

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday September 10, 2015**

Haina Just-Michael, Board President, called the meeting to order at 7:31 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF BOARD MEETING:

The July 15th meeting minutes were reviewed by the Trustees. Haina Just-Michael moved that the minutes be approved, seconded by Chuck Burke and approved.

The July 29th meeting minutes were reviewed by the Trustees. Greg Varian moved that the minutes be approved as amended, seconded by Haina Just-Michael and approved (with Emery Schweig abstaining.)

The August 12th meeting minutes were reviewed by the Trustees. Greg Varian moved that the minutes be approved, seconded by Haina Just-Michael and approved (with Emery Schweig abstaining.)

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) spoke with Greg Merchant, the local RDRXR representative, on August 27th. Topics discussed included the need for the library team to meet in the near future with representatives from the RXR and RD firms in order to more fully deal with the important issues at hand: the pending Memorandum of Understanding (MOU), review of the library RFP real estate consultant process, financial support from RDRXR for consulting/support services, potential milestone and timetable components. Chuck reported no date for this meeting has been set but the “team” will take action following the recommendations of the Board. 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. Some 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 the no conversations of any consequence should occur between the library and RDRXR until RDRXR places \$75,000 in escrow for library usage. This motion was not seconded and thus failed to receive approval.

Additional conversation ensued regarding development issues. At the conclusion of this discussion, it was the sense of the Board that the library RDRXR “team” would organize a future meeting with RDRXR representatives in order to continue the dialogue regarding this important topic. Results of this meeting will then be shared at the October 8th Board meeting.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

- Marjorie Sachs 14 Lakeside Drive
- Daniel Miller 14 Lakeside Drive
- Dorothy Oliver 162 Clinton Avenue
- Peggy Godfrey 29 Bayview Avenue
- David Patterson 31 French Ridge

WLS REPORT:

No report was made as LaRuth Gray was unable to attend.

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	\$184,687.43
Health Care	\$128,105.32
Contractual	\$189,955.62
Various	\$2,681.80
Materials	\$8,460.31
Petty Cash	\$92.00
Grants	\$5,405.95
Gifts and Donations	\$13,830.12
Worker’s Comp	\$5,646.80
Total Reported	\$538,864.70

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. A detailed discussion of the Library’s financial status was deferred by the consensus of the board with a full report to be made at its October meeting.

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:

- + Elevator Grant: In August 2014, our library submitted a FY2014/15 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 2015. The library is now in receipt of the grant and has deposited it into its bank account.
- + 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 in place (and a complete success in relation to our Summer Fun Program efforts) and the storage component should be in place by October/November 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 will begin in the Fall 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. A tentative favorable recommendation has been made by the WLS PLDA Ad Hoc Grants Committee but final approval must go the WLS Board of Trustees 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.
In the meanwhile, the New York State Consolidated Funding Application (CFA) Grant (to assist in the purchase of the chiller) for the amount of \$225,000 has been submitted. A decision regarding this grant request should be forthcoming in December 2015.
- + Foundation Grant: On September 21st (the next Foundation Board meeting), our library will submit 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 submitted at the urging of the Foundation Board in order to enhance its yearlong fundraising efforts. The library is also working on its next major project request – a renovation of the Circulation desk/work area. This project would entail the dismantling of the current configuration and its replacement with a more functional, secure and attractive arrangement for patrons and staff. As a sidebar to these exciting efforts, the Foundation will host its 2nd annual Donor Recognition event on the afternoon of October 11th. The program for this effort will include tours, a recap of the Foundation video contest and awards as well as other recognition/update elements.
- + 2015 Rotary Club of New Rochelle Golf Outing: The Board was encouraged to participate in this Rotary fundraiser given Tom Geoffino and Kathy Cronin's leadership role in this organization and Rotary's strong financial support of their library in recent years.
- + 2015 New Rochelle Street Fair: This 3rd annual event will be held on Sunday, September 13th from 11 am to 5 am. The library will have a presence at this popular Main Street event and will be managed by Community Relations staff and Library Board volunteers.
- + Friends of the New Rochelle Public Library: The Friends will hold its monthly Board meeting on September 16th -- its monthly book sale is next scheduled for October 2nd and 3rd.

PERSONNEL REPORT:

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Kiesha Carter to the position of hourly Library Clerk, effective August 18th, at a salary of \$17.72 per hour, seconded by Chuck Burke and approved.

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby

approve the resignation/retirement of hourly Library Clerk Carol Racanello, effective August 31, 2015, at a salary of \$21.32 per hour, seconded by Chuck Burke and approved.

PROJECT MANAGER REPORT:

Roxanne Neilson, Project Manager, was unable to attend the meeting but submitted her report for the meeting. Board members had no comments or questions relative to this document.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

BUDGET COMMITTEE:

Chair Emery Schweig indicated that the library elected to accept the generous offer made by the Board of Education (BOE) relative to their decision to not incur a Tax Anticipation Note (TAN) decision for FY2015/16. Therefore, any cash flow issues encountered by the library, throughout FY2015/16, will be addressed by the BOE with all loans to the library be repaid to the BOE along with an interest rate of 2.422%, (the same rate as the BOE is paying on the tax certiorari debt.)

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Chair Haina Just-Michael reminded the Board that she will no longer be able to host her monthly WVOX radio show. Tom Geoffino and Barbara Davis, along with other library employees, will assume this responsibility through October 2015. She detailed her summer “outreach” in the community, along with Foundation Board President Chris Selin, and the near unanimous support the library has garnered in their travels. Haina also reported on her participation (and her representation of NRPL) in the August 4th WFAN/New Rochelle celebrity softball game. Additionally, Haina indicated the Friends are continuing to achieve success in raising monies towards the establishment of the lobby Friends Book Store with enhanced fundraising efforts in the planning stages.

FINANCE, TREASURY AUDIT COMMITTEE:

Emery Schweig updated the Board relative to the issue of our \$815,000 BAN for capital improvements. She explained the library is required to decide about current BAN in the near future – either to roll it into another BAN or transfer it into a bond. Reasons to keep it as a BAN include flexibility, favorable interest rates and the upcoming capital expense of the replacement of the chiller and the possibility of rolling all capital debt into one bond instrument. Much discussion ensued. Greg Varian moved that the library roll the \$815,000 BAN into another BAN, seconded by George Walters and approved.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

Chair Emery Schweig initiated the discussion regarding the issue of public comment at meetings. She asked Board members to consider if any rules regarding time limitations should be imposed specific to the public’s opportunity to speak at Board meetings – also discussed was the issue regarding the ability of a Board member to respond to public comments as well as the appropriateness of imposing a time cap

on the amount of time allowed in total for public comment at each Board meeting. Much discussion ensued. The Policy Committee took note of the many thoughtful suggestions (from Board members and the public in attendance) and will meet, prior to the Board meeting, in order to formulate a recommendation regarding this issue. This recommendation will be shared with all Board members and discussed at the October 8th meeting.

SPECIAL PROJECTS:

No report was made.

NEW BUSINESS:

The Westchester Library System and the New York State Library Re Current Development Opportunity: Emery Schweig requested Tom Geoffino to contact the Westchester Library System and the New York State Library (NYSL) in order to ascertain if either party could provide advice, information or assistance relative to our development opportunity. To that end, WLS Executive Director Terry Kirchner and NYSL Westchester Representative Barbara Lilley will meet on September 23rd with Tom Geoffino, Emery Schweig and Chuck Burke in order to fully explore this situation.

Board Meetings Held on Election Days: Damon Maher discussed his concerns regarding Board meeting held on New Rochelle election days – he is concerned such a situation may place the public in the unfair and difficult position of choosing to vote or attend a Library Board meeting. Damon Maher moved that future Library Board meetings not be held on any election day involving New Rochelle and its citizens, seconded by George Walters and approved (with Greg Varian dissenting and Emery Schweig abstaining.)

The meeting was adjourned at 10:00 p.m.

Respectfully submitted,

Charles Burke, Jr.,

Secretary