

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Tuesday, April 8, 2014**

Haina Just-Michael, Board President, called the meeting to order at 7:35 p.m.

BOARD MEMBERS

Haina Just-Michael, President
Emery Schweig Vice President
George Walters, Secretary
Bernardo Nunez
Bo Kemp (excused)
Gregory T. Varian
Quentin J. Jacobs

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

DEVELOPMENT DEPARTMENT PRESENTATION:

Development Department made the following presentation (summarized via City of New Rochelle website) regarding its upcoming Request for Qualification (RFQ):

Through a number of studies and planning exercises, critiqued and refined with the assistance of several nationally recognized professional planning and design experts, the City has identified a set of real estate development goals and objectives it seeks to implement over the next several years.

The overarching concept for development downtown is the creation of an active, mixed-use district with convenient, safe, and pleasant access to the New Rochelle Transportation Center. This plan would incorporate the development of economically diverse high quality housing, modern retail, commercial, office and hotel space integrated with a well-designed pedestrian friendly streetscape and by an abundance of green space.

With this in mind, the City of New Rochelle is seeking responses from qualified real estate development firms to develop plans and implement strategies for the design, construction and operation of mixed use development for two clusters of parcels we identify as,
1- "The Transit Oriented Development Cluster" and
2- "The Downtown Cluster"
made up primarily of City-owned parcels but also including privately-held properties, in the heart of the City.

The City would like our library to be a participant in this effort relative to its Main Library facility and the parcel of land it sits upon. The library would be under no obligation to accept any offer without the full consent of the Library Board of Trustees. The RFQ would likely be put out in May/June 2014 with a decision likely to follow in September/October 2014. Much discussion ensued in light of this presentation along with many questions posed to the Development Department representative.

Greg Varian moved that the following statement be approved, seconded by Haina Just-Michael and approved:

The City's Public Library is located in Downtown New Rochelle adjacent to Library Green and two City-owned parking lots. The Library Board of Trustees has indicated a desire to explore the redevelopment of the Library as a potential revenue source. The Library has discussed developing the air-rights over the Library as a way to accomplish this goal. However, within the context of this RFQ, the development potential becomes more achievable if the land is combined with the two City-owned lots. The redevelopment at the New Rochelle Public Library together with the City adjoining lots is encouraged and it will require accommodations for the temporary relocation of the services provided.

The Development Department has promised to keep the Library in the loop as the process moves forward.

PROJECT MANAGER REPORT:

Roxanne Neilson, Project Manager, reported on the following issues:

- + Lawton and Memorial Highway Vestibules: "Team" recommendation for the initial entrance construction project work is for the Memorial Highway entrance (as opposed to the Lawton Street entrance.) Contractor Suburban submitted final schedule, contract, and site safety plan on February 20th with Kickoff meeting held on March 6th. Construction will begin on April 15th.
- + Sprinkler Project: The installation of the Back Flow Preventer was installed on January 14th. Contractor and electrician connected sprinkler loop to new water service and tie in taper switches on February 17th. Inspection report issued on March 7th identified punch list items with contractor Suburban working on solutions to items on the list.
- + Exterior Electronic Signage: The contract award to AJ Sign Company of Burnt Hills, NY was executed with its submittal delayed due to the redrafting of the document specific to certain necessary corrections. Submittals have been passed to WASA for review and returned to AJ Sign Company for corrections. A meeting with Library Board and administration, Project Manager and architect participation was held on March 20th in relation to color selection for the exterior signage and canopy. After examining multiple color options, the color chosen was yellow gold/orange. Quentin Jacobs was in disagreement with this selection and will report on his point of view regarding this matter in his role as Chair of the Building and Grounds Committee later in the meeting.
- + Elevator Project: CBA Elevator Consultants are involved in the design phase for rehabilitation of elevator. CROC will review progress drawings upon completion of documentation. The elevator will be non-functional for an unknown period of time during construction so the library is considering a variety of options to assist patrons needing library resources on the 2nd and 3rd floors. Lilker has reviewed Fire Alarm drawings and recommended that an additional component and programming will be needed to recall the newly renovated elevator. A change order for this work has been submitted and is pending. The Board will discuss the funding of this important, and unfunded, project later in the meeting.
- + Theater HVAC: Budget assignment is pending. Meeting with Carrier on February 27th in order to consider the preparation of a Carrier performance contract proposal to replace theater HVAC, chiller, repair duct dampers and provide BMS system. Con Edison is interested in meeting with project manager and library staff in order to determine if any of their array of programs would be appropriate relative to the financing, construction and maintenance of this project as well as other HVAC library components.

+ Chiller: Carrier has presented a proposal in relation to the failing library chiller. Lilker Engineering is engaged in analysis of the Carrier proposal but it would seem likely that the chiller cannot be modified. No report from Lilker is likely in the near future given the proposed Carrier performance contract.

Emery Schweig highlighted the lack of funding for current as well as upcoming capital projects – the ongoing entrance/window project, Ossie Davis Theater HVAC project and elevator replacement project (and not including future chiller replacement effort that is on the horizon.) The estimated total cost of the first 3 projects is \$737,000: \$287,000 for obligations relative to entrance/window project and \$225,000 apiece for the Theater HVAC and Elevator replacement projects respectively. Much discussion ensued regarding the necessity, timing and methodology for the projects in question. The Board decided to continue this conversation to the May meeting in relation to its interest in more fully understanding the financing options available in order to accomplish some (or all) of the capital projects in question.

MINUTES OF MARCH MEETING:

The March 11th meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved, as amended, seconded by Emery Schweig 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>April Vouchers</u>	
Contractual & Supplies	\$24,696.50
Grants	\$28,050
Material Expenses	\$816.07
Health Care	\$38,359.82
Gifts and Donations	\$8,787
Bond - Capital	\$23,687.30
Unemployment Ins.	\$4,022.64
Various	\$ 4,022.64

FINANCIAL REPORT:

Expenditures for the current fiscal year are on target and within expectations. Revenue collection for the year has been very strong with nearly \$130,000 collected to date.

WLS REPORT:

WLS Trustee LaRuth Grey was unable to attend the meeting so no report was available.

PRESIDENTS REPORT:

President Haina Just-Michael had no report per se but has collaborated with Director Tom Geoffino and his report.

DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

- + Our library has nearly completed its work in relation to the FY 2012/13 New York State Construction Grants specific to the Main Library Children's area. The Main Library grant award is for \$89,081 and calls for the replacement of the carpet, tables and chairs as well as the establishment of a signature entrance to the Children's area.
- + Our FY 2013/14 New York State Construction Main Library \$60,000 grant application (relating to the renovation of adult areas in the first floor and a section of the second floor.) as well as our FY 2013/14 New York State Construction Grant \$11,600 Huguenot Children's Library grant application (relating to the replacement of lighting and the reconfiguration of storage space at the Huguenot Children's Library) is still awaiting approval in Albany.
- + Our 2 New York State Hazard Mitigation Grant letters of intent were previously approved by New York State. (This grant program is designed to assist local governments and non-profit organizations rebuild stronger, more resilient communities across all 62 counties in NY State.) We previously submitted 2 grant applications (\$150,000 Emergency Lighting Project and \$160,000 Emergency Generator - Phase 1) with next steps involving the analysis of the grants by New York State staff. A successful review will engender submission of the recommended grant application(s) to FEMA for final consideration.
- + Our library will submit a \$20,000 application National Endowment of the Arts Big Read Grant program for Mark Twain's classic novel The Adventures of Tom Sawyer. The timetable to learn about our grant request remains April/May 2014 with the actual event scheduled to occur during May and June 2015.
- + Our Long Range Plan initiative continues to move forward. We are awaiting our consultant's draft report in the aftermath of the issues discussed at the March 30th Library Board/Planning Committee retreat.
 - + Our library is scheduled to participate in World Book Night on April 23rd with Esmeralda Santiago's When I Was Puerto Rican to be distributed to our ESL students as well as an unknown large print title to be shared with New Rochelle non-library users.
- + In anticipation of the May 20th budget vote, we have visited, to date, 4 neighborhood associations and civic groups and have made presentations regarding our library and its FY2014/15 budget proposal. The library annual mailer will receive citywide distribution prior to the vote.
- + On March 26th, a patron trespassed into our Circulation Area and threatened to kill library staff in the area at the time. No action was taken by this patron in relation to this threat and he shortly thereafter exited our library. Unfortunately, the patron escaped undetected and was not detained by New Rochelle Police despite their efforts to locate him. The patron was later arrested on March 28th after he reentered our facility and was identified as the suspect in question. He was subsequently banned by the library. Next steps to counteract the sort of problem represented by this unacceptable behavior include the addition of 15 extra interior surveillance cameras (plan already in place) in the near future, enhanced collaboration between our library and New Rochelle police in relation to additional patrols throughout the facility and the introduction of security officers for every hour of library operation (our Foundation, through the advocacy of Foundation Board member Leslie Demus, agreed to underwrite the cost of the additional hours until July 1st and the beginning of the new fiscal year.) Tom Geoffino stressed that these measures are absolutely necessary in relation to safeguarding staff and public from dangerous and inappropriate behavior and constitute another step in our continuing quest to best protect library staff and patrons. He indicated that future budgets will call for additional security personnel in order to further mitigate library trouble as well as other measures as deemed appropriate.
- + Important upcoming events include the Library Trustee Association of New York Institute scheduled to be held in Tarrytown on May 2nd and 3rd and Book Expo America to be held in New York City on May 29th through May 31st.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on April 14th along with its next monthly book sale scheduled for May 2nd and 3rd. The next Foundation Board meeting is scheduled for May 19th

PERSONNEL REPORT:

Emery Schweig moved that upon the recommendation of the Director, the Board of Trustees does hereby:

+ Approve the appointment of Sabitha Samban to the position of Library Page, effective March 17, 2014 at a salary of \$8.00 per hour,
Seconded by Haina Just-Michael and approved.

BUDGET COMMITTEE:

Emery Schweig asked the Board to reconsider the proposed FY 2014/15 Library budget as adopted by the Board at its March 2014 meeting. Her proposal was to eliminate the library's \$125,000 Fund Balance contribution from this budget and thus increase the tax levy increase to 4.9% from the current 2.3% increase. Her justification is that this change will save the Fund Balance for potential use in future capital project financing efforts and lessen the significant increase expected to occur in the upcoming FY2015/16 budget given the expected removal of the Fund Balance support in that budget document. Much discussion ensued regarding this proposal.

Emery Schweig moved to amend the proposed FY2014/15 budget with the removal of \$125,000 in Fund Balance support, seconded by George Walters. This measure was defeated with Greg Varian, Bernie Nunez, Haina Just- Michael and Quentin Jacobs voting nay and Emery Schweig and George Walters in favor.

George Walters suggested that our library and the other 37 WLS public libraries band together and lobby the State of New York to dramatically increase its funding support to New York State public libraries in order to combat the "defunding and economic segregation" that libraries are currently experiencing on the local level. Haina Just- Michael promised to reach out to other Library Boards, as well as WLS, in support of this goal.

BUILDING AND GROUNDS COMMITTEE:

Quentin Jacobs reported on the March 20th Exterior Signage/Canopy color meeting. The decision was to select yellow gold/orange after a protracted process involving Board members, library administration, Project Manager and WASA architects in attendance at the meeting. Quentin dissented in this choice in favor of the color "mystic grape" as originally approved by the Library Board. Much discussion ensued regarding the most appropriate color for the exterior features as well as concerns about the dismissal of the Board and its previous wishes regarding this matter.

George Walters moved that the color "mystic grape" be utilized in relation to the exterior signage/canopy be reaffirmed and approved, seconded by Quentin Jacobs and approved.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE

Haina Just-Michael reported on yesterday's Foundation Board meeting and highlighted their interest in the possibility of adopting (via financial support) prospective NRPL projects such as a renovated Circulation Desk, relocated Friends Bookstore or additional meeting rooms.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

Emery Schweig moved that the revised Code of Conduct be approved, seconded by George Walters and approved.

SPECIAL PROJECTS:

No report was made.

UNFINISHED BUSINESS:

Greg Varian reported on the status of the conveyance of the Huguenot Children's Library from the City of New Rochelle to our library. Apparently this process is near completion despite a number of minor issues still requiring attention from the parties involved in the discussion. Greg would like Board input relating to these issues, particularly from Emery given her legal background. He will keep us in the loop as progress is made.

The meeting was adjourned at 10:10 p.m.

Respectfully submitted,

George Walters,

Secretary