

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday February 11, 2016**

Haina Just-Michael, Board President, called the meeting to order at 7:30 p.m.

BOARD MEMBERS

Haina Just-Michael, President
Charles Burke, Jr, Vice President
Quentin S. Jacobs Secretary
Dierdra Gray Clark (excused)
Damon Maher
Gregory T. Varian

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

LaRuth Gray (excused)

OLD BUSINESS:

RDRXR: Chuck Burke made a brief presentation highlighting the lack of meaningful progress with RDRXR in relation to the Draft Memorandum of Understanding (MOU) previously provided to the NRPL Board of Trustees. A new iteration of the MOU was expected from RDRXR but nothing had been received as of the start of the Board meeting.

Much discussion ensued regarding the lack of movement in this area. The issue of engaging the services of the real estate consultant HR&A without the financial support of RDRXR was addressed as well as the need for legal counsel to examine any future MOU/agreement that the Library and RDRXR seeks to create.

Damon Maher moved that the Library Board call a special meeting on February 25, 2016 at 7:30 pm in the Ossie Davis Theater for the purpose of taking action on the prospective draft RDRXR MOU as well as any other relevant library business, seconded by Haina Just-Michael and approved.

Haina Just-Michael moved that the Library engage the services of an appropriate law firm with particular strength in real estate matters, as recommended by Greg Varian, for the purpose of preliminarily reviewing any legal documents as generated by RDRXR and HR&A with the goal of reporting such findings to the Board on or before the February 25th Special Board meeting, seconded by Damon Maher and approved.

Additional conversations occurred between Board members (and members of the public) relative to the RDRXR situation during the following Public Discussion section of the meeting.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Marjorie Sachs	14 Lakeside Drive
Dorothy Oliver	162 Clinton Avenue
Patricia Cohen	260 Storer Avenue
Dan Miller	14 Lakeside Drive
Peggy Godfrey	29 Bayview Avenue

WLS REPORT:

No report was made as LaRuth Gray was absent.

MINUTES OF BOARD MEETING:

The January 14th meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved, seconded by Chuck Burke 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>February Vouchers</u>	
Health Care	\$54,217.75
Contractual	\$199,310.13
Materials	\$43,559.33
Gifts and Donations	\$2,725.00
Bond-Capital	\$75,632.98
Petty Cash	\$205.89
Workers Comp	\$2,416.40
Various	\$5,685.81
Total Reported	\$233,907.99

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.

PRESIDENTS REPORT:

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

DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

+ HCL Grant: New York State Construction Grant FY2013/14 \$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 nearly complete with the storage component now in the design stage. Our goal is to see the installation occur in February 2016 – this goal is contingent upon obtaining permission from the New Rochelle Parks Department for placement of the unit on adjacent City property. Conversations regarding this unit (selection and location) are underway.

+ Adult First Floor Grant: Our FY 2013/14 New York State Construction Main Library \$60,000 grant application (relating to the renovation of adult areas on the first floor) is nearly complete - the

furniture/shelving along with carpeting will be finalized and ordered in the near future. The first phase of this project has already begun relative to the shifting of various collections throughout our facility. The scheduled installation of the new carpet and shelving/furniture on President's Day weekend, (February 14/15) has been confirmed by the vendor along with the completion of the painting of the space. The electrical work relative to the wiring of the new tables as well as for the new laptop "bar" is scheduled for completion prior to the carpet installation.

+ Chiller Grant Opportunities: Our FY 2015/16 \$56,622 New York State Construction Grant for the Main Library Chiller Replacement Project is still awaiting approval from the New York State Library and the Dormitory Authority of the State of New York. Initial payments will likely arrive in September 2016.

The New York State Consolidated Funding Application (CFA) Grant (to assist in the purchase of the chiller) for the amount of \$225,000 was not funded per notification the previous week. We have contacted General Assemblyman Steve Otis for assistance in learning more about this disappointing decision.

+ Library Advocacy Day: Annual advocacy/lobbying day for New York State public libraries has been scheduled for March 2nd. Haina Just-Michael and Tom Geoffino, along with first-time Library Board participants Greg Varian and Damon Maher and foundation President Chris Selin, plan to journey to Albany to lobby for enhanced library funding with via meetings with New Rochelle and other Westchester state legislators.

+ Passport Acceptance Center: We are in contact with the regional Passport (Norwalk) office regarding our application for this service.

+ Friends of the New Rochelle Public Library: The Friends will hold its monthly Board meeting on March 9, 2016 with its next Book Sale scheduled for March 4th and 5th. The Library continues to assist the Friends in their Book Store fundraising efforts- now over \$61,000 raised with the \$20,000 Dreyfus Foundation grant decision still pending.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for March 21, 2016.

PERSONNEL REPORT:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Roxanne Neilson, Project Manager, made the following presentation:

+ Memorial Highway Entrance: Glass doors were installed the 3rd week of January following previous unanticipated delay. Balance of interior foyer panels as well as exterior panels are now delayed due to fabricator system changeover. As a result, the entrance will be completed in late March 2016. Lawton Street entrance work will recommence upon recommissioning of Memorial Highway Entrance.

+ Theater HVAC: Preparation of RFP pending outcome of Chiller Project.

+ Electronic Sign: Much discussion ensued regarding the status of the library's request that IP technology be introduced in order to allow for quick and seamless updating of sign information. The library has taken steps to secure costs associated with the installation of low voltage wiring that would allow for this necessary feature – along with the Project Manager's efforts to obtain pricing for similar work from another vendor. Additional discussion ensued relative to vendor's responsibility to prove that the wireless interface approach as implemented be shown as unsuccessful. It seems necessary a wireless "test" must be undertaken in relation to this problem in order to definitively prove that the original solution is inadequate to meet the needs of the library.

+ Chiller: J & M completed its demolition work of the existing chiller unit with work on 2/5. The new delivery of pipe is expected to arrive shortly. The delivery and installation of the chiller units is expected to occur by mid March 2016.

BUDGET COMMITTEE:

Chair Chuck Burke reported that the Committee has been working on the draft 2016/17 library budget since December 2015. A recent meeting earlier in the month has resulted in further progress towards a draft budget recommendation (along with the likelihood of other budget options) available at the March 2016 Board meeting. Chuck indicated that the 2016/17 budget will be a fiscally conservative document and will likely see retrenchment in a variety of budget lines in order to accomplish this goal. An important element in the determination of next year's budget is the need to lessen the dependence on the use of Fund Balance monies in order to insure the long term viability of the library's financial situation. Potential areas of budget increases relate to more monies devoted toward security, cleaning maintenance, salary enhancements and tax certiorari obligations. Much discussion ensued with Chuck's commitment that the Budget Committee to provide a variety of alternative budget scenarios for Board consideration.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

No report was made.

FINANCE, TREASURY AUDIT COMMITTEE:

Chair Greg Varian reported that the Committee will meet the week of February 15th in order to consider the matter of the \$500,000 Chiller Replacement Project bond and the appropriate "next steps" that the Board must take in order to access these funds.

PERSONNEL COMMITTEE:

Haina Just-Michael regretfully announced the impending resignation of Library Board member George Walters due to his recent relocation from New Rochelle. George's letter of resignation has apparently been mailed and is expected to arrive in the near future. Haina praised George for his many important contributions over the course of his 10+ years of service on the Board. Upon receipt of his resignation letter, Haina announced that the Board intends to appoint one of the 9 candidates, previously interested in the recent vacancy as filled by Dierdra Clark, to fill this opening.

POLICY COMMITTEE:

Tom Geoffino reported that with the pro bono assistance of former Trustee Emery Schweig, draft versions of a Conflict of Interest and Whistleblower policies have been submitted to library counsel for review. Library Counsel amended the draft Conflict of Interest Policy as such- the Policy Committee will review and take further action as appropriate. The draft Whistleblower Policy will be shared with the Policy Committee following its return to Library Administration.

SPECIAL PROJECTS:

No report was made.

EXECUTIVE SESSION:

At 9:21 pm, Damon Maher moved to go into Executive Session for the purposes of discussing a construction contract liability issue, seconded by Chuck Burke and approved. Executive Session ended at 9:39 pm.

Haina Just-Michael reported that the Board has concerns about a vendor contract possibly not in compliance. This matter will be brought to the library counsel for consideration.

The meeting was adjourned at 9:43 p.m.

Respectfully submitted,

Quentin Jacobs

Secretary