

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Tuesday, February 14, 2017**

Chuck Burke, Board President, called the meeting to order at 7:38 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 (Absent)

OLD BUSINESS:

Downtown Redevelopment:

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

Damon Maher reflected upon the seeming lack of interest from RXR and the obligation of the Board to focus on the needs of the library and its patrons by allowing the developer to initiate any future steps. His sense is that we are doing well "as is" and will continue to do so in the future given the interest and support of the New Rochelle community. Greg Varian agreed with Damon's point of view but asserted that our library should not miss an opportunity to dramatically improve our situation. He declared that the library should consider the possibility of undertaking the financial responsibility of obtaining a valuation of our property in order to provide more options if a development proposal is made from either RXR or another developer.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Marjorie Sachs	14 Lakeside Drive
Dorothy Oliver	162 Clinton Avenue

WLS REPORT:

LaRuth Gray was unable to attend but Tom Geoffino reminded Board members that March 1st was Advocacy/Lobby Day in Albany. Haina Just-Michael encouraged all Board members to consider attending this important lobbying effort and assist in supporting the New York State Library Association in its continuing successful efforts to improve NYS public library funding.

PROJECT MANAGERS REPORT:

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

MINUTES OF BOARD MEETING:

The January monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Damon Maher 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>	
Bond-Capital	\$140,363.70
Health Care	\$97,873.29
Contractual	\$51,980.36
Various	\$2,684.85
Materials	\$19,762.62
Gifts and Donations	\$3,258.95
Petty Cash	\$68.93
Total:	\$315,992.70

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:

+ 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.
- + State of the City Address: Mayor Bramson will present his annual address on March 8th from 6 pm onward at the New Rochelle City Hall Council Chambers. Library Board members have been invited to attend with special elected/appointed officials seating provided.
- + Improved Library Internet Bandwidth: Thanks to an upgraded County of Westchester contract with Altice USA (formerly Cablevision/Lightpath), our library will increase its bandwidth from 20 mgs to 50 mgs (and adjust downward allotted monthly library telephone minutes without negatively impacting services) with a corresponding annual savings of nearly \$7,900.
- + Friends of NRPL: The newly reconstituted Friends Book Store is now open though it is not fully stocked or entirely organized in relation to the distribution of sales books and non-print materials. A formal Book Store opening is not yet established with the expected event date likely to occur in April of May. The Friends will hold its next monthly Board meeting on March 8th with its Book Sale scheduled for March 3rd and 4th.
- + NRPL Foundation: Earlier today, the Foundation hosted “Clutching Your Pearls”- a luncheon and conversation with bestselling romance authors Kristi Cook, K.M. Jackson, Sally Mackenzie and Maya Rodale. The program witnessed a gathering of over 50 participants and was adjudged a great success by all in attendance. Preliminary planning has begun for 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 March 20th.

Dierdra Clark moved that Courtney Ketterhagen appointment to the New Rochelle Public Library Foundation be accepted, seconded by Chuck Burke and approved.

PERSONNEL REPORT:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Greg Varian reported on the GC Eng & Associates Theater HVAC Project proposal, specifically Phase 1 that calls for site visits and evaluation, construction documents, due diligence process AC Unit /pre-purchase documents, local DOB filing and approval and bidding and contract award services. These services are priced at \$17,300 with an additional fee of \$27,500 for additional services such as construction administration services, meetings and site visits as well as Owners Representative Services and structural sub-consultant work.

Greg indicated that the Building and Grounds Committee is recommending that the Board agree to the Phase 1 proposal in order to provide the Board with the expected cost of this Project. Chuck Burke moved that the GC Eng & Associates Phase 1 (only) Theater HVAC Project proposal be approved and paid from the Capital Funds Account, seconded by Dierdra Clark and approved.

The potential of reanimating the CROC Advisory Committee with new members was also discussed by Greg and other Board members as well as Tom Geoffino. All agreed that this goal was important in the library’s future efforts to engage in successful (capital and otherwise) library facility decision making and execution.

BUDGET COMMITTEE:

Chair Chuck Burke reviewed the four alternative budgets as created by the Budget Committee for Board consideration. He indicated all of these scenarios include baseline increases totaling 4.82% (for a total of

\$237,947.93.) These increases are tied to the new collective bargaining agreement as well as increased medical expenses and other necessary wage/benefit adjustments.

+ **Case 1 Budget:** This option calls for a 6.80% increase (or an increase of \$336,027.55 in actual dollars) over the current (FY2015/16) budget. This option includes the baseline 4.82% increase as well as additional increases related to the creation of a full time Bilingual Library Assistant in the Children's Department and a part time Library Assistant in the Teen Room as well as some restoration funding for our Library Materials budget.

+ **Case 2 Budget:** This option calls for a 5.83% increase (or an increase of \$287,727.55 in actual dollars) over the current (FY2015/16) budget. This option includes the baseline 4.82% increase as well as additional increases related to the creation of a full time Bilingual Library Assistant in the Children's Department.

+ **Case 3 Budget:** This option calls for a 4.82% increase (or an increase of \$237,947.93 in actual dollars) over the current (FY2015/16) budget and is inclusive of only the baseline increase.

+ **Case 4 Budget:** This option calls for a 4.44% increase (or an increase of \$219,547.84 in actual dollars) over the current (FY2015/16) budget. All expenses related to the implementation of the new collective bargaining agreement are integrated in this scenario but the elimination of all summer Saturday hours and the closure of the library for 6 additional Sundays are reflected in this document.

Much discussion ensued regarding these budget options and the prospective budget picture. The Board asked Tom Geoffino and Jean Manning to provide the following additional information in advance of its next meeting to Board members in order to assist them in this decision making process:

- 1) Restatement of previous library budgets for the previous 12 year period
- 2) The public information budget mailers sent to New Rochelle residents for the previous 12 year period.
- 3) The City Finance Department analysis of each prospective FY2017/18 budget case.

The Board resolved that it would adopt the Library FY2017/18 budget at its March 9th Board meeting.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Haina Just-Michael invited Board members to participate in Library Lobby/Advocacy Day scheduled for March 1st in Albany. The focus of this effort will be meetings with New Rochelle and other Westchester state legislators in order to encourage their efforts to increase New York State library funding over and above the reduced amount as recommended in Governor Cuomo's FY2017/18 budget.

FINANCE, TREASURY AUDIT COMMITTEE:

Greg Varian reported that the Committee is seeking clarification in relation to the responsibility of the School District for our library's Bond/BAN/TAN needs. The library attorney and the School District attorney are in discussion regarding this issue and hope to have an understanding in place in the near future. The Committee is also awaiting the cost estimation for the proposed Theater HVAC Project as well as a final accounting of remaining capital monies, following the closure of the Library Door and Entry Project.

PERSONNEL COMMITTEE:

Chair Damon Maher reported that the proposed Collective Bargaining Agreement is currently being updated by the library attorney relative to the draft agreement agreed upon by the Library Board and the Union Negotiation Team. The Union membership and Library Board will vote on the revised proposed contract as soon as the library attorney completes work on the documents in question.

POLICY COMMITTEE:

Chair Damon Maher presented 3 draft Library policies for Board consideration: Confidentiality of Circulation Records, Conflict of Interest and Code of Conduct.

Confidentiality of Circulation Records Policy was principally updated/created by Librarian 3 Kira Aiello and references the policies of other public libraries along with additional vetting as provided by our library attorney. Damon Maher moved that the Confidentiality of Circulation Records Policy be approved, seconded by Chuck Burke and approved.

Damon Maher presented the Conflict of Interest Policy as recommended by the Policy Committee. Much discussion ensued. Chuck Burke moved that the Conflict of Interest Policy be approved as amended, seconded by Greg Varian and approved.

The draft Code of Conduct Policy was presented by Damon Maher and Tom Geoffino. Many changes from the current policy were made relative to staff input along with suggestions from the Policy Committee as well as other Board members. Chuck Burke moved that the Code of Conduct as amended be approved, seconded by Greg Varian and approved.

SPECIAL PROJECTS:

Chair Yadira Ramos- Herbert reported on the Special Projects Committee meeting on February 8th. Yadira, along with Chuck Burke, Tom Geoffino and IT Director Daniel Ogyiri met with Consultant John Micewicz to discuss viable options in relation to the configuration of a proposed camera system in the Ossie Davis Theater. Based on meeting discussions, Mr. Micewicz will create and share a proposal (with a limited number of options) that will detail a system appropriate for our library. This document will be discussed at the March 9th Board meeting with the possibility of action to follow.

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

Respectfully submitted,
Dierdra Clark

Secretary