

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday October 8, 2015**

Emery Schweig, Board Vice President, called the meeting to order at 7:34 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray

OLD BUSINESS:

RDRXR: Chuck Burke provided a recap/update relative to the latest developments with RDRXR. He related that the RDRXR Negotiation “team” (consisting of Chuck, Haina Just-Michael, Emery Schweig, and Tom Geoffino) met with the representatives of RDRXR, Greg Merchant, Seth Pinsky and Sean McLean on October 6<sup>th</sup>. Chuck detailed the issues discussed at the meeting: the pending Memorandum of Understanding (MOU), review of the library RFP real estate consultant process, financial support from RDRXR for consulting/support services, and potential milestone and timetable components. Of particular interest was the desire on the part of RDRXR that the real estate consultant RFP is redrafted in order to make it a more viable and relevant document and that the actual RFP search process is reopened in a fully expanded public manner with the goal of drawing a wider variety of qualified consultant applicants for this effort. Additional elements include RDRXR’s support of a methodology of payment to the consultant that would essentially be bifurcated in nature and include a “success” fee as well as RDRXR’s desire that the library commit to some period of exclusivity (as yet unknown but possibly from 12 months to 18 months in duration) with their firm. All of these RDRXR supported components seem likely to be tied to their willingness to support the costs the library would reasonably incur in working with a real estate consultant for this project. Much discussion ensued surrounding these topics.

Additional conversation occurred in relation to the Recommended Action Plan/RAP (as jointly authored by RDRXR and the City of New Rochelle) and the impact this sweeping mixed use development project will have upon the library as well as the critical need for the library to make a concerted effort to dialogue with the New Rochelle community if the Library Board chooses to commence negotiations with RDRXR.

In the wake of such discussions, Damon Maher moved that the no conversations of any consequence should further occur between the library and RDRXR until RDRXR places \$75,000 in escrow for library usage, seconded by Quentin Jacobs but failed to receive approval (with Haina Just-Michael, Emery Schweig and Greg Varian dissenting, Damon Maher in favor and Quentin Jacobs abstaining.)

General support was articulated for the library's need to obtain legal counsel relative to the impact that the proposed "form zoning" regulations would have upon the library in the future. Damon Maher moved that Greg Varian be authorized to interview and engage the services of legal counsel, for an amount to be taken from the Library Fund Balance not to exceed \$10,000, for the express and particular purpose of reviewing our rights under the current zoning laws as well as under the proposed "form zoning" regulations, seconded by Quentin Jacobs and approved.

**PUBLIC DISCUSSION:**

The following individuals spoke during this time:

Laraine Karl 43 Belmont Avenue  
Sharon Fotes 162 Clinton Avenue  
Marjorie Sachs 14 Lakeside Drive  
Daniel Miller 14 Lakeside Drive  
Dorothy Oliver 162 Clinton Avenue

**WLS REPORT:**

LaRuth Gray reported on the following issues:  
+ LaRuth highlighted our library's most recent grant success - a \$56,622 New York State Library Construction grant to underwrite a portion of the costs involved in the Chiller Replacement Project.  
+ WLS is no longer out of (New York State) compliance relative to the Mount Vernon Public Library and its previously troubled status as Westchester County's Central Library.  
+ LaRuth reported on the successful conclusion of a New York State financial audit in relation to WLS and announced that she is now a member of the WLS Board of Trustees Budget Committee.  
+ WLS previously renounced Federal E-Rate funding due to the government's insistence that system-wide telecommunications filtering be instituted as prerequisite to participation (and financial support) in access to service. In the wake of new E-Rate language, LaRuth announced that WLS has chosen to review the newly reconstituted regulation language in the hopes that the organization will be able to participate without having to alter its position re opposition to filtering its telecommunications network.

**MINUTES OF BOARD MEETING:**

The September 10th meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved, 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>August Vouchers</u>	
Bond – Capital	\$813,736.98
Health Care	\$39,070.82
Contractual	\$11,063.52
Materials	\$8,460.31
Petty Cash	\$145.56
Gifts and Donations	\$383.82
Materials	\$3,335.80

Total Reported

\$867,736.50

## FINANCIAL REPORT:

Documents relating to the library's fiscal situation were distributed along with a report, as made by Administrative Assistant Jean Manning, regarding the Library's current fiscal status. Updates were provided regarding the final status of last year budget and the current year budget relative to expenditures and revenue. As the Board of Education audit is not yet available, we do not have an exact sense of our Fund Balance status to share but preliminary evidence seems to indicate we are in a positive position. More information relative to our situation will be made available upon our receipt of the Board of Education Audit report- this document is likely to arrive at some point in November.

## 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 Our 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 with the enhanced lighting now successfully in place. The patio awning is complete with the storage component in place by end of 2015.

+ Adult First Floor 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) continues to be in the final planning stages with some "fine tuning" in play and is scheduled to begin by end of 2015.

+ Chiller Grant Opportunities: In August, our library submitted a FY 2015/16 New York State Construction Grant in relation to work proposed for the Main Library Chiller Replacement Project. The Main Library's \$225,000 application was trimmed to \$56,622 but did not require a change in the scope of the project given the newly available \$500,000 in bonding money. Final approval by the WLS Board of Trustees was obtained in late September. New York State Library will make the final recommendation pending Dormitory Authority of the State of New York support. Initial payments will likely arrive in September 2016.

The New York State Consolidated Funding Application (CFA) Grant (to assist in the purchase of the chiller) for the amount of \$225,000 is still pending in relation to a decision – New York State has announced that such a decision should be forthcoming in December 2015.

+ Foundation Grant: At the September 21<sup>st</sup> Foundation Board meeting, our library submitted its draft 2016/17 grant request. These monies will be utilized towards a variety of special projects involving technology, children, teen and adult initiatives as well as local history and community relations ventures. This "early" request will be utilized by the Foundation as a persuasive tool in order to enhance its annual (as well as year-long) fundraising effort. The library's next major project request – a renovation of the Circulation desk/work area – has been placed on temporary hold till the outcome of the development project is known. As a sidebar to these exciting efforts, the Foundation will host its 2<sup>nd</sup> annual Donor Recognition event on the afternoon of October 11<sup>th</sup>. The program for this effort will include tours, a recap of the Foundation video contest and awards as well as other recognition/update elements.

+ Friends of the New Rochelle Public Library: The Friends will hold its monthly Board meeting on October 14th -- its monthly book sale is next scheduled for October 6th and 7<sup>th</sup>. The Library continues to assist the Friends in their Book Store fundraising efforts. 2 grant efforts are newly underway – a \$20,000 Dreyfus Foundation grant and a \$3,000 District Rotary grant. Both grants are nearly complete and will be submitted in the near future.

+ Future Events of Note: Our library will host US Senator Gillibrand's gun trafficking roundtable on September 9<sup>th</sup>, Barbara Davis will be honored by the Songcatchers at its benefit brunch on October 25<sup>th</sup> and the New Rochelle Council on the Arts will hold its 40<sup>th</sup> annual Lush Life gala on November 5<sup>th</sup>

#### PROJECT MANAGER REPORT:

Roxanne Neilson, Project Manager, was unable to attend the meeting but submitted her report for the meeting. The report mainly focused on the upcoming Chiller Replacement Project. Relevant issues of importance include

- + Project cost estimation is \$553,000 (including a 15% contingency.) Replacement peripherals will likely be limited to the pumps and the shot feeders.
- + Public bid is scheduled for the week of November 9<sup>th</sup>.
- + CROC Committee will be asked to meet in December to review the Chiller bid effort.
- + Additionally, the Project manager reports that Suburban Construction intends to see "substantial completion" on the long delayed Memorial Highway Entrance Project by December 4<sup>th</sup>.

#### PERSONNEL REPORT:

No report was made.

#### EXECUTIVE SESSION:

At 9:45 pm, Haina Just-Michael moved to go into Executive Session for the purposes of discussing personnel and legal matters, seconded by Emery Schweig and approved. Executive Session ended at 10:18 pm.

#### BUILDING AND GROUNDS COMMITTEE:

No report was made.

#### BUDGET COMMITTEE:

Chair Emery Schweig indicated that the Committee plans to meet in December relative to the prospective FY 2016/17 budget.

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

Chair Haina Just-Michael reported that on October 13<sup>th</sup>, a public meeting will be held at City Hall regarding the Recommended Action Plan/RAP (as jointly authored by RDRXR and the City of New Rochelle.) She recommended that all Library Board members make the effort to attend given the extraordinary importance development project will have upon the community – and the library.

#### FINANCE, TREASURY AUDIT COMMITTEE:

Emery Schweig updated the Board relative to the issue of our \$815,000 BAN for capital improvements. Per Board approval at the September meeting, the library is able to have the current \$815,000 BAN rolled into another BAN.

#### PERSONNEL COMMITTEE:

No report was made.

#### POLICY COMMITTEE:

Chair Emery Schweig shared the draft Policy on Public Comment During Monthly Board Meetings as recommended by the Policy Committee. Much discussion ensued relative to issues regarding the individual amount of time each speaker should be allocated as well as the total amount of time to be assigned for the entire Public Comment segment in addition to the process/mechanics attached to this effort. Chuck Burke moved that the draft policy be approved as recommended (along with a mandatory review following the January 2016 Library Board meeting), seconded by Damon Maher and approved.

#### SPECIAL PROJECTS:

No report was made.

#### NEW BUSINESS:

Passport Acceptance Center: Tom Geoffino provided an update regarding our library efforts to obtain permission to create a Passport Acceptance Center in our library. Such a service in our facility would allow our residents and others as well, to apply for a passport – a service not currently available. Tom is working with the Connecticut Passport Agency to further explore this opportunity.

Rockwell Artwork: Tom Geoffino briefly summarized the history and rationale for the Rockwell conservation effort, now near completion by the Williamstown Conservation Center. Per previous Board discussion, the concept of the creation of a “short term” loan (from 3 to 5 years in duration) for this artwork is of interest given the continuing construction efforts underway in our facility. Damon Maher moved that the library investigate the possibility of loaning the Rockwell Land of Enchantment, for a short term period (between 3 to 5 years), to a museum as determined to be appropriate for such an arrangement. Furthermore, staff and ad hoc Board members, led by Barbara Davis, will be selected to participate in this effort and will present its recommendation to the Board for consideration at a future meeting, seconded by Chuck Burke and approved.

The meeting was adjourned at 10:56 p.m.

Respectfully submitted,

Charles Burke, Jr.,

Secretary