

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday February 25, 2016**

Haina Just-Michael, Board President, called the meeting to order at 7:38 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

LaRuth Gray (excused)

OLD BUSINESS:

RDRXR: Chuck Burke provided an update relative to conversations with HR&A, the consultant the library had previously selected as the firm to assist in the potential real estate transaction with RDRXR, specific to the recently negotiated process as presented by Chuck. Steps in this proposed arrangement are as follows:

- 1) HR&A will, at a very high level and very quickly, provide the library with an “order of magnitude estimate” for what a new library will cost.
- 2) Simultaneous with Step 1, HR&A will quickly provide a valuation estimate for the library site.
- 3) Immediately following Steps 1 and 2, HR&A and RDRXR will engage in negotiations to see if the parties can come to an agreement on a transaction term sheet, providing high level agreement on library site valuation, timing for transaction and library move, party responsibilities w/r/t new library, site of new library, etc.
- 4) If Step 3 results in a signed term sheet, HR&A to engage in detailed planning exercise to determine with specificity scope of new library, preliminary designs, etc.
- 5) Simultaneous with step 4 , parties negotiate contract.

Much Board discussion ensued regarding this proposed arrangement.

Chuck Burke moved that the Library be authorized to enter into a contract (for Phase 1 activity only) with HR&A for a sum of money to exceed no greater than \$20,000 with the caveat that the Library seeks financial assistance from one or more of its advocacy groups, seconded by Haina Just-Michael and approved.

PUBLIC DISCUSSION:

No public discussion took place.

PRESIDENT'S REPORT:

Haina Just-Michael announced that Library Trustee George Walters submitted his letter of resignation from the Library Board on February 12, 2016. The effective date of his resignation was January 29, 2016 – the date of his relocation out of New Rochelle.

Haina Just-Michael moved to accept the resignation of George Walters, as tendered on February 12, 2016, seconded by Damon Maher and approved. In approval of this motion, the Board expressly thanked Mr. Walters for his many successful years of dedication and hard work on behalf of the New Rochelle Public Library and its residents and patrons.

Haina Just-Michael reported on the Board's intention to appoint one of the 9 candidates, previously interested in the recent vacancy as filled by Dierdra Clark, to fill this opening through May 2016. She indicated that the pool of candidates was very strong and included many individuals well suited to the Trustee role but that the Board had made the selection to appoint Ms. Yadira Ramos-Herbert to the vacant Library Board position.

Haina Just-Michael moved that Yadira Ramos-Herbert be appointed to fill the Library Board of Trustees vacancy (through May 2016) as created by the resignation of George Walters, seconded by Damon Maher and approved.

DIRECTOR'S REPORT:

Tom Geoffino reported that State Librarian Bernard Margolis will visit New Rochelle on March 10th. His agenda will include a 4:30 to 6 pm public forum (to be held in the Library Meeting Room) for all interested individuals as well as a brief presentation at the Library Board meeting to be held later in the evening.

BUDGET COMMITTEE:

Chair Chuck Burke reported that the Committee has continued to work on the draft 2016/17 library budget since December 2015. At the January 14th Board meeting, the Budget Committee agreed to provide a variety of alternative budget scenarios for Board consideration. Three alternative budgets, all options without usage of Library Fund Balance monies, were presented by the Committee for Board consideration:

+ Base Case Budget: This option was the original budget as devised by the Budget Committee and calls for a 3.21% increase (or an increase of \$154,575.44 in actual dollars) over the current (FY2015/16) budget.

+ Downside 1 Budget: This option is a newly devised budget with numerous cuts from the Base Case Budget option. This budget calls for a 1.33% increase (or an increase of \$64,114.94 in actual dollars) over the current (FY2015/16) budget. Cuts in this budget (as opposed to the Base Case Budget) includes no staff salary increases in FY2016/17 and elimination of additional security guard hours and contracted cleaning service hours.

+ Downside 2 Budget: This option is a newly devised budget with additional cuts from the Base Case Budget option. This budget calls for a 0.58% increase (or an increase of \$28,114.94 in actual dollars) over the current (FY2015/16) budget. Cuts in this budget (as opposed to the Base Case Budget) includes the cuts as made in Downside 1 Budget (i.e. no staff salary increases in FY2016/17 and elimination of additional security guard hours and contracted cleaning service hours) as well as curtailing Library Sundays open by half the current number.

OATH OF OFFICE:

President Haina Just-Michael administered the Oath of Office to the following newly appointed Board members:

+ Yadira Ramos-Herbert, appointed earlier in the evening, to the Library Board of Trustees. Yadira's term of office will expire on May 31, 2016.

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Quentin Jacobs

Secretary