

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

Haina Just-Michael, 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)

ELECTION OF OFFICERS:

The following Board members were nominated to serve as officers in 2016/17.
Charles Burke, Jr. – President
Gregory Varian – Vice President
Dierdra Clark - Secretary

Haina Just-Michael moved that the Board Officers, be approved, seconded by Quentin Jacobs and approved.

FRIENDS REPORT:

Friends Co-President Amy Tietz provided an update regarding the successful Friends Book Store effort. The Friends have achieved their target amount and thus can afford to establish the proposed book store upon the anticipated September completion of the Lawton Street entrance. However, Amy indicated that the Friends fund raising will continue as other incidental expenses (phone/computer/low voltage costs, etc.) all need to be met.

PROJECT MANAGERS REPORT:

Roxanne Neilson, Project Manager, made the following presentation:
+ Memorial Highway Entrance: The punch list issues continue to be addressed - unresolved items still include protective film for the fabricated panels, additional panels for the unfinished exterior column and one of the exterior doors is still unable to lock as

appropriate. The Project Manager reported that all such issues are in the process of being appropriately addressed by the vendor and architect.

+ Lawton Street Entrance: Project work continues to function on schedule with no “unforeseen conditions” in play, with the exception of the delay in the inspection/approval of the structural steel intended for usage in the renovated areas. The Project Manager has assured this delay should cause little slippage in the schedule and should see completion by mid-September 2016.

+ Theater HVAC: Preparation of the RFP is pending relative to the outcome of Chiller Project and the success of the NYS Library Construction Grant.

+ Electronic Sign: AJ Sign has still not addressed significant deficiencies in the library’s ability to reasonably update messages on the Memorial Highway Electronic Sign. Tom has reached out to the Library Attorney in relation to this issue. Our attorney has been given the information sought and so will compose a letter requesting that the vendor create a solution to satisfy the reasonable and appropriate library.

+ Chiller: As of June 8th, the system is in “burn in” phase due to power regulation issue at the chiller and pending system integration status reporting from BAC-Net system to OLA. Still awaiting engineer contract punch list. Additional issues have arisen relative to power fluctuations that bring the chiller offline. Project Engineer and Con Ed have investigated and recommended that an electrician be engaged in order to undertake an investigation that will measure the flow where the power comes in to the building and as well at the cooling tower and the chiller. PRM Electric has been engaged to provide this service.

OLD BUSINESS:

Downtown Redevelopment: Chuck Burke provided an update regarding issues tied to downtown redevelopment. As previously indicated, there have been no recent conversations with RDRXR in the recent past. Currently, the Board is examining its options in regards to “next steps” in this effort. Chuck felt that HR&A product was less than fully satisfactory given the funds spent on this service and so believes we should contact U3 Advisors about their vision (and fee structure) for the next steps/phases relating to this effort. He will reach out to U3 Advisors for a revised proposal. The current goal is still tied to entering into a MOU arrangement with RDRXR that would provide a period of exclusivity re negotiations (no other strings attached) in exchange for underwriting the consultants fees. Conversation ensued regarding issues surrounding the valuation of the library and its property as well as the potential costs related to the rebuilding of our library.

Additional conversations occurred between Board members (and members of the public) regarding redevelopment issues occurred during the following Public Discussion section of the meeting.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Peggy Godfrey 29 Bayview Avenue

Lorraine Karl 15 Summit Avenue
Dorothy Oliver 162 Clinton Avenue

MINUTES OF BOARD MEETING:

The June 9th monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Quentin Jacobs and approved.

WLS REPORT:

No report was made as LaRuth Gray was absent.

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	\$159,259.85
Health Care	\$105,713.40
Contractual	\$116,174.62
Various	\$5,374.96
Materials	\$15,246.08
Petty Cash	\$220.20
 Total:	 \$415,313.81

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) was completed and closed out with the New York State Library.

- + Elevator Grant: Our FY 2014/15 New York State Construction Main Library \$92,814 grant project (relating to the replacement of the elevator) was completed and closed out with the New York State Library.
- + Chiller Grant Opportunities: Our FY 2015/16 \$93,487 New York State Construction Grant for the Main Library Chiller Replacement Project has received approval from the New York State Library and the Dormitory Authority of the State of New York. We are still awaiting the initial payments - likely to arrive in September 2016.
- + Future New York State Grant: As discussed at previous Board meetings, the 2016/17 New York State Library Construction Grant Program has yet to be announced but our library is once again planning to make 2 grant applications – the Main Library grant application will be for the Ossie Davis Theater HVAC system and the HCL application will be for the replacement of assorted HCL windows. We are continuing to gather information for both efforts in anticipation of the opening of the grant application period.
- + Teen Digital Media Lab: Thanks to our Foundation’s generous donation, the teen digital media lab was opened on July 5th. A 6 week program, underwritten by the Foundation, will kick-off the use of this new space and will feature an instructor teaching “the technicalities of video production while integrating the art of the industry and creativity of the community youth.”
- + Proposed Library 2016/17 Library Board Meeting Schedule: The 2016/17 Library Board Meeting schedule was distributed to Board members at the June meeting. Chuck Burke moved that the schedule be approved, seconded by Damon Maher and approved.
- + Broadcast of Library Board Meetings: Tom Geoffino and Daniel Ogyiri have met with City of New Rochelle staff Kathy Gilwit and John Micewicz relative to the library’s ability to broadcast monthly Library Board meetings. Both individuals have been extremely helpful relative to the issues of financing, creation of technical specifications and personnel operations. Additional meetings are scheduled to further advance these conversations
- + School District Cash Flow Assistance: Tom Geoffino reviewed the challenge of meeting library financial obligations during particular time periods (most typically early Fall and early Spring of each fiscal year) during which cash flow availability is tight. The New Rochelle School District (NRSD) has once again generously agreed to provide this support but we still have had no commitments from NRSD specific to the format of such support in FY2016/17. The Board noted this lack of information was problematic and requested that Tom continue to make efforts to obtain an answer from NRSD administrators.
- + Friends of the New Rochelle Public Library: The Friends will hold its next monthly Board meeting on August 10th with its monthly Book Sale scheduled for August 5th and 6th.
- + NRPL Foundation: The Foundation is planning another “Cocktails and Conversation” event scheduled for September 29th at Alvin & Friends featuring Laura Bradford, national bestselling author of several mystery series (as well as a former Agatha Award nominee.) Also in the planning stages is a Murder Mystery Event to be held as a significant fund raiser in our library on the evening of October 29th.

PERSONNEL REPORT:

Chuck Burke 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 \$10.00 per hour.
- + Marianna Lopes to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective July 2nd, at a salary of \$9.00 per hour.
- + Spenser White to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 30th, at a salary of \$10.00 per hour.
- + Cassandra Sperry to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 24th, at a salary of \$9.00 per hour.
- + Evan Stapleton to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective July 2nd, at a salary of \$9.50 per hour.
- + Catherine White to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 30th, at a salary of \$15.00 per hour.

Seconded by Haina Just-Michael and approved.

STATUS OF LIBRARY COMMITTEES:

Chuck Burke announced he would allow for Board Committee assignments to be revisited in the near future in relation to board members seeking a change of committee responsibilities.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

BUDGET COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

No report was made.

FINANCE, TREASURY AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

Chair Damon Maher indicated that the Committee was continuing to consider the employee union contract request for the newly expired collective bargaining agreement. He was hopeful to return to the bargaining table in the near future.

POLICY COMMITTEE:

Committee Chair Damon Maher reported that he planned to call a meeting in the near future relative to policies yet outstanding in relation to adoption or requiring an update.

SPECIAL PROJECTS:

Tom Geoffino reported that the library's Downtown Redevelopment survey will end on July 17th. To date, over 1000 responses have been received (approximately 800 online and the remaining on paper.)

The meeting was adjourned at 9:02 p.m.

Respectfully submitted,

Dierdra Clark

Secretary