

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday February 12, 2015**

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  
Gregory T. Varian  
Quentin J. Jacobs  
Charles Burke, Jr. (excused)  
Damon Maher (excused)

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

**PROJECT MANAGER REPORT:**

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

- + Sprinkler System Update: Construction is complete - sprinkler system is now operational. Binder in production for distribution library Maintenance Department – electronic copy sent to New Rochelle Fire Department. Library will inspect in June, 2015.
- + Lawton/Memorial Highway Vestibules Update: The opening of the Memorial Highway entrance is now delayed and off schedule due to “unforeseen conditions” and value engineering issues related to the construction of the altered exterior awning – construction scheduled for completion in April/May 2015. Closing of Lawton Street entrance scheduled to follow in May 2015.
- + Electronic Signage: Programming now complete with 2/7/15 solution in relation to insufficient/stable Wi-Fi signal. Vendor has provided staff training final billing and electrical sign off pending as of February 12, 2015 in order to close out project.
- + Theater HVAC: Funding has been obtained as a part of the existing BAN to finance this project. CROC to review bid documentation.
- + Chiller Project: OLA selected as vendor for chiller consulting work. Contract negotiations are underway with library attorney and insurance broker voicing concerns regarding contract language. OLA has been asked to address these issues.
- + Elevator Project: Hydraulic equipment expected to be delivered to library in early March 2015. Demolition of hydraulic equipment complete with replacement and remediation of elevator pit pending. Code repairs were instituted as improper connections were identified during pre-remediation effort. Schedule is still in place for March 2015 completion.

**EXECUTIVE SESSION:**

At 8:14 pm, Haina Just-Michael moved to go into Executive Session for the purposes of discussing personnel matters, seconded by Emery Schweig and approved. Executive Session ended at 9:45 pm

## MINUTES OF BOARD MEETING:

The January 8, 2015 meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved as amended, seconded by George Walters and approved.

## WLS REPORT:

No report was given as LaRuth Gray was unable to attend.

## 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>January Vouchers</u>	
Bond – Capital	\$151,984.10
Health Care	\$44,052.33
Gifts and Donations	\$45.00
Contractual	\$63,735.90
Various	\$2,531.88
Materials	\$27,706.05
Dental	\$22,500.00
Workers Comp	\$2,265.80

## FINANCIAL REPORT:

Expenditures for the current fiscal year are on target relative to the completion of the second quarter of the Library’s fiscal year. Revenue collection for the year has been solid with over \$100,000 collected to date.

## PRESIDENTS REPORT:

No report due to the lateness of the meeting relative to the Executive Session – Haina indicated she will share information throughout the rest of the meeting as appropriate.

## DIRECTOR’S REPORT:

Tom Geoffino presented an abbreviated report due to the lateness of the meeting relative to the lengthy Executive Session:

- + Our Long Range Plan initiative has been sent to our consultant for final editing and configuration/layout. Upon completion of this effort, the plan will be shared with our advocacy groups (NRPL Friends and Foundation and Partnership for the Children’s Library) at a joint meeting to be held in Spring 2015. The plan will then be fully publicized and made available to the community.
- + MSM DesignZ Inc., the vendor awarded the contract for the “retooling” of our new website, continues to make steady progress in its work. Our expectation is that an updated new website (with enhanced functionality and a more visually appealing look) will go “live” in Spring 2015.
- + Reports from Tom Geoffino and assorted Library Board members regarding RDRXR and its interest in our library will be deferred to the “Unfinished Business” portion of the meeting.
- + Library Advocacy Day is scheduled for February 25<sup>th</sup> in Albany. Tom Geoffino and Haina Just-Michael will participate in this event via WLS initiative.

- + The Volunteer Luncheon will be held on February 13<sup>th</sup> in the library meeting room. All library volunteers have been invited to attend and be honored for their service to the library and community.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on February 23<sup>rd</sup> along with its monthly book sale scheduled for March 6<sup>th</sup> and 7<sup>th</sup>. The New Rochelle Public Library Foundation has scheduled its next meeting for March 16<sup>th</sup>.

#### PERSONNEL REPORT:

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Library Page Deanna Malucci effective February 4, 2015 at a salary of \$8.75 per hour seconded by Emery Schweig and approved.

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the departure of Library Page Leilani Rosario effective February 11, 2015 at a salary of \$8.75 per hour seconded by George Walters and approved.

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the departure of Library Page Glen Slaby, effective January 29, 2015 at a salary of \$9.02 per hour, seconded by George Walters and approved.

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the promotion of Library Page Maria Hernandez to the position of hourly Library Clerk effective February 4, 2015 at a salary of \$17.42 per hour seconded by Emery Schweig and approved.

#### PERSONNEL COMMITTEE:

No report was made.

#### BUDGET COMMITTEE:

Committee Chair Emery Schweig indicated that the Budget Committee is planning to schedule its second meeting relative to the prospective FY2015/16 Library Budget in later February 2015. She reported that the framework of the budget proposal is generally in place but further work is needed in the areas of personnel costs. It is expected that the Board will have a recommendation for consideration at its March meeting.

#### BUILDING AND GROUNDS COMMITTEE:

No report was made.

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

No report was made as Chair Haina Just-Michael included such relevant information throughout the meeting.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

Chair Greg Varian announced that the Committee will meet within the next 2 weeks in order to consider various financing options for the replacement of the failing chiller HVAC unit. The timing for such an effort was highlighted given the potential need to place this initiative on the ballot in the upcoming May 2015 Library Budget/Trustee Vote.

**POLICY COMMITTEE:**

Haina Just-Michael appointed George Walters the new Policy Committee Chair in the wake of Greg Varian's reassignment to Community Relations Committee. Other Committee members include Haina Just-Michael and Damon Maher. Discussion ensued regarding the need for a creation of a video surveillance policy in the wake of several patrons making requests to view archived footage.

**SPECIAL PROJECTS:**

Haina Just Michael provided an update about the upcoming taping of a library tour led by her and Tom Geoffino. Ultimately, this film will be aired on New Rochelle public access TV upon completion of editing, etc.

**UNFINISHED BUSINESS:**

An update regarding conversations with the developers RDRXR was made by various Board members and Tom Geoffino. Much effort has been made in the scheduling of a "crowdsourcing" event with RDRXR and the library community (including library board members, staff, and Board members representing NRPL Foundation, Friends of NRPL and the Partnership for the HCL.) Unfortunately schedules and meeting room space have been stumbling blocks in the scheduling of this event. With this issue in mind, the Library Board has agreed to the Foundation recommendation that March 12<sup>th</sup> at 7:30 pm be set aside for such a meeting. Therefore, the Library Board will convene its monthly meeting, already scheduled for that date, at 6:30 pm (instead of its customary 7:30 pm start.)

The meeting was adjourned at 9:52 p.m.

Respectfully submitted,

George Walters,

Secretary