

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**November 20, 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 7:06 p.m. by Board President Sorvillo.

**APPROVAL OF MINUTES**

On a motion made by Ms. Kelly, seconded by Ms. Faraday, the Board voted unanimously to approve the minutes of the October 23, 2025 Board Meeting.

**FINANCIAL REPORT**

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

11/6/25	Check #	\$0.00
	Vouchers # 8303375 – 8303421	\$60,169.31
	Equitable 403b ACH Debit Payment	\$555.46
	NYS-DCP ACH Debit Payment	\$4,874.64
	FICA/MED & EFT Payment	\$19,851.25
	New York State Tax EFT	\$3,216.12
	Accu Data Corp ACH Debit Payment	\$250.14
11/20/25	Check #	\$0.00
	Vouchers # 8343695 – 8343739	\$47,117.09
	Equitable 403b ACH Debit Payment	\$553.76
	NYS-DCP ACH Debit Payment	\$4,800.80
	FICA/MED & EFT Payment	\$16,070.87
	New York State Tax EFT	\$2,633.20
	Accu Data Corp ACH Debit Payment	\$280.99



- Policy – None
- Facilities and Technology – None

## **DIRECTOR'S REPORT**

Ms. Finck reviewed her written report with the Board.

## **UNFINISHED BUSINESS**

### HVAC Replacement Project

Ms. Finck advised the Board that JNS Heating has notified the Library that the necessary HVAC equipment has been received, and work is scheduled to begin on December 8, with completion expected by December 19.

### Refurbishment of Helen Kraus and Small Community Rooms

Ms. Finck advised the Board that drywall installation in the Small Room is scheduled for November 24. Flooring asbestos abatement and air testing will take place on December 5 and 6 in both community rooms. The Library will remain open during this time, however, there will be no basement access on those two days. Both community rooms will be unavailable from November 24 through January 5 to allow for carpet installation and painting.

### Landscaping Project

On October 24, The Roxy Group completed the landscaping project approved by the Board at the October 23 meeting.

### Photocopier and Print Management Contract

The Library's 5-year photocopier and print Management contract with Carr/Xerox is set to expire on December 31, 2025. Ms. Finck is currently working with our IT Consultants, Gryphon Technologies, and IT Specialist Jose Bautista, to review proposals from three vendors.

### Updates to the Public Restrooms

The Facilities Committee plans to meet to discuss these renovations once the Community Room refurbishments have been completed.

## **NEW BUSINESS**

### New York State and Local Retirement System Invoice

The Library received the 2026 invoice from the New York State and Local Retirement System in the amount of **\$328,314**. Following past practice, the Library will take advantage of the prepayment option and remit **\$325,970** before December 15, 2025, resulting in a savings of **\$2,344**.

The invoice exceeds the **2025-2026** budgeted amount by **\$13,983**. The budgeted figure was based on the projected invoice provided by the Retirement System. As the final

invoice has exceeded the projection for the past two years, this trend will be taken into consideration when estimating the amount for the 2026-2027 budget.

After discussion, on a motion made by Ms. Faraday, seconded by Mr. Ludwig, the Board voted unanimously to prepay the New York State and Local Retirement System Invoice in the amount of **\$325,970**.

## **PERSONNEL**

We are pleased to announce that a candidate has been selected to fill the Assistant Director position. Ms. Finck, Ms. Convey and Board President Ms. Sorvillo met with all eligible candidates, and the personnel committee vetted the leading candidates, ultimately selecting Alana Mutum at a salary of \$105,000. Ms. Mutum will begin working at the Library on January 2, 2026. We are excited to welcome Alana to the RVCPL team.

### Workers Compensation Insurance

Based on advice from Joseph Price, our Epic Insurance Broker, we have secured the services of RPF Associates to conduct a workplace safety study.

## **ROCKVILLE CENTRE LIBRARY FRIENDS**

The Friends are holding a Nintendo Switch 2 and St. John's University Basketball ticket raffle. The Library is promoting both raffles at all services desks, the website, and on social media. Winners will be selected on Monday, November 24.

Maureen Weissler redesigned the Friends membership flyer and designed a book mark to give out with each membership in the new year.

The Library was reimbursed \$7.57 by the Friends for book marks.

Ms. Finck thanked the Friends for sponsoring two Matters of the HeART programs at \$175 each.

## **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
- Continuing Education

## **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 said she had trouble logging in to the Library website today to try and get a museum pass. Ms. Finck said she would look into the matter.

Ms. Sussman asked if the Library of Things could offer large coffee urns for families to borrow for get-togethers. Ms. Finck explained that the Library is avoiding purchasing food-related items for the Library of Things due to the requirement to keep these items sanitized.

## **AUDIENCE ITEMS**

Ms. Grossman shared a recap of the recent RVC Library Friends meeting. Ms. Sorvillo requested to meet with Ms. Grossman and Ms. Finck to review strategies for the future of our valuable partnership, including possibilities to streamline the process for identifying Friends' sponsorship opportunities.

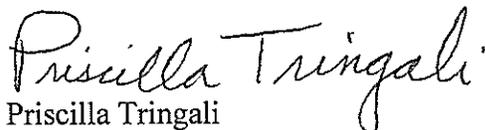
Ms. Grossman will be handling the January 2026 membership drive and requested that 150 flyers be printed.

The next Board meeting will be held on Wednesday, December 17 at 7:00 p.m.

## **ADJOURNMENT**

The meeting was adjourned at 8:24 p.m. on a motion made by Ms. Sussman, seconded by Ms. Kelly, and unanimously approved.

Respectfully submitted,



Priscilla Tringali  
Clerk of the Board