

ROCKVILLE CENTRE PUBLIC LIBRARY
Board of Trustees Meeting
December 17, 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 7:08 p.m. by Board President Sorvillo.

APPROVAL OF MINUTES

On a motion made by Ms. Sussman, seconded by Ms. Kelly, the Board voted unanimously to approve the minutes of the November 20, 2025 Board Meeting.

FINANCIAL REPORT

On a motion made by Ms. Kelly, 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

12/4/25	Check #		\$0.00
	Vouchers # 8376829 – 8376873		\$52,126.51
	Equitable 403b ACH Debit Payment		\$563.36
	NYS-DCP ACH Debit Payment		\$4,874.60
	FICA/MED & EFT Payment		\$17,250.69
	New York State Tax EFT		\$2,848.14
	Accu Data Corp ACH Debit Payment		\$242.94
12/18/25	Check #	24337	\$472.27
	Vouchers # 8427078 – 8427118		\$45,994.81
	Equitable 403b ACH Debit Payment		\$553.76
	NYS-DCP ACH Debit Payment		\$5,364.96
	FICA/MED & EFT Payment		\$16,092.47
	New York State Tax EFT		\$2,656.74
	Accu Data Corp ACH Debit Payment		\$246.54

Approval of Checks in Payment of Bills
General Fund

12/4/25	Check # 51237 – 51267	\$15,664.23
12/18/25	Check # 51268 – 51302	\$78,618.69

Approval of Checks in Payment of Bills
Capital Fund

12/4/25	Check #1136 – 1137	\$9,980.00
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VOID-Capital Fund

12/4/25	Check #1135	
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VOID-General Fund

12/4/25	Check #51265	
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Funds Transfer from Flagstar Money Market Account to Flagstar General Checking
Account – Bills

12/4/25		\$15,664.23
12/18/25		\$78,618.69

A motion was approved at the November 20, 2025 Board Meeting to renew CD #3 (\$50,000) on December 26, 2025, at the highest prevailing rate.

ANNOUNCEMENTS

The Rockville Centre Education Foundation approved \$1,350 in Fall Grant Cycle funding for the Library's *STEM Afterschool Showtime at RVCPL* proposal.

CORRESPONDENCE

The suggestion box notices and patron emails were reviewed and discussed by the Board members.

COMMITTEE REPORTS

- Budget and Finance – Ms. Kelly and Mr. Ludwig met with the accountant on Monday, December 15, 2025
- Personnel – None
- Facilities and Technology – None
- Policy – None

DIRECTOR'S REPORT

Ms. Finck reviewed her written report with the Board.

UNFINISHED BUSINESS

HVAC Replacement Project

Installation of the HVAC equipment in the Helen Kraus Room commenced on Monday, December 8, 2025. We anticipate completion of this project on or before December 19.

Refurbishment of Helen Kraus and Small Community Room

Drywall installation in the Small Community Room was completed on November 26. On December 4, Envirosience conducted initial air testing and Boyle began the abatement of the Helen Kraus and Small Community rooms. Abatement was completed on December 5 and final air quality testing was completed on December 6. On December 10, RJ Painting completed the removal of wallpaper and completed painting the Helen Kraus, Small Community Room and Lobby area outside the community rooms.

Photocopier and Print Management Contract

After reviewing multiple proposals from vendors for copier leasing and maintenance services, we believe the best option for both patrons and staff is to remain with our current provider, Xerox.

After discussion, on a motion made by Ms. Faraday, seconded by Mr. Ludwig, the Board voted unanimously to go forward with the new five-year contract which will run from 2026-2031 with a 2.9% increase from our previous contracts with Xerox and Wells Fargo at a cost of \$14,640 annually.

NEW BUSINESS

NYSHIP Empire Plan Premium

The Library has received the 2026 NYSHIP Empire Plan Premiums. Individual coverage has increased by 8.92% and family coverage has increased by 8.79%. These increases are in effect as of January 1, 2026.

PERSONNEL

On December 5, 2025 Ms. Finck shared with the Personnel Committee a document outlining the proposed part-time hourly rate adjustments. The Library traditionally follows the Union contract regarding salary increases for part-time staff. The Union increase is 2.5% for Year 2026. Effective January 1, 2026, the New York State minimum wage for Long Island increases to \$17 an hour. Ms. Finck recommended following the Union contract for part-time staff with a 2.5% increase. No one will receive an increase under 50 cents.

After discussion, on a motion made by Mr. Ludwig, seconded by Ms. Kelly, the Board voted unanimously to follow the Union contract for part-time staff with a 2.5% increase, with no one receiving an increase under 50 cents, effective January 1, 2026.

Databases

In June 2025, we began a comprehensive review of our database usage to ensure that the resources we provide continue to meet the needs of our patrons. Based on usage statistics, several low-performing databases were discontinued. This adjustment allowed us to reallocate funds and make room in the budget for a new, high-value resource: New York Times All Access.

Beginning January 7, 2026, patrons will have full access to NYT news, NYT Games (including Wordle, Spelling Bee, and the Crossword), and NYT Cooking. These resources will be available both in the Library and remotely through the New York Times app.

Door Automation Corp. Maintenance Agreement

Ms. Finck requested the Board's authorization to renew the Library's annual maintenance agreement for 2026 with Door Automation Corporation. The company provides routine inspections, preventative maintenance, and as-needed service for the Library's automatic doors. The proposed renewal maintains the same service level as the current contract with a 2.9% increase from last year.

After discussion, on a motion made by Ms. Kelly, seconded by Ms. Sussman, the Board voted unanimously to proceed with the Door Automation Corp. Maintenance Agreement in the amount of \$4,448.80 for the upcoming year at the same service level as the current contract.

Collection Development

We have opened a new purchasing account with Ingram Library Services, which is listed on the New York State contract. This will allow us to begin shifting our materials ordering away from Amazon, where we have been purchasing exclusively since the closure of Baker & Taylor. Staff training is ongoing, and we anticipate placing our first order before the new year.

Long Island Children's Museum Pass

After meeting with several Library Directors from Nassau County, LICM leadership decided to make the following improvements to the digital museum pass program:

- Blackout dates have been removed, allowing year-round access.
- Additional tickets are now **50% off** (up to four per visit) a change from \$2 off per additional ticket.
- Only **one form of ID** is required—either a library card or a photo ID.

These changes, effective Monday, December 15, 2025, make the pass more accessible and valuable for families. Of note, we have already seen a 94% increase in LICM passes

being reserved since it moved to a digital format. We are excited that these new improvements to the program will be enjoyed by many of our patrons.

Strategic Plan

The Board is pleased to welcome the new Assistant Director, Alana Mutum, and looks forward to her full participation in the Library's strategic planning process. To support a thoughtful and collaborative approach, the Board plans to launch strategic planning work at the start of the new year.

Ms. Finck requested that the Board extend the current Strategic Plan through June 30, 2026.

Following discussion, on a motion made by Ms. Kelly and seconded by Mr. Ludwig, the Board voted unanimously to extend the current Strategic Plan through June 30, 2026.

Ms. Sorvillo announced the formation of a Strategic Planning Ad Hoc Committee. Ms. Sorvillo and Ms. Sussman will meet monthly with Ms. Finck and Ms. Mutum and report back to the Board.

Nassau Library System Annual Meeting

Ms. Finck and Mr. Ludwig attended the meeting on December 3, 2025. Trustees from each member library participated in the NLS trustee election. The guest speaker, Davis Erin Anderson, lead a discussion of how libraries can thoughtfully balance the potential of AI.

ROCKVILLE CENTRE LIBRARY FRIENDS

On December 2, 2025 Ms. Finck, Ms. Sorvillo and Ms. Grossman met to discuss the current RVC Friends Memorandum of Agreement and strategies for streamlining the Library's wish list requests. The Friends held their executive Board meeting on December 12th. A follow-up Executive Board meeting will be held on January 9, 2026. After this meeting, Ms. Finck, Ms. Sorvillo and a Friends representative will reconvene to determine if updates need to be made to the Memorandum, or if practices can be adjusted to align with the current agreement.

The 2026 Membership flyers and bookmark are printed and cut for Friends' Membership Month (January). The circulation staff will begin distributing the bookmarks with checked out materials in January. Ms. Grossman received 150 copies of the Membership flyer for her January mailing.

The Friends will be sponsoring a Billy Joel/Elton John Piano Men concert on January 25, 2026 and two sessions of Tots Night Out on January 26 and February 17.

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. Kelly said a friend is in the Best Seller's Club at the Library and is very pleased with how fast she is getting books. Her friend loves the Library and the Best Seller's Club.

Ms. Faraday shared that a friend would like to see the High School promote the programming available to the teens through ParentSquare. Ms. Finck and Ms. Faraday will look into getting this accomplished.

Ms. Faraday said her daughter and friends are enjoying the Coding Class at the Library.

AUDIENCE ITEMS

The next Board meeting will be held on Tuesday, January 13, 2026 at 7:00 p.m.

ADJOURNMENT

The meeting was adjourned at 7:54 p.m. on a motion made by Mr. Ludwig, seconded by Ms. Faraday, and unanimously approved.

Respectfully submitted,


Priscilla Tringali
Clerk of the Board