

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday November 11, 2014**

Haina Just-Michael, Board President, called the meeting to order at 7:35 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Pasacreta  
Yesika Torres

WLS REPRESENTATIVE

LaRuth Gray (excused)

**MINUTES OF BOARD MEETING:**

The October 2, 2014 meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved, seconded by Quentin Jacobs and approved.

**PROJECT MANAGER REPORT:**

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

- + Sprinkler System Update: Construction is complete - sprinkler system is now operational. Cycle maintenance is scheduled to be completed by June 12, 2015.
- + Lawton/Memorial Highway Vestibules Update: The opening of the Memorial Highway entrance is now scheduled to occur in late February 2015 with the closing of Lawton Street entrance scheduled to follow for March 2015. During excavation and soil compaction, the exterior pole light line was cut – the line, severely corroded, will be replaced and additional lighting will be added to highlight artist Dale Zheutlin’s murals attached to the exterior of the library. The additional cost totals \$4974.

Haina Just-Michael moved to authorize the reestablishment of the exterior pole light line and the installation of exterior lighting highlighting the Zheutlin murals at a cost of \$4,974 in total, seconded by Emery Schweig and approved.

- + Electronic Signage: Digital display in production – upon completion, sign box will be built. Installation delayed now - scheduled for early December.
- + Theater HVAC: Funding has been obtained to finance this project. CROC to review bid documentation.
- + Chiller Project: 3 vendor responses have been received to date. Analysis/bid documentation is underway with the references of the lowest bidder currently being checked by CROC. Bid award is expected in the near future.

+ Elevator Project: The effort is moving forward with Liberty Elevator fully deployed - submittals will be completed in the near future. Meeting with Velis, the elevator cab sub-vendor, is scheduled for November 12<sup>th</sup>. Completion is slated for March 15, 2015.

#### 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>September/October Vouchers</u>	
Bond – Capital	\$18,771.56
Health Care	\$37,559.54
Gifts and Donations	\$25,259.80
Contractual	\$54,999.49
Materials	\$24,222.72
NYS Retirement	\$434,903.00
Petty Cash	\$264.72
Unemployment	\$353.26
Worker’s Comp	\$5,886.09
Various	\$2,727.57

#### FINANCIAL REPORT:

Expenditures for the current fiscal year are on target relative to the completion of the first quarter of the Library’s fiscal year. Revenue collection for the year has been solid with nearly \$36,000 collected to date.

#### WLS REPORT:

LaRuth Gray was unable to attend but Tom Geoffino reported that WLS will hold its Annual Meeting at the Sheraton Tarrytown on November 20<sup>th</sup> at 6 pm. Tom indicated Haina Just-Michael and Emery Schweig will attend, along with himself.

#### PRESIDENTS REPORT:

President Haina Just-Michael reported on a variety of issues:

- + She and Greg Varian attended the City Council meeting at which the New Rochelle City Council unanimously approved RDRXR as its master developer. Haina declared that the library is already in contact with the RDRXR’s local representative as well as Luiz Aragon, City Development Head. Much discussion ensued in regards to this complicated and very important issue.
- + Haina highlighted the library’s prospective participation in the upcoming New Rochelle Thanksgiving Day parade. The library will not utilize its van due to cost - \$500 to enter our vehicle as well as the cost to pay a custodian for his time in relation to his role as a “chauffer”. However, Greg Varian has agreed to manage our parade activity with Damon Maher, Chuck Burke and Quentin Jacobs committing to participate as well.

#### DIRECTOR’S REPORT:

Tom Geoffino reported on the following issues:

- + 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, if possible) 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) arrived in August – the HCL project is underway with the enhanced lighting now in place and receiving approval from staff and patrons alike. The patio awning and storage issue will be dealt with in 2015. The Main Library effort, scheduled to begin in March 2015 upon the completion of the Elevator Project, has begun in relation to conversations with Department Heads Beth Mills and Kira Aiello as well as an initial meeting on November 24<sup>th</sup> with our furniture/shelving vendor and his company's interior design consultant.

+ In August, our library submitted a FY 2014/15 New York State Construction Grant in relation to work proposed for the Main Library Elevator Replacement Project. The Main Library's \$92,814 grant award received approval from the WLS Board of Trustees in late September. The next step will be confirmation of the grant from the New York State Library – such an approval will likely not be made until June 2015. Initial payment is expected to arrive in August 2015.

+ 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. Upon our request, Senator Andrea Stewart-Cousin's staff contacted grant managers and ascertained no decisions have yet been made due to the arrival of additional state and federal monies expected to be made available for award in the near future.

+ Our library received a \$10,000 grant from the Smart Family Foundation for the purchase of 6 AWE Early Childhood Literacy computers at the Main and Huguenot Children's library.

+ We have submitted to the Friends of New Rochelle Public Library a 2015 grant request totaling \$53,250. These monies will fund children, teen and adult programming as well as local history initiatives and other efforts underway at our library. The Friends will vote on this request at its December 15<sup>th</sup> Board meeting.

+ Our Long Range Plan initiative is still in process but is much closer to completion. The Long Range Plan Committee Steering Committee (consisting of Chair Chris Selin, Haina Just-Michael, Emery Schweig, and Tom Geoffino) are working on the continuing review/enhancement of this document. An appointment with Library Solutions, our consultants, with the Steering Committee members is tentatively scheduled for early December. Additional input by the entire staff and Library Board will be solicited upon completion of this task. Upon completion of this effort, the plan will be shared with our advocacy groups (NRPL Friends and Foundation and Partnership for the Children's Library) at a joint meeting to be held in January 2015. The plan will then be made available to the community.

+ Friends of the New Rochelle Public Library will hold its next Board meeting on December 14th along with its Holiday book sale scheduled for December 5<sup>th</sup> and 6th. The New Rochelle Public Library Foundation has scheduled its next meeting for November 18<sup>th</sup>.

#### PERSONNEL REPORT:

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Andrew Baez to the position of Library Clerk, effective November 1, 2014 at an annual salary of \$35,946, seconded by Damon Maher and approved.

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

No report was made.

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

Chair Haina Just-Michael reported her radio appearances on WVOX continue to be popular- both her 5 minute “update” every Wednesday at 7:25 am and her monthly 3<sup>rd</sup> Tuesday of the month 12 noon interview program.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

Tom Geoffino reported on the upcoming Chiller “study” and the likelihood we will have a plan and order of magnitude cost estimate for the replacement of this important element in our HVAC configuration. If the process moves along quickly, the Board may have the report and the amount for this project prior to the May election. This information will hasten our decision making regarding the financing of this important infrastructure element.

#### PERSONNEL COMMITTEE:

No report was made.

#### POLICY COMMITTEE:

Chair Greg Varian reported that the Committee is seeking to meet in the near future and will work towards finding a date/time convenient to Committee members.

#### SPECIAL PROJECTS:

No report was made.

#### OLD BUSINESS:

Greg Varian provided an update relative to the Huguenot Children’s Library (HCL) Conveyance effort – he is hopeful that it will soon be completed per final work with the City of New Rochelle. He also indicated that Tom Geoffino is in contact with Amy Paulin’s office in regards to the addition of a splitter and 2<sup>nd</sup> water meter at HCL in order to separate water consumption from our library and the adjacent park. Greg also raised the issue of our Rockwell “Land of Enchantment” and “next steps” our library needs to consider specific to its future. After much discussion, the Board agreed to invite Community Relations Coordinator/City Historian Barbara Davis to the December 18<sup>th</sup> Board meeting in order to allow her to provide an overview regarding the artwork and its historical antecedents relative to our library and New Rochelle.

The meeting was adjourned at 9:20 p.m.

Respectfully submitted,

George Walters,

Secretary