

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday, January 14, 2016**

Haina Just-Michael, Board President, called the meeting to order at 7:37 p.m.

BOARD MEMBERS

Haina Just-Michael, President
Charles Burke, Jr, Vice President
Quentin S. Jacobs Secretary
George K. Walters, (excused)
Damon Maher
Gregory T. Varian

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

NEW BUSINESS:

VotRite Presentation: Ari Matityahu, Executive Vice President of VotRite, delivered a presentation regarding his firm's electronic voting software and hardware solutions. He noted that he has been in talks with New Rochelle Board of Education regarding their possible use of the VotRite product for future BOE/Library elections.

OLD BUSINESS:

RDRXR: Chuck Burke gave a brief update highlighting the lack of meaningful action with RDRXR in relation to the Draft Memorandum of Understanding previously provided to the NRPL Board of Trustees. Additionally, he reported on efforts the Board is undertaking regarding a focused engagement with real estate consultant HR & A (previously selected by the Library Board following a limited RFP process) specific to a 1 month period that would assess options for moving forward with RDRXR or otherwise.

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:

Sabatino Papalardi 238 Webster Avenue
Maxine Golub 98 Bayberry Lane

Dan Miller 14 Lakeside Drive
Marjorie Sachs 14 Lakeside Drive

WLS REPORT:

No report was made as LaRuth Gray was absent.

MINUTES OF BOARD MEETING:

The December 10th meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved as amended, seconded by Chuck Burke and approved.

PROJECT MANAGER REPORT:

Roxanne Neilson, Project Manager, made the following presentation:

+ Memorial Highway Entrance: Glass doors have been rescheduled to be installed the 3rd week of January. Balance of interior foyer panels will be shipped on 1/25. Entrance should be complete late January/early February 2016. Lawton Street entrance work will recommence upon recommissioning of Memorial Highway Entrance.

The Project Manager reported on her recommendation that the Board approve Change Order #13. This change orders call for Suburban Construction to engage the services of Northeast Mechanical to install sprinkler heads in the Memorial Highway and Lawton Street entrances. Questions were raised regarding the omission of sprinklers relative to the sprinkler work previously completed. Haina Just-Michael requested that the Project Manager further negotiate the cost of this work.

Another element in Change Order#13 relates to the recommendation that the Board approve the acquisition/installation of a Sonitec Video-Intercom Security system at the Memorial Highway and Lawton Street entrances at a cost of \$5,900. After much discussion, the Board decided to table this request in favor of commissioning library staff to explore less expensive options.

The third and final element of Change Order #13 calls for repair of the leaking windows located above the Memorial Highway entrance. The Project Manager has proposed that this work, priced at \$1,566, be undertaken by Suburban Construction. Discussion ensued with this aspect of Change Order #13 being tabled in order to allow Tom Geoffino and Lead Custodian Rob Florin to investigate other solutions to this problem in a timely manner.

Greg Varian moved that Change Order #13 that calls for Suburban Construction engage the services of Northeast Mechanical for the installation of sprinkler heads in the Memorial Highway and Lawton Street entrances at a cost of \$9,153 but with the proviso that the Project Manager use her best efforts to reduce the maximum amount possible subject to Haina Just-Michael's approval be approved, seconded by Chuck Burke and approved.

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

+ Electronic Sign: Owner has requested that IP technology be introduced in order to allow for quick and seamless updating of sign information. Much discussion ensued relative to vendor's responsibility to provide a functional product that meets the specifications/expectations of the library. The Project Manager has indicated that she will further pursue this issue and report back to the Board regarding its status at the February meeting.

+ Chiller: Chiller Bid and Public notice completed on 11/30 along with formal bid analysis on 12/02. De-scoping/bid analysis of 2 lowest bidders on 12/7 resulted in the recommendation that the lowest bidder, J & M Heating and Air Conditioning be awarded the contract. On 1/14, the Board authorized its approval of the J & M Heating and Air Conditioning contract. On 1/19, J & M will commence its work by beginning demolition of the existing chiller unit.

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>	
Health Care	\$90,004.46
Contractual	\$134,995.67
Materials	\$1,086.00
Workers Comp	\$2,416.40
Gifts and Donations	\$2,725.00
Various	\$2,680.46
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.

+ Redesigned Library Website: Our new library website was successfully launched earlier in January and has met with much positive critical commentary from our patrons as well as other Westchester librarians.

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

+ MLK Day of Service: Our library is working with Volunteer New York regarding 3 separate volunteer projects (2 at the Main Library and 1 at the Huguenot Children's Library) on January 16th in honor of Dr. King and his legacy of service to the community.

+ Library Annual Report: A document featuring highlights of our library's very successful 2015, as composed by the staff, was shared with Library Board members.

+ 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 January 25, 2016.

EXECUTIVE SESSION:

At 9:30 pm, Damon Maher moved to go into Executive Session for the purposes of discussing personnel seconded by Haina Just-Michael and approved. Executive Session ended at 9:57 pm.

BOARD NOMINATIONS COMMITTEE:

Haina Just-Michael moved that Dierdra Gray Clark be appointed to fill the Library Board of Trustees vacancy (through May 2016) as created by the resignation of Emery Schweig, seconded by Chuck Burke and approved.

PERSONNEL REPORT:

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the employment of hourly Librarian 1 Enriqueta Zagroba effective December 11, 2015 and hourly Librarian 1 James Welch effective December 17, 2015 at a salary of \$24.21 per hour seconded by Quentin Jacobs and approved.

Chuck Burke moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the departure of hourly Librarian 1 Ana Bravo, effective December 28, 2015 at a salary of \$24.21 per hour, seconded by Damon Maher and approved.

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the salary increases of the following Library Pages (due to the January 1, 2016 New York State Minimum Wage increase - see list below) effective January 1, 2016, seconded by Haina Just-Michael and approved:

Rosette Beckman:	\$9.49 to \$9.74
Karina Cortez:	\$8.75 to \$9.00
Dawn DeNicolo:	\$9.00 to \$9.25
Jessica Hernandez:	\$9.19 to \$9.44
Beatrice Gayosso Alvarez	\$8.75 to \$9.00
Andrea Hirschman:	\$8.95 to \$9.20
Jeeshan Jiffrey:	\$8.75 to \$9.00
DeAra Johnson-Smith:	\$8.95 to \$9.20
Robert Klein:	\$9.19 to \$9.44
Urania N. Moraga:	\$10.05 to \$10.30
Deanna Molucci:	\$8.70 to \$9.45
Leena Varghese:	\$8.75 to \$9.00
Sabitha Sanban:	\$8.75 to \$9.00

BUILDING AND GROUNDS COMMITTEE:

No report was made.

BUDGET COMMITTEE:

Chair Chuck Burke reported that the Committee has been working on the draft 2016/17 library budget since December 2015. A meeting is scheduled for January 19th in order to continue to make further progress.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT
PARTNERSHIP COMMITTEE:

No report was made.

FINANCE, TREASURY AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

No report was made.

The meeting was adjourned at 10:08 p.m.

Respectfully submitted,

Quentin Jacobs

Secretary