

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday April 13, 2017**

Chuck Burke, Board President, called the meeting to order at 7:36 p.m.

BOARD MEMBERS

Charles Burke, Jr, President  
Gregory T. Varian, Vice President  
Dierdra Gray Clark, Secretary  
Haina Just-Michael  
Quentin S. Jacobs  
Damon Maher  
Yadira Ramos-Herbert

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray

OLD BUSINESS:

Downtown Redevelopment:

President Chuck Burke, reported that no activity relative to conversations/negotiations with RXR has occurred since the March Library Board President's report.

WLS REPORT:

LaRuth Gray reported on the following upcoming WLS issues:

- + WLS is in the process of sending its Annual Report to member libraries.
  - + WLS Board is working on the formulation of a policy in regards to the ability of Library Board members to formally attend Board meeting via remote means.
  - + A reception in honor of Mount Vernon Public Library (MVPL)'s temporary Director will occur on April 27<sup>th</sup>. Further discussion regarding the status of MVPL in its role as Central Library for Westchester County was addressed. No decision has yet been made but ongoing dialogue, study and consideration will continue.
  - + The recently approved budget for State library funding was approved with State Library Aid allocated \$95.627 million (\$4M added to Governor's proposed budget) and State Library Construction Aid apportioned \$24M total (\$10M added to Governor's proposed budget.)
- LaRuth thanked all New Rochelle library supporters that assisted in this success.

PROJECT MANAGER'S REPORT:

Roxanne Neilson, Project Manager, did not attend the meeting. No report was submitted in advance by Ms. Neilson.

MINUTES OF BOARD MEETING:

The March monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Dierdra Gray Clark and approved.

## EXPENDITURES:

Vouchers previously reviewed by various Board members were found to be in order and co-signed appropriately. Board approved payment of the following vouchers:

<u>March Vouchers</u>	
Health Care	\$97,875.55
Contractual	\$108,836.08
Various	\$5,608.89
Materials	\$20,710.38
Gifts and Donations	\$3,062.47
Total:	\$236,093.37

## FINANCIAL REPORT:

Documents relating to the library's fiscal situation were distributed but no report was made in accordance with the wishes of the Board.

## PRESIDENT'S REPORT:

No report was made as it was integrated into the Director's Report.

## DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

- + Main Library Theater HVAC Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the Main Library Theater HVAC Project. Our grant award for this project was \$77,647 per WLS Board of Trustees. However, this award was recently increased by \$1,157 to \$78,804 due to the withdrawal of another WLS library grant application. The New York State Library will confirm the award, pending Dormitory Authority of the State of New York approval, in May/June 2017. The library expects to receive this grant in August/September 2017.
- + HCL Window Replacement Window Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the HCL Window Replacement Project. Our grant award for this project is \$27,647 per WLS Board of Trustees. However, this award was recently increased by \$1,157 to \$28,804 due to the withdrawal of another WLS library grant application. The New York State Library will confirm the award, pending Dormitory Authority of the State of New York approval, in May/June 2017. The library expects to receive this grant in August/September 2017.
- + Smart Family Foundation: The Library is still awaiting formal notice of approval from the Smart Family Foundation regarding its agreement to provide grant funding for the retrofitting of the soon-to-be vacated Friends Book Store into a Volunteer Center space.
- + Neighborhood Association Letter/Library Mailer: The Library has begun the process of making presentations to New Rochelle neighborhood associations relative to the upcoming May 16th budget and Trustee vote. We have received 6 invitations to date – and have been asked to forward information to an additional 4 organizations not able to host the library due to scheduling and other issues. Tom Geoffino and the Trustees will be in attendance at these meetings in order to highlight the proposed budget and the many services available at our library as well as answer any questions residents might have regarding the proposed budget or the library itself. The annual Library mailer highlighting usage/activity levels and the current and proposed FY2016/17 library budget is in the process of being created and will be mailed to all New Rochelle residents in early May, before the upcoming election.

+ Gigabit Westchester: Tom Geoffino and IT Director Daniel Ogyiri attended the Gigabit Westchester introduction meeting on April 4<sup>th</sup>. This public-private partnership involves Yonkers, White Plains, New Rochelle and Mount Vernon and is seeking to introduce super-speed broadband to these communities in order to foster the concept of “Smart Growth” for the enhancement of “greater prosperity and a live-work-play-lifestyle to Westchester.” The library has resolved to fully participate in this initiative in the hopes of assisting in this endeavor by providing the library a role in its success, either through digital literacy tutorials or other yet undetermined means.

+ My Brothers Keepers (MBK): New Rochelle is about to embark upon an exciting citywide literary project: “New Rochelle: On the Same Page.” This program features 3 seasonal Community Reads with the first theme – “Own Your Greatness” - due to kick off on May 13<sup>th</sup> at our library. 4 books will be featured and encompasses all age groups with 2 of the authors – Jeff Hobbs and Ilyasah Shabazz – available to discuss and autograph their books on that date.

+ Friends of NRPL: The formal Book Store opening will likely occur at a yet unscheduled date in June. The Friends will hold its next monthly Board meeting on May 10<sup>th</sup> with its Book Sale scheduled for May 5<sup>th</sup> and 6<sup>th</sup>. The Friends Luncheon will be held on May 31<sup>st</sup> at Posto 21.

+ NRPL Foundation: Preliminary planning continues to move forward in relation to the next significant Foundation fund raising event, currently entitled “A Movable Feast.” Tentatively scheduled for October 2017, this affair will work within the theme of Paris in the “Roaring Twenties”. The next Foundation Board meeting is scheduled for May 15<sup>th</sup> and its annual meeting will be held on June 20<sup>th</sup>.

#### PERSONNEL REPORT:

No report was made.

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the Lawton Street Entrance is fully functional. A meeting has been scheduled for April 27<sup>th</sup> with the General Contractor, Architect, Project Manager and library staff to create a final punch list.

Greg Varian reported that the initial bid response to the Theater HVAC project was unexpectedly high. G.C. Eng is looking at all alternatives relative to this situation in order to bring the total project cost down to a lesser amount, without sacrificing project goals and outcomes. Tom Geoffino indicated that he and the custodial staff are fully cooperating with this effort – and will report to the Board at the May 4<sup>th</sup> meeting about progress in finding a less expensive approach to this initiative.

#### COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Haina Just-Michael sent thank you letters to State legislators for their significant role in greatly increasing funding for ongoing State Library Aid as well as State Construction Grant Projects. She also reported that she continues to broadcast on WVOX her monthly “All Things New Rochelle Public Library” show every 3<sup>rd</sup> Tuesday at 12 noon as well as a brief 5-minute library event/service highlight Wednesday mornings around 7:40 am. She indicated that the April 18<sup>th</sup> show will feature guest host Tom Geoffino and Amy Tietz, Co-President of the Friends of the New Rochelle Public Library.

## FINANCE, TREASURY AUDIT COMMITTEE:

Greg Varian reported that the library is continuing to seek clarification in relation to the responsibility of the School District for our library's Bond/BAN needs. The library attorney and the School District attorney are near resolution regarding this issue and hope to have an understanding in place in the near future.

Dierdra Clark moved that the David Shaw, Library Attorney, create the Memorandum of Agreement in relation to the issue of library/School District Bond/BAN agreement, subject to the Library Board's approval, seconded by Haina Just-Michael and approved.

## PERSONNEL COMMITTEE:

Chair Damon Maher briefly summarized the major elements of the draft MOA between the Union and library management relative to the Collective Bargaining Agreement.

Damon Maher moved that the draft MOA be adopted, seconded by Chuck Burke and approved.

Damon Maher moved the following salary increases for the following full time non-union staff:

Tom Geoffino and Barbara Davis: 1.75% for FY 2016/17 and 2.5% for FY 2017/18.

Jean Manning: 3.0% for FY 2016/17 and 3.5% for FY 2017/18.

This motion was seconded by Dierdra Clark and approved.

## POLICY COMMITTEE:

Chair Damon Maher highlighted the 3 draft Library policies for Board consideration: Library Circulation Policy, Room Rental Policy, Internet Policy

Damon Maher presented the Room Rental Policy as recommended by the Policy Committee. Discussion ensued. Damon Maher moved that the Room Rental Policy be approved as amended, seconded by Greg Varian and approved

The Library Circulation Policy was presented by Damon Maher. Discussion ensued. Damon Maher moved that the Library Circulation Policy as amended be approved, seconded by Greg Varian and approved.

Damon Maher moved that the Public Use of Internet Policy be approved, seconded by Chuck Burke and approved.

Damon indicated that the draft Collection Development Policy will be analyzed and discussed in more depth at a future, and yet unscheduled, Policy Committee meeting.

## SPECIAL PROJECTS:

Chair Yadira Ramos- Herbert reported that the Committee is awaiting consultant John Micewicz's further recommendations on the proposed Ossie Davis Theater video system relative to his attendance at a professional conference. John is hopeful that he may learn about new technology alternatives that could enhance the product without the creation of higher cost.

NEW BUSINESS:

Haina Just-Michael announced that it was her family's intention to leave New Rochelle in the near future. She is currently still residing in the City but plans to resign sometime in Summer 2017 prior to her departure. She indicated that the Library will release a press release upon her resignation in order to initiate a search for a temporary replacement to serve on the Library Board prior to the community election in May 2018. She encouraged interested citizens to consider this opportunity to serve the New Rochelle community.

Chuck Burke moved acceptance of our library's State Annual report, as submitted to the New York State Library, seconded by Haina Just-Michael and approved.

PUBLIC DISCUSSION:

The following individuals spoke during this time:  
Marjorie Sachs                      14 Lakeside Drive  
Dorothy Oliver                      162 Clinton Avenue

The meeting was adjourned at 8:56 p.m.

Respectfully submitted,  
Dierdra Clark

Secretary