

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Tuesday, March 11, 2014**

Haina Just-Michael, Board President, called the meeting to order at 7:39 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

PROJECT MANAGER REPORT:

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

+ Lawton and Memorial Highway Vestibules: "Team" recommendation for the initial entrance construction project work is for the Memorial Highway entrance (as opposed to the Lawton Street entrance.) Contractor Suburban submitted final schedule, contract, and site safety plan on February 20th with Kickoff meeting held on March 6th. Construction will begin on April 15th.

+ Sprinkler Project: The installation of the Back Flow Preventer is complete. Contractor and electrician connected sprinkler loop to new water service and tie in taper switches on February 17th. Inspection report issued on March 7th identified punch list items with contractor Suburban working on solutions to items on the list.

+ Exterior Electronic Signage: The contract award to AJ Sign Company of Burnt Hills, NY was executed with its submittal delayed due to the redrafting of the document specific to certain necessary corrections. Submittals have been passed to WASA for review and returned to AJ Sign Company for corrections. Color selections to be made on March 20th with Library Board and administration input.

+ Elevator Project: CBA Elevator Consultants are involved in the design phase for rehabilitation of elevator. CROC will review progress drawings upon completion of documentation. The elevator will be non-functional for an unknown period of time during construction so the library is considering a variety of options to assist patrons needing library resources on the 2nd and 3rd floors. Lilker has reviewed Fire Alarm drawings and recommended that an additional component and programming will be needed to recall the newly renovated elevator. A change order for this work has been submitted and is pending.

+ Theater HVAC: Budget assignment is pending. Johnson Controls proposed contract to be reviewed by CROC for consideration relative to another option in obtaining a new HVAC system for the theater (as well as other

library spaces.) Meeting with Carrier on February 27th in order to consider the preparation of a Carrier performance contract proposal to replace theater HVAC, chiller, repair duct dampers and provide BMS system.

+ Chiller: Carrier has presented a proposal in relation to the failing library chiller. Lilker Engineering is engaged in analysis of the Carrier proposal but it would seem likely that the chiller cannot be modified. No report from Lilker is likely in the near future given the proposed Carrier performance contract.

MINUTES OF MARCH MEETING:

The March 11th meeting minutes were reviewed by the Trustees. Emery Schweig moved that the minutes be approved, as amended, 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>March Vouchers</u>	
Contractual & Supplies	\$14,575.26
Grants	\$9,781.96
Material Expenses	\$56,197.76
Health Care	\$34,530.62
Gifts and Donations	\$8,247.75
Bond - Capital	\$980.00

FINANCIAL REPORT:

Expenditures for the current fiscal year are on target and within expectations. Revenue collection for the year has been very strong with nearly \$140,000 collected to date.

WLS REPORT:

Tom Geoffino reported on the following issues:

+ The ILS Migration Committee, under its charge of assisting WLS in the selection and implementation of a new ILS system for its member libraries, has scheduled a series of prospective vendor demonstrations for member libraries through early March 2014. The next step in the process calls for the release of a vendor RFP for the replacement of the current ILS system.

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 nearly 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. Cost estimation is underway.

- + 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) is still awaiting approval in Albany.
- + 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 library submitted a \$20,000 application National Endowment of the Arts Big Read Grant program for Mark Twain's classic novel Tom Sawyer. Our timetable to learn about our grant request remains April 2014 with the actual event scheduled to occur during May and June 2015.
- + NRPL Foundation Board member Mrs. Marge Bliss has made a commitment to donate \$10,000 to the Foundation. These monies will be thereupon passed along to our library in order to allow for the purchase of technology enhancements in the Bliss Music Center.
- + Our Long Range Plan initiative continues to progress in relation to the large number (2000+) surveys (in both English and Spanish versions) filled out by patrons as well as the numerous focus groups currently underway and slated to continue through the month of March. The February 27th Town Meeting, despite modest attendance due to difficult weather, produced useful input in relation to our library. A Library Board/Planning Committee retreat is the next step in the creation of our long range plan and will take place on March 30th. Prior to this meeting, documentation summarizing survey and focus results as well as the technology review will be shared with the group.
- + Our library is scheduled to participate in World Book Night on April 23rd with Esmeralda Santiago's When I Was Puerto Rican to be distributed to our ESL students as well as an unknown large print title to be shared with New Rochelle non-library users.
- + In anticipation of the May 20th budget vote, we have begun preparations relative to letters to be sent to neighborhood associations and civic groups requesting an opportunity to discuss our library and its FY2014/15 budget proposal. The library annual mailer is also being prepared for citywide distribution prior to the vote.
- + Important upcoming events include the State of the City program on March 20th, the Library Trustee Association of New York Institute scheduled to be held in Tarrytown on May 2nd and 3rd and Book Expo America to be held in New York City on May 29th through May 31st.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on March 17th along with its next monthly book sale scheduled for April 4th and 5th. The next Foundation Board meeting is scheduled for May 19th

PERSONNEL REPORT:

No report was made.

BUDGET COMMITTEE:

Committee Chair Bernie Nunez recapped the most recent developments relative to the library's proposed FY2014/15 budget. He detailed the Budget Committee's deliberations in making a recommendation to the Library Board by highlighting the non-discretionary budgetary increases that need to be integrated into the document- significant employee retirement payment as well as salary and

fringe benefit enhancements. Otherwise the increases in the operating accounts are minimal except for additional monies to be devoted to security personnel and the introduction (via staff retirement) of a social media/web position. Given the circumstances, the Budget Committee is recommending the Library Board adopt the FY2014/15 budget as follows:

+: A budget of \$4,878,500 that will see a 2.12% increase in next year's tax levy. This option is under the Tax Cap amount as determined by the State Comptroller's office.

After much discussion, Bernie Nunez moved that to accept the proposed budget for FY2014/15, seconded by Bo Kemp and approved.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE

Haina Just-Michael reported on yesterday's Foundation Board meeting and highlighted their interest in the possibility of adopting (via financial support) prospective NRPL projects such as a renovated Circulation Desk, relocated Friends Bookstore or additional meeting rooms.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

Emery Schweig moved that Director Tom Geoffino be allocated a salary increase in FY2014/15 with terms exactly similar to library personnel as specified in the current collective bargaining agreement (1 $\frac{3}{4}$ increase if library budget passes, 1% if library budget fails) seconded by Bo Kemp and approved.

Emery Schweig moved that Community Relations Coordinator Barbara Davis be allocated a salary increase in FY2014/15 with terms exactly similar to library personnel as specified in the current collective bargaining agreement (1 $\frac{3}{4}$ increase if library budget passes, 1% if library budget fails) seconded by Bo Kemp and approved.

Emery Schweig moved that Administrative Assistant Jean Manning be allocated a salary increase in FY2014/15 of \$3,000 seconded by Bo Kemp and approved.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

No report was made.

The meeting was adjourned at 8:58 p.m.

Respectfully submitted,

George Walters,

Secretary