

**ROCKVILLE CENTRE PUBLIC LIBRARY**  
**Board of Trustees Meeting**  
**January 13, 2026**  
**Minutes**

**PRESENT**

Present were Trustees Melissa Sorvillo, Meryl Sussman, Nadine Kelly, Michael Ludwig and Christine Faraday. Also present were Susan Finck, Library Director, Alana Mutum, Assistant 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 Mr. Ludwig, seconded by Ms. Faraday, the Board voted unanimously to approve the minutes of the December 17, 2025 Board Meeting.

**FINANCIAL REPORT**

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

12/31/25	Check #	\$0.00
	Vouchers # 8462903 – 8462945	\$46,234.16
	Equitable 403b ACH Debit Payment	\$590.61
	NYS-DCP ACH Debit Payment	\$5,049.17
	FICA/MED & EFT Payment	\$16,257.45
	New York State Tax EFT	\$2,683.45
	Accu Data Corp ACH Debit Payment	\$301.39

Approval of Checks in Payment of Bills  
General Fund

12/31/25	Check # 51303 – 51335	\$21,313.60
12/31/25	RIR	\$5,519.49

Approval of Checks in Payment of Bills  
Capital Fund

12/31/25      Check #1138 – 1140      \$72,464.29

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

12/31/25      \$21,313.60

After discussion, on a motion made by Ms. Sussman, seconded by Ms. Kelly, the Board voted unanimously to purchase three CD's for \$50,000 each at a minimum rate of 3.5%. The maturity dates would be laddered with the Library's existing CDs, with one CD maturing a month between July and December.

### **ANNOUNCEMENTS**

In December, the Library received three generous donations from patrons totaling \$445.

### **CORRESPONDENCE**

The suggestion box notices, patron emails, and a letter from the Hispanic Brotherhood thanking the Library for the donated Kindles was given to the Board, and were reviewed and discussed by Board members.

### **COMMITTEE REPORTS**

- Budget and Finance – Ms. Finck, Ms. Mutum, Mr. Cleary and Mr. Ludwig met on January 12, 2026. Mr. Ludwig reviewed with the Board topics discussed at the meeting.
- Personnel – None
- Facilities and Technology – None
- Policy – None
- Strategic Planning – Ms. Finck, Ms. Mutum, Ms. Sorvillo and Ms. Sussman will meet on January 20, 2026.

### **DIRECTOR'S REPORT**

Ms. Finck reviewed her written report with the Board.

### **UNFINISHED BUSINESS**

#### HVAC Replacement Project

The installation of the replacement air handlers and roof-mounted condensers has been completed. The new equipment is now connected to the Library's onsite BMS system,

which allows us to manage the temperature in this space. Exhaust fan work is still awaiting a part and will be completed one morning before the Library opens.

#### Refurbishment of Helen Kraus and Small Community Room

The abatement, air testing, painting, and carpet installation have been completed, and all community rooms were reopened to the public on Tuesday, December 30, 2025, ahead of schedule. These improvements have left the spaces looking and feeling clean, refreshed, and welcoming.

#### Construction Grant Cycle 2024/2025 (Renovation of a storage room into a meeting room)

The New York State Education Department/New York State Library announced on December 23 that the Library's application for the **2024/2025** State Aid for Library Construction Program has been approved for the amount of **\$58,278**. The project will be funded in accordance with Education Law Section 273-a and Commissioner's Regulations 90.12.

### **NEW BUSINESS**

#### Estate of Jean Mersand

The Library gratefully received a \$30,000 bequest from the Estate of Jean Mersand. In accordance with Ms. Mersand's wishes, these funds will be used to purchase travel guidebooks, cookbooks, and European and American art books spanning the period from 1800 to 1950.

To honor this generous gift, the Library has contacted Baldessari and Coster, LLP to establish an endowment in the name of Jean and Paul Mersand.

#### State of the Library Report

The State of the Library Report for Year 2025 which includes details about the year's activities and accomplishments was given to the Board for discussion at the meeting.

### **PERSONNEL**

We are very pleased to welcome Alana Mutum on Board as the Library's Assistant Director. She brings valuable experience and a collaborative approach that will be a strong asset to the Library and our community.

As part of our ongoing efforts to improve patron service, a majority of staff have elected to wear badges that include both their name and department. Several staff members have shared that this has enhanced their interactions with patrons.

#### Bullet Aid

NLS received notice that Assembly Bullet Aid would be forthcoming. Rockville Centre Library will receive \$20,000. The Board was given a chart that lists the amount of aid received by libraries in Nassau County. Recipients will be notified when NLS receives the funds and checks will be processed for libraries at the following NLS Board Meeting.

Rear Entrance

Door Automation made minor adjustments to the rear entrance to reduce wear on the door motor caused by people forcing the door in response to the automatic opening feature. No changes were made to the handicapped push-button operation. Ms. Finck has been monitoring patron use of this entrance, and the adjustments appear to have improved the overall patron experience of entering and exiting the building through this entrance.

**ROCKVILLE CENTRE LIBRARY FRIENDS**

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.

**ASSISTANT DIRECTOR AND DEPARTMENT HEAD REPORTS**

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

**HEAD OF YOUTH SERVICES REPORT**

Ms. Marino reviewed the Youth Services report with the Board. She responded to questions and comments from the Board.

**OPPORTUNITY FOR BOARD MEMBERS**

Ms. Kelly said she will be unable to attend the February 12, 2026 Board Meeting.

Ms. Kelly also mentioned that she enjoyed using the Library pass to the Guggenheim Museum.

**AUDIENCE ITEMS**

Ms. Grossman welcomed Alana Mutum on behalf of The Friends. She said 130 membership notices went out in the mail. All those who join in the month of January and February will automatically be enrolled in a raffle to win tickets to a movie and dinner. The next meeting of The Friends will be on Friday, February 27, 2026 at 10:30 a.m. at the Library.

The next Board meeting will be held on Thursday, February 12, 2026 at 7:00 p.m.

On a motion made by Ms. Kelly, seconded by Mr. Ludwig, the Board voted unanimously to go into Executive Session to discuss personnel matters.

**EXECUTIVE SESSION**

The Board retired into Executive Session at 8:33 p.m.

**RETURN TO OPEN SESSION**

On a motion made by Ms. Sussman, seconded by Christine Faraday, the Board voted unanimously to return to Open Session with the following action taken:

A 3% salary increase retroactive to January 1, 2026 for Ms. Finck pursuant to the terms of her contract.

Ms. Finck expressed her appreciation for the generous salary increase and the Board's recognition and support for her efforts.

**ADJOURNMENT**

The meeting was adjourned at 8:55 p.m. on a motion made by Ms. Kelly, seconded by Ms. Ludwig, and unanimously approved.

Respectfully submitted,

Priscilla Tringali  
Clerk of the Board