

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday July 10, 2014**

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

BOARD MEMBERS

Haina Just-Michael, President  
Emery Schweig Vice President  
George Walters, Secretary (excused)  
Bo Kemp (excused)  
Gregory T. Varian  
Quentin J. Jacobs

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

**BOARD MEMBER OATH OF OFFICE:**

Haina Just-Michael and Emery Schweig were sworn in by Board Member Greg Varian.

**PUBLIC DISCUSSION:**

Laura Case spoke briefly about her concerns regarding the newly established day program for New Rochelle homeless individuals to be jointly hosted at the Oasis Shelter and Hope Community Services along with their involvement with New Rochelle Public Library.

**PROJECT MANAGER REPORT:**

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

- + Sprinkler System Update: Sprinkler system is now operational. Both System RPZ and BackFlow passed engineering inspection. Closeout paperwork is pending.
- + Lawton/Memorial Highway Vestibules Update: Change Order #9 for rerouting subsurface piping is \$18,099 but still in negotiation for a more competitive price. Also pending is Change Order #10 relating to steel issues.
- + Electronic Signage: Digital display in production – upon completion, sign box will be built. Installation scheduled for October 1<sup>st</sup>.
- + Theater HVAC: On hold till funding is obtained to finance this project.
- + Elevator Project: Roxanne summarized the progress to date relative to the elevator project. Award of the contract is focused on 2 vendors that submitted nearly identical bid responses to the RFP document. References are in the process of verification with a vendor award recommendation from CBA (consultants) expected in the near future.

Motion was made by Haina Just-Michael to award the elevator contract to either Liberty Elevator or D & D Elevator based on lowest sum total of bid amount as well as positive verification of references, seconded by Emery Schweig and approved.

Relative to our upcoming FY2014/15 New York State Library Construction Grant application for funding support in the replacement of our elevator, the following action was taken:

Motion was made by Greg Varian to agree to the assurances as stipulated by the New York State Education Department in relation to the New York State Library Construction Grant applications for the Main Library Elevator project, seconded by Emery Schweig and approved.

Motion was made by Greg Varian to submit the Smart Growth Impact Statement as required by the New York State Education Department in relation to the New York State Library Construction Grant applications for the Main Library Elevator project, seconded by Emery Schweig and approved.

Motion was made by Quentin Jacobs to declare that the Main Library Elevator project qualify as State Environmental Quality Review Act (SEQRA) Type II actions thus classifying the proposed restorations and use of the above land as requiring no further review under SEQRA and its implementing regulations, seconded by Haina Just-Michael and approved.

Additional discussion ensued regarding the issue of funding the existing infrastructure deficit as well as the Theater HVAC and library chiller study projects via the means of the remaining untapped 2010 Bond monies.

#### MINUTES OF JUNE BOARD MEETING:

The June 17th meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved, seconded by Haina Just-Michael 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>June Vouchers</u>	
Bond – Capital	\$63,621.36
Health Care	\$96,713.80
Gifts and Donations	\$22,331.17
Contractual	\$99,942.54
Various	\$2,751.50
Worker’s Comp	\$6,797.40

#### FINANCIAL REPORT:

Expenditures for the current fiscal year are nearly non-existent relative to the newness of the fiscal year and the need to delay all but essential purchases till the expected arrival of TAN monies in mid-August 2014.

Haina Just-Michael moved that the New Rochelle Public Library authorize the New Rochelle School District to borrow \$1.8 million in Tax Anticipation Notes (TAN) for FY2014/15, seconded by Emery Schweig and approved.

#### WLS REPORT:

LaRuth Gray was unable to attend but Tom Geoffino reported that PLDA will make its recommendation regarding its preferred ILS vendor on July 17<sup>th</sup>. The vendor finalists are Sirsi, Innovative Interface or Evergreen. The new system/contract is expected to be in place by Spring 2015.

#### PRESIDENTS REPORT:

President Haina Just-Michael had no report per se but has collaborated with Director Tom Geoffino and his report.

#### DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

+ Our library has completed its work in relation to the FY 2012/13 New York State Construction Grants specific to the Main Library Children's area. The Main Library grant award is for \$89,081 and calls for the replacement of the carpet, tables and chairs as well as the establishment of a signature entrance to the Children's area. A second phase is under consideration and would consist of improvements and enhancements to the Children's public service desk. The budget for these improvements is \$15,000 and has been obtained from the NRPL Foundation in its FY2014/15 library grant.

+ Our FY 2013/14 New York State Construction Main Library \$60,000 grant application (relating to the renovation of adult areas in the first floor and a section of the second floor.) as well as our FY 2013/14 New York State Construction Grant \$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) has now received approval in Albany. We expect that the monies will be made available sometime in later July or August 2014.

+ Our 2 New York State Hazard Mitigation Grant letters of intent were previously approved by New York State. (This grant program is designed to assist local governments and non-profit organizations rebuild stronger, more resilient communities across all 62 counties in NY State.) We previously submitted 2 grant applications (\$150,000 Emergency Lighting Project and \$160,000 Emergency Generator - Phase 1) with next steps involving the analysis of the grants by New York State staff. A successful review will engender submission of the recommended grant application(s) to FEMA for final consideration.

+ Our Long Range Plan initiative is still in process. Staff has reviewed (and annotated) the consultant's draft report. The Long Range Plan Committee (consisting of Chair Chris Selin, Haina Just-Michael, Emery Schweig, Greg Varian, George Walters and Tom Geoffino) are in the process of reviewing this annotated document. Future steps will include additional review by staff and Library Board. Following these efforts, the document will be forwarded back to our consultants for their evaluation and additional input.

+ The Annual Staff Picnic will be held on July 30<sup>th</sup> in the Children's Alphabet Garden. Underwritten by the Library Board and Tom Geoffino, picnic fare will be available to all full and hourly staff.

+ Friends of the New Rochelle Public Library will hold its next Board meeting on July 21st along with its next monthly book sale scheduled for July 11<sup>th</sup> and 12th. The Foundation has scheduled its first annual Donor Appreciation Day to be held in the library on Saturday, July 12<sup>th</sup> from 2 pm to 5 pm.

#### PERSONNEL REPORT:

Al Achoy, Laborer, was injured at home and is expected to return to the library under the terms of "light duty" at some undetermined date in August 2014.

Emery Schweig moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointments of:

- + Jessica Mulholland to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 30th, at a salary of \$8.50.
  - + Dale Barbaria to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective July 2nd, at a salary of \$8.50.
  - + Spenser White to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 30th, at a salary of \$8.50.
  - + Kya Drummond to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 24th, at a salary of \$9.50.
  - + Aldo Mendoza to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective July 2nd, at a salary of \$9.50.
  - + Catherine White to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 30th, at a salary of \$12.50.
- Seconded by Haina Just-Michael and approved.

Emery Schweig moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Nicolette Fudge to the position of Page, effective July 7, 2014 at a salary of \$8.00, seconded by Haina Just-Michael and approved.

Barbara Davis is interviewing candidates to fill the Social Media Coordinator position. Four strong candidates have emerged with reference checks underway for the finalist. It is hoped that the position will be filled later in July or early August.

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

No report was made.

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

Haina Just-Michael reported her weekly Wednesday morning appearances on WVOX radio station has resumed with the employment of radio veteran John Marino as the new morning disc jockey. She also has been given a monthly hour-long show (every third Tuesday) devoted to library issues and topics.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

Chair Emery Schweig recapped (per Roxanne Nielson's report) the outstanding capital needs of the library (funding the current deficit in the remaining infrastructure projects, elevator modification project, Theater HVAC project and chiller study report) and the crucial need to find the funding to meet these needs. She reported on her meeting with Bo Kemp and Tom Geoffino with special emphasis placed on Bo Kemp's recommendation that we borrow monies through the means of a Bond Anticipation Note (BAN) for the remaining and full amount with the goal of converting it to a bond upon receipt of any monies garnered through our upcoming NYS Library Construction Grant effort.

Emery Schweig moved to authorize Tom Geoffino to contact Capital Markets to commence the process that will allow the New Rochelle Public Library to position itself to borrow monies through the means

of a Bond Anticipation Note (BAN) for the remaining and full amount as authorized by the residents of New Rochelle in May 2010, seconded by Haina Just-Michaels and approved.

**ELECTION OF OFFICERS:**

The following Board members, as recommended by the Nominations Committee, are nominated to serve as officers in 2014/15.

Haina Just-Michael – President  
Emery Schweig – Vice President  
George Walters - Secretary

Greg Varian moved that the Board Officers, as recommended by the Nominations Committee, be approved, seconded by Quentin Jacobs and approved

**PERSONNEL COMMITTEE:**

No report was made.

**POLICY COMMITTEE:**

No report was made.

**SPECIAL PROJECTS:**

No report was made.

**UNFINISHED BUSINESS:**

No report was made.

**NEW BUSINESS:**

No report was made.

The meeting was adjourned at 10:42 p.m.

Respectfully submitted,

George Walters,

Secretary