

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

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 Walters, Secretary (excused)
Bo Kemp
Gregory T. Varian
Quentin J. Jacobs

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta (excused)

WLS REPRESENTATIVE

LaRuth Gray (excused)

PUBLIC DISCUSSION:

Troy Brown spoke briefly about his recent ban from the library due to inappropriate behavior. Led by Bo Kemp, much discussion ensued regarding the circumstances surrounding his numerous infractions and the expectations the library places on its patrons that utilize the facility and its resources. The Board thanked Mr. Brown for his unusual efforts in protesting this action and made a decision regarding this matter later in the meeting. It authorized Mr. Geoffino to inform Mr. Brown that his ban would be reduced to 1 week if he wrote a letter of apology to the library staff regarding his poor behavior choices along with the promise to discontinue such behavior in the future.

Brian Johnson and Oscar Davis, Mount Vernon Public Library (MVPL) Board of Trustee President and Vice President respectively, addressed New Rochelle Library Board regarding New Rochelle's status as a guide and model for other school District Libraries such as MVPL. Discussion ensued regarding library Internet policy and consequent ramifications in relation to inappropriate patronage usage and the need for an updated Internet Policy consistent with both the American Library Association philosophy of no censorship and acceptable community norms.

BOARD MEMBER RESIGNATION:

Bo Kemp tendered his resignation from the Library Board effective September 10th due to extraordinary and pressing professional activities. He thanked the Board for the opportunity to serve the residents of New Rochelle and praised the library for its efforts to improve and be relevant to the community as well as its future direction

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 for this assembly.

- + Lawton/Memorial Highway Vestibules Update: The opening of the Memorial Highway entrance is now scheduled to occur in February 2015 (due to most recent test failure of concrete work – concrete will be demolished and re-poured) with the closing of Lawton Street entrance scheduled to follow for March 2015.
- + Electronic Signage: Digital display in production – upon completion, sign box will be built. Installation scheduled for October 1st.
- + Theater HVAC: Funding has been obtained to finance this project. CROC to review bid documentation.
- + Chiller Project: 2 vendor responses re analysis/bid documentation with a final response expected to arrive in the near future.
- + Elevator Project: Roxanne summarized the progress to date relative to the elevator project. Award of the contract has been made to Liberty Elevator given lowest sum total bid amount and positive references. Library attorney and insurance carrier have approved the contract with appropriate modifications in place – execution occurred on September 15th. Project timeline still calls for March 2015 completion.

MINUTES OF BOARD MEETING:

The July 10th meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved as amended, seconded by Emery Schweig and approved.

The August 18th meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved, seconded by Emery Schweig 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>July – August Vouchers</u>	
Bond – Capital	\$63,621.36
Health Care	\$96,713.80
Gifts and Donations	\$22,331.17
Contractual	\$99,942.54
Various	\$2,751.50
Worker’s Comp	\$6,797.40

FINANCIAL REPORT:

Expenditures for the current fiscal year are minimal relative to the newness of the fiscal year and the delay for all but essential purchases due to the arrival of TAN monies August 2014.

WLS REPORT:

LaRuth Gray was unable to attend but Tom Geoffino reported that Haina Just-Michael was nominated by fellow Trustee Emery Schweig for the 2014 WLS Trustee Award. This second annual award will be presented at the WLS Annual Meeting on November 20th to a WLS member library advocate, volunteer, or staff member. The award will recognize library activities and a commitment that embodies the mission and values of WLS to provide open access to information and resources that foster innovation, inspiration and lifelong learning. Also highlighted was the upcoming October 7th Trustee Institute focusing on emerging technologies with a special emphasis on maker spaces and 3D printing.

PRESIDENTS REPORT:

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

- + The library has acquired “Thank You for Caring” discount cards to be distributed to all library volunteers.
- + Our new online magazine collection, otherwise known as Zinio (product name), has met with much popular acclaim, despite some initial technical glitches since rectified, and is funded through monies provided by our Foundation through its annual grant to our library.
- + The Foundation is being honored by Belles Artes at its annual Tequila Tasting event. All Board members are invited to attend this fun event as the funds raised through this effort will ultimately benefit our library.

DIRECTOR’S REPORT:

Tom Geoffino reported on the following issues:

- + Our library has 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 moving forward and consists of improvements and enhancements to the Children’s public service desk. The budget for these improvements is \$15,000 and has been obtained from the NRPL Foundation in its FY2014/15 library 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 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) has now received approval in Albany. The monies arrived in August – the HCL project is underway with the Main Library effort scheduled to begin upon the completion of the Elevator Project.
- + 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 \$183,962 application was trimmed to \$92,814 but did not require a change in the scope of the project given the newly available 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 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.
- + Our Long Range Plan initiative is still in process. The Long Range Plan Committee (consisting of Chair Chris Selin, Haina Just-Michael, Emery Schweig, Greg Varian, George Walters and Tom Geoffino) are working on the review of this annotated document. Future steps will include additional consideration by staff and Library Board. Following these efforts, the document will be forwarded back to our consultants for their evaluation and additional input.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on September 15th along with its next monthly book sale scheduled for October 10th and 11th. The Foundation has scheduled its first 2014/15 Board meeting for September 15th. Founding Foundation Board member Alisa Kesten will

be honored at the Women of Excellence event on October 15th. The next WLS Trustee Institute is scheduled for October 6th.

PERSONNEL REPORT:

Emery Schweig moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the retirement of Alana Edwards, holding the position of Library Clerk, effective September 9, 2014 at an annual salary of \$43,375.72, seconded by Haina Just-Michael and approved.

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Sarah Papa to the position of Social Media Coordinator, effective July 28, 2014 at an annual salary of \$44,616, seconded by Emery Schweig and approved.

Haina Just-Michael moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Victoria Addo-Premph to the position of Librarian 1 (hourly), effective September 10,, 2014 at a salary of \$23.80, seconded by Emery Schweig and approved.

EXECUTIVE SESSION:

At 9:12 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 9:50 pm.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE

No report was made.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Chair Emery Schweig briefly recapped the status of our Bond Anticipation Note (BAN) – the bid was awarded to the lowest bidder, Jefferies & Company. Therefore, our library will shortly take possession of \$815,000 and will be obligated for the net interest rate of 0.8579%, with the cost to the Library totaling \$6,992. The closing will occur on the morning of September 25th with Jefferies & Company wiring the funds into our bank account. These monies will thereupon be placed into our Capital Account for use in relation to our infrastructure projects.

LIBRARY BOARD NOMINATIONS COMMITTEE:

Chair Haina Just-Michael recapped the open and public process that the library undertook relative to their search for Trustees to replace Bernie Nunez and Bo Kemp.

Haina Just-Michael moved that Charles Burke Jr., as recommended by the Ad Hoc Library Board Nominations Committee, be appointed to fill the Library Board seat, as vacated by the resignation of Bernardo Nunez, through May 21 2015, seconded by Emery Schweig and approved.

Haina Just-Michael moved that Damon Maher, as recommended by the Ad Hoc Library Board Nominations Committee, be appointed to fill the Library Board seat, as vacated by the resignation of Bo Kemp, through May 21 2015, seconded by Emery Schweig and approved.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

No report was made.

UNFINISHED BUSINESS:

No report was made.

NEW BUSINESS:

Greg Varian reported that he has been in touch with state legislator Amy Paulin's office in relation to their assistance in the encouragement of United Water's installation of a "splitter" and a second water meter, tied to New Rochelle Parks and Recreation water consumption for the adjacent municipal park, Jack's Friendship Garden.

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,

George Walters,

Secretary