report.

FINANCIAL REPORT

On a motion made by Ms. Sussman, 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

9/25/25	Check #	\$0.00
	Vouchers # 8179677 – 8179721	\$50,456.84
	Equitable 403b ACH Debit Payment	\$555.46
	NYS-DCP ACH Debit Payment	\$4,735.90
	FICA/MED & EFT Payment	\$17,301.81

	New York State Tax EFT	\$2,859.99
	Accu Data Corp ACH Debit Payment	\$284.59
10/9/25	Check #	\$0.00
	Vouchers # 8219948 – 8219992	\$50,658.39
	Equitable 403b ACH Debit Payment	\$553.76
	NYS-DCP ACH Debit Payment	\$4,265.50
	FICA/MED & EFT Payment	\$17,245.04
	New York State Tax EFT	\$2,857.85
	Accu Data Corp ACH Debit Payment	\$250.14
10/23/25	Check #	\$0.00
	Vouchers # 8259438 – 8259481	\$49,581.82
	Equitable 403b ACH Debit Payment	\$555.46
	NYS-DCP ACH Debit Payment	\$4,812.64
	FICA/MED & EFT Payment	\$16,952.79
	New York State Tax EFT	\$2,816.92
	Accu Data Corp ACH Debit Payment	\$284.59

Approval of Checks-Transfer of Funds From TD Bank to Flagstar Bank
General Fund

10/9/25	Check # 8	\$500,000.00
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Approval of Checks in Payment of Bills
General Fund

9/25/25	Check # 51046 – 51076	\$70,970.92
9/30/25	RIR	\$3,833.95
10/9/25	Check # 51077 – 51124	\$39,898.16
10/23/25	Check # 51125 – 51158	\$104,422.07
10/31/25	RIR	\$3,845.37

Approval of Checks in Payment of Bills
Capital Fund

9/25/25	Check #1130	\$6,711.87
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Funds Transfer from Flagstar Money Market Account to Flagstar General Checking
Account – Bills

9/25/25	\$70,970.92
10/9/25	\$39,898.16
10/23/25	\$104,422.07

ANNOUNCEMENTS

A patron shared their appreciation for the Library and sent a thoughtful \$100 donation.

CORRESPONDENCE

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

COMMITTEE REPORTS

- Budget and Finance – The Committee met on October 7, 2025 – discussed under Financial Report.
- Facilities and Technology – The Committee met on October 14, 2025 – to be discussed under Unfinished Business.

DIRECTOR'S REPORT

Ms. Finck reviewed her written report with the Board.

UNFINISHED BUSINESS

HVAC Replacement Project

After discussion, on a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board voted unanimously to approve Payment No. 1 to JNS Heating Services in the amount of \$7,600.

New York State Public Library Construction Grant

HVAC Replacement – Helen Kraus Community Room (2025-2026 Grant Cycle)

The Funding Recommendations Advisory Committee and the Nassau Library System have recommended \$121,191 in State Construction Aid for this project. The recommendation has been sent to Albany for review by DLD and DASNY.

Refurbishment of Helen Kraus and Small Community Room

After discussion, on a motion made by Mr. Ludwig, seconded by Ms. Faraday, the Board voted unanimously to approve the contract with Boyle Contracting for Asbestos Abatement in the Helen Kraus and Small Community Room at a cost not to exceed \$27,000.

On a motion made by Ms. Kelly, seconded by Ms. Sussman, the Board voted unanimously to approve the contract with Enviroscience Consultants for Asbestos PCM Air Analysis and testing for the Helen Kraus Community Room and Small Community Room at a cost not to exceed \$8,000.

On a motion made by Ms. Faraday, seconded by Mr. Ludwig, the Board voted unanimously to approve the contract with Parsons Commercial LLC for carpet tile in the Helen Kraus Community Room and Small Community Room at a cost not to exceed \$20,500.

We are currently soliciting quotes for work in the Small Conference Room which will include sheetrock, tape and spackle. On a motion made by Mr. Ludwig, seconded by Ms.

Sussman, the Board authorized Ms. Finck to hire a contractor of her choice at a cost not to exceed \$3,000.

On a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board voted unanimously to approve the contract with RJ Painting, Inc. to prime and apply two finish coats in the Helen Kraus Community Room and Small Community Room and paint five double frames and three regular frames at a cost not to exceed \$30,000.

Updates to the Public Restrooms

Ms. Finck and the Board decided to look at this project again after the Helen Kraus Community Room and Small Community Room projects are completed.

Landscaping

On a motion made by Ms. Kelly, seconded by Ms. Sussman, the Board voted unanimously to approve the contract with The Roxy Group Inc. at a cost not to exceed \$4,800, which includes any additional pruning of exposed growth as needed.

The project includes removing seven existing trees—four on North Village Avenue and three on Maine Avenue—along with necessary shrub and stump removal, pruning, and debris disposal. Six 8-foot B&B Crape Myrtle trees and one 5-foot dwarf Alberta Spruce will be planted

NEW BUSINESS

2026 ILS & Associated Services Fee (Integrated Library System)

The proposed ILS & Associated Services budget and fees with supporting data was forwarded to the Board prior to the meeting. The Library's 2026 proposed fee is \$54,346.64 which is a .9% or \$502.62 increase from 2025. ILS requests that Member Library Boards vote on the recommended budget and fee schedule and also appoint the Director to submit the authorized form to NLS.

Ms. Sorvillo read the Resolution to the Board, and the Board voted unanimously to approve the recommended budget and fee schedule. Board President Sorvillo signed the Resolution for submission to NLS and authorized the Director to submit the required form to NLS.

2026-2027 NLS Membership Library Support

NLS is requesting member library board approval for calendar years 2026 and 2027. On October 3rd, supporting data from the Nassau Library System (NLS) regarding the 2026-2027 Member Library Support Request were forwarded to the Board. The proposed increase is 1% phased in over 2 years. Our current 2025 membership support is \$22,003. We would see a total increase over the two years of \$230 (each year our support would increase \$115). There was a virtual information session/hearing on Monday, October 20, 2025 for trustees who wished to review the proposal in detail or ask questions.

After discussion, on a motion made by Ms. Faraday, seconded by Mr. Ludwig, the Board voted unanimously to approve the 2026-2027 Member Library Support Request.

Book Purchasing

We have registered with OMNIA Partners, a national group purchasing organization that allows public entities to use contracts established by other state and local governments. As a result, we are able to buy books from vendors that are not currently on a New York State contract while remaining in compliance with New York State procurement laws.

Ms. Finck thanked the staff for preparing in advance for the Baker & Taylor shutdown, ensuring a steady flow of materials to the Library, and successfully adapting to new procedures for receiving and processing.

PERSONNEL

After almost 20 years of service, Reference Librarian Eileen McCarthy will be retiring at the end of this month. Throughout her career, she has been a valuable member of our team – coordinating the *Library to Your Door* home delivery service, leading book discussions and providing expert reader's advisory to countless patrons. Her commitment to connecting readers with the right books has left a lasting impact on our community. We wish her all the best in her well-earned retirement.

Ms. Finck reported that the Library continues to conduct interviews for the Assistant Library Director position. She noted that the search process is progressing steadily, with several qualified candidates being considered.

COMMUNITY OUTREACH

Molloy University's Parent & Alumni Weekend took place October 17–19. RVC Chamber of Commerce members were invited to share information on Molloy's Parent Portal, reaching parents, alumni, and visitors. The Library's marketing team quickly created an attractive flyer for the occasion. Ms. Finck plans to continue partnering with the RVC Chamber and Molloy University for future events.

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

ROCKVILLE CENTRE LIBRARY FRIENDS

Thank you to the Friends for their sponsorship of *The New Frick with Professor Thomas Germano* – September 19 program (\$275)

Reimbursement was received for the costs of marketing supplies for their raffle table (\$48.35)

Ms. Grossman said the Nintendo Switch 2 Mario raffle continues through November 23.

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. Sorvillo said a community member who had for years brought her children to the Library for their enjoyment, finally entered the adult area herself and was pleased and impressed with this space and enjoyed spending time there.

AUDIENCE ITEMS

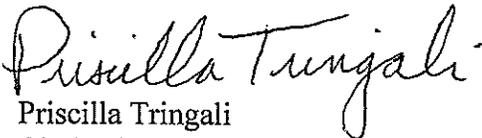
None.

The next Board meeting will be held on Thursday, November 20 at 7:00 p.m.

ADJOURNMENT

The meeting was adjourned at 8:29 p.m. on a motion made by Ms. Sussman, seconded by Ms. Kelly, and unanimously approved.

Respectfully submitted,



Priscilla Tringali
Clerk of the Board