

NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday June 9, 2016

Haina Just-Michael, Board President, called the meeting to order at 7:40 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
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray

BOARD MEMBER OATH OF OFFICE:

Dierdra Clark (term of office expires June 30, 2021), Greg Varian (term of office expires June 30, 2019) and Yadira Ramos-Herbert (term of office expires June 30, 2017) were sworn in by Board Member Haina Just-Michael.

PROJECT MANAGERS REPORT:

Roxanne Neilson, Project Manager, made the following presentation:

- + Memorial Highway Entrance: The Memorial Highway Entrance is open and functional. The punch list issues continue to be resolved but yet unresolved items still include protective film for the fabricated panels as well as additional panels for the unfinished exterior column. 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 was on schedule with no “unforeseen conditions” in play until the recent delay with 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 early September 2016.
- + Theater HVAC: Preparation of the RFP is pending relative to the outcome of Chiller Project.
- + Electronic Sign: No response from the sign vendor regarding significant deficiencies in the library’s ability to reasonably update messages on the Memorial Highway Electronic Sign. It was deemed appropriate that Tom reach out to the Library Attorney in order to discuss the situation and determine appropriate next steps.

+ 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. Additional issues have arisen relative to power fluctuations that bring the chiller offline. Project Engineer and Con Ed have investigated and are recommending 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.

MINUTES OF BOARD MEETING:

The May 5, 2016 monthly meeting minutes were reviewed by the Trustees. Damon Maher moved that the minutes be approved as amended, seconded by Haina Just-Michael and approved.

The May 5, 2016 Public Budget Hearing meeting minutes were reviewed by the Trustees. Greg Varian moved that the minutes be approved as amended, seconded by Damon Maher and approved.

The May 23, 2016 Special meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved as amended, seconded by Damon Maher and approved.

OLD BUSINESS:

Downtown Redevelopment: Chuck Burke provided an update regarding issues tied to downtown redevelopment. As previously indicated at the May meeting, there are no conversations currently underway with RDRXR despite HR&A recent completion of its Phase 1 consulting effort. Currently, the Board is examining its options in regards to “next steps” in this effort. HR&A has presented the Board with Phase 2 of its work plan but the decision to agree to this proposal is predicated upon Board acceptance of the proposal as it is currently constituted (relative to work and fee structure) as well as decisions regarding the methodology of payment (either from the library or one or more of its advocacy group or through the sponsorship of RDRXR or a combination of these approaches.) Chuck also highlighted the launch of our library survey designed to gauge public opinion regarding the library and its connection to downtown redevelopment. Nearly 400 responses have been received to date with a closing date of July 15th set for this community outreach. Upon completion, our library will compile the data and share the results with the community.

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:

Marjorie Sachs	14 Lakeside Drive
Dan Miller	14 Lakeside Drive
Peggy Godfrey	29 Bayview Avenue
Lorraine Karl	15 Summit Avenue
Jay Wiegmont	40 Memorial Highway

WLS REPORT:

LaRuth Gray provided an overview about the WLS Free Direct Access Plan 2016-2021 (WLS FDAP). She strongly urged our Board to vote in favor of adopting this document as it has been commonly regarded as successful and appropriate relative to the delivery of library services to unserved and underserved residents living within the Westchester Library System service area. LaRuth indicated that this revised plan contains only minor changes from the previous WLS FDAP 2011 -2016 (as previously adopted by the NRPL Trustees Board in 2010.)

Dierdra Clark moved that New Rochelle Public Library accept the WLS Free Direct Access Plan 2016-2021, seconded by Greg Varian 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>May Vouchers</u>	
Bond – Capital	\$66,808.32
Health Care	\$90,004.46
Contractual	\$82,341.74
Various	\$5,374.99
Materials	\$55,532.10
Petty Cash	\$159.83
Grants	\$37,116.66
Gifts and Donations	\$72,051.40
 Total:	 \$409,389.50

FINANCIAL REPORT:

Administrative Assistant Jean Manning reported on the following financial issues:

- +) MTA Tax deductions stopped relative to our library as of February 2016. Some monies are owed to our library as result of this decision and so we are working with ADP, our payroll vendor, to obtain a refund of \$932.26 from the State of New York.
- +) It is likely our employee Oxford Health Plan fees will rise in the first quarter of the FY2016/17. The increase may be sizable but the impact will likely be minimal due to the small number of library employees subscribing to this plan.

- + The School District auditors have requested that the Board reaffirm the current library Purchasing Policy (as adopted on December 12, 2009) is still in place and has not been changed in any manner. The Board confirmed that Purchasing Policy stands as it was originally adopted.
- + Jean asked the Board to formally accept the submission of the New Rochelle Public Library Annual State Report to the New York State Library. Dierdra Clark moved that the Library Board approve the submission of the New Rochelle Public Library Annual State Report to the New York State Library, seconded by Yadira Ramos-Herbert and approved.
- + Few Tax Certiorari settlements have taken place during the January to May 2016 time period. The School District has advised us the amount we may expect to underwrite will likely be \$10,000 or so. Final costs for the fiscal year are still unknown but Jean is has reached out and is working with the School District towards achieving a better understanding of the situation in order to most accurately obtain a sense of potential expenditures. In addition, SCARS Tax reductions are likely taken before the end of the fiscal year.
- + Jean reported that Accounts Payable were improperly represented on the 2014-2015 Financial Statements due to a Journal Entry not processed by the School District. This error caused the Library's Fund Balance to be overstated by \$ 58,398.85. Greg Varian moved that the Library Board resolves to take proper corrective action on the issue. The Board acknowledges the overstatement and will reduce the Fund Balance by that amount. The budget will then be increased. The offset to that reduction will be to record negative expense transactions into the appropriation codes that were charged to correct this issue, seconded by Chuck Burke and approved.
- + Bond Anticipation Note (BAN) #2 did not require payment of the budgeted \$29,000 principal amount as it will not be due until September 2016. As a result, these unspent monies will be allocated toward the Library Fund Balance at year end.

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 but the storage component has been eliminated due to New Rochelle Parks Department decision to not support any sort of storage facility to be located on their adjoining property. We are now looking at other capital improvement options at HCL in order to meet our grant obligations.

+ Adult First Floor Grant: Our FY 2013/14 New York State Construction Main Library \$60,000 grant project (relating to the renovation of adult area on the first floor) is

complete and has been closed out with the approval of the New York State Library. Additional changes/enhancements, as recommended by staff, are in the planning stages with additional shelving, furniture, signage and other “accessories” to be purchased as a part of the FY2016/17 Foundation Annual Grant.

+ Chiller Grant Opportunities: Our FY 2015/16 \$93,487 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.

+ 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, we are in the final stages of establishing a teen digital media lab in an area once configured as a teen conference space. The space will open on July 5th by initiating a 6 week program featuring an instructor planning to teach “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 draft schedule was distributed to Board members with final approval to take place at the July 14th Board meeting.

+ School District Cash Flow Assistance: Tom Geoffino discussed the challenge of meeting library financial obligations during time periods (most typically early Fall and early Spring of each fiscal year) in which cash flow availability is tight. During the current year, the New Rochelle School District (NRSD) has generously provided this support but we have had no commitments from NRSD regarding similar support in upcoming FY2016/17. The Board noted this lack of information was problematic and requested that Tom further pursue this conversation with NRSD administrators in order to obtain a timely answer.

+ Tom Geoffino as 2016/17 Rotary Club of New Rochelle President: Tom Geoffino will serve as Rotary Club President in 2016/17 with the focus of his Presidency to be on childhood literacy. In particular, he plans to have the Rotary Club assist in providing funds for Barnard School’s Pre-School Reading is Fundamental (RIF) Program (currently unfunded in 2016/17) as well as creating rotarian participation in reading programs and other appropriate projects.

+ Friends of the New Rochelle Public Library: The Friends will hold its next monthly Board meeting on July 13th with its monthly Book Sale scheduled for July 7th and 8th.

+ NRPL Foundation: Earlier this evening, the Foundation’s “Cocktails and Conversation” event took place at Alvin & Friends with powerhouse literary couple David Friend and Nancy Paulsen. It was very successful – a great stimulating program with over 80 Foundation supporters in attendance! The next Foundation Board meeting (and annual dinner) is scheduled for June 21st at Posto 22 – with our FY2016/17 Library Grant expected to be approved by the Foundation Board. Also in the planning stages is a Murder Mystery Event to be held as fund raiser in our library on the evening of October 29th.

PERSONNEL REPORT:

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Kathleen Fanese to the position of Library Clerk, effective June 6, 2016 at a salary of \$21.32, seconded by Greg Varian and approved.

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:

No report was made.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

No report was made.

The meeting was adjourned at 9:37 p.m.

Respectfully submitted,

Quentin Jacobs

Secretary