

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday March 10, 2016**

Haina Just-Michael, Board President, called the meeting to order at 7:34 p.m.

BOARD MEMBERS

Haina Just-Michael, President  
Charles Burke, Jr, Vice President  
Quentin S. Jacobs Secretary  
Dierdra Gray Clark  
Damon Maher  
Gregory T. Varian  
Yadira Ramos-Herbert

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Yesika Torres

WLS REPRESENTATIVE

LaRuth Gray

NEW BUSINESS:

New York State Librarian Bernie Margolis Comments: Mr. Margolis visited New Rochelle Public Library in order to meet with Library Board members, staff and residents about the issue of the proposed redevelopment of downtown New Rochelle and, in particular, the opportunities/challenges that relate to the possible relocation of our current library facility to another location in New Rochelle. He indicated that he was unable to take a position on this extraordinarily important issue but strongly encouraged the Board to consider this matter carefully given its fiduciary responsibility to the community. Mr. Margolis charged the Board with the mission of placing the absolute best interests of the citizens of New Rochelle foremost and above all other competing issues and interests. He also cautioned that all Board actions must occur in the context of transparency whenever possible as well as seeking the opinions of all residents relative to this critical matter. He indicated that his goal for our library is that it provides constant and updated information to New Rochelle residents regarding the status of this effort. He ended his presentation with the promise that the New York State Library would provide as much advice, support and assistance as possible and that he personally “stands ready to help in any way.”

OLD BUSINESS:

RDRXR: Chuck Burke reported that HR&A signed the engagement letter (for Phase 1 activity only) for the consulting contract with our library (as approved at the February 25, 2016 meeting) in order to assist in any potential real estate transactions. HR&A will commence work upon payment by the library of a retainer as agreed upon in the contract.

At this point in time, it is anticipated that HR&A will present its report to the Library Board at its May 5, 2016 meeting.

Additional conversations occurred between Board members (and members of the public) relative to the redevelopment potential during the following Public Discussion section of the meeting.

**PUBLIC DISCUSSION:**

The following individuals spoke during this time:

|                       |  |
|-----------------------|--|
| David Patterson       | dpattersonmusic@optonline.net                              |
| Marjorie Sachs        | 14 Lakeside Drive  |
| Dorothy Oliver        | 162 Clinton Avenue   |
| Dan Miller            | 14 Lakeside Drive  |
| Jennifer Minto Hinton | 29 Bayview Avenue  |
| Sharon Footes         | <a href="mailto:jah-ri2e@yahoo.com">jah-ri2e@yahoo.com</a> |
| Maxine Golub          | mgolub@institute.org                                       |

**WLS REPORT:**

LaRuth Gray was present and reported on the following issues:

- + WLS is sponsoring a mobile app for all interested library participants – New Rochelle Public Library is planning to participate and make this app free and available to its patrons.
- + On April 13<sup>th</sup>, the annual Celebrating Westchester Libraries Breakfast event is scheduled to take place. This event will feature former Congressman Barney Frank as the keynote speaker.
- + The Friends of the New Rochelle Public Library has been nominated by Tom Geoffino for the 2016 WLS Trustees Award due to the Friends extraordinary contributions to the New Rochelle Public Library and its residents. Announcement of the award will be made in the near future with the presentation of the award slated to be made at the Celebrating Westchester Libraries Breakfast.

**MINUTES OF BOARD MEETING:**

The February 11<sup>th</sup> and February 25<sup>th</sup> meeting minutes were reviewed by the Trustees. Damon Maher moved that both sets of minutes be approved, seconded by Dierdra Clark 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>February Vouchers</u> |             |
| Health Care              | \$48,074.07 |

|                     |              |
|---------------------|--------------|
| Contractual         | \$30,128.63  |
| Materials           | \$32,725.84  |
| Gifts and Donations | \$13,489.05  |
| Bond-Capital        | \$238,119.78 |
| Grants              | \$9,870.00   |
| Total Reported      | \$372,407.37 |

#### 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.

#### 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 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 storage component now in the design stage. Our goal is to see the installation occur in February 2016 – this goal is contingent upon obtaining permission from both the New Rochelle Parks Department and New Rochelle Building Department for placement of the unit on adjacent City property. Conversations regarding this unit (selection and location) are ongoing with questions as posed by both departments yet to be answered.

+ 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 on the first floor) is nearly complete - the furniture/shelving along with carpeting will be finalized and ordered in the near future. The first phase of this project has already begun relative to the shifting of various collections throughout our facility. The scheduled installation of the new carpet was completed on President's Day weekend (February 14/15) along with the previous completion of the painting of the space. The electrical work relative to the wiring of the new tables as well as for the new laptop "bar" is scheduled for completion prior to the carpet installation. Arrival and installation of shelving and furniture is scheduled for March 29<sup>th</sup>.

+ Future New York State Grant: The 2016/17 New York State Library Construction Grant Program has not been announced but our library is once again considering making 2 grant applications – the Main Library grant application will be for the Ossie Davis Theater HVAC system and the HCL application will be for the replacement of assorted HCL windows. We are currently gathering information for both efforts in anticipation of the opening of the grant application period.

+ Chiller Grant Opportunities: Our FY 2015/16 \$93,487 New York State Construction Grant for the Main Library Chiller Replacement Project is still awaiting approval from

the New York State Library and the Dormitory Authority of the State of New York. Initial payments will likely arrive in September 2016.

+ Library Advocacy Day: Annual advocacy/lobbying day for New York State public libraries took place on March 2<sup>nd</sup>. Haina Just-Michael and Tom Geoffino, along with first-time Library Board participants Greg Varian and Damon Maher and Foundation President Chris Selin, journeyed to Albany to lobby for enhanced library funding via meetings with New Rochelle and other Westchester state legislators. Our team was successful in having the opportunity to meet (and lobby) our Westchester delegation (or their assistants) – Senators George Latimer and Andrea Stewart-Cousins and Representatives Steve Otis and Amy Paulin.

+ Passport Acceptance Center: We are in contact with the regional Passport (Norwalk) Office regarding our application for this service but have not had any recent conversations with any of its officials as of late. Our intention is to reengage in dialogue with Senator Kirsten Gillibrand's office for further assistance regarding this matter.

+ Thanksgiving Parade Float: The NRPL Foundation, Friends of NRPL and the Partnership for the Huguenot Children's Library have agreed to sponsor a float in the 2016 New Rochelle Thanksgiving Day Parade. The first meeting is scheduled for March 16, 2016 in order to begin the planning for this effort.

+ Friends of the New Rochelle Public Library: The Friends will hold its monthly Board meeting on April 6, 2016 with its next Book Sale scheduled for April 1<sup>st</sup> and 2<sup>nd</sup>. The Library continues to assist the Friends in their Book Store fundraising efforts- now over \$64,000 raised with the \$20,000 Dreyfus Foundation grant decision still pending.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for March 21, 2016.

#### PERSONNEL REPORT:

Yadira Ramos-Herbert moved that upon the recommendation of the Director, the Board of Trustees does hereby accept the resignation of hourly Librarian 1 Mary Jackson, effective March 19, 2016, at a salary of \$29.14 per hour, seconded by Quentin Jacobs and approved.

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Kyron Fitzgerald to the position of Library Clerk, effective March 8, 2016 at an hourly salary of \$17.75, seconded by Haina Just-Michael and approved.

Quentin Jacobs moved that upon the recommendation of the Director, the Board of Trustees does hereby approve an hourly salary increase (to \$18.30) for Lenore Bracamonte, effective February 23, 2016, seconded by Yadira Ramos-Herbert and approved.

#### PROJECT MANAGERS REPORT:

Project manager Roxanne Neilson was unable to attend the meeting but did submit a written report for Board consideration.

#### BUILDING AND GROUNDS COMMITTEE:

No report was made.

#### BUDGET COMMITTEE:

Chair Chuck Burke reviewed the three alternative budgets as previously presented by the Committee for Board consideration:

+ Base Case Budget: This option was the original budget as devised by the Budget Committee and calls for a 3.21% increase (or an increase of \$154,575.44 in actual dollars) over the current (FY2015/16) budget.

+ Downside 1 Budget: This option is a newly devised budget with numerous cuts from the Base Case Budget option. This budget calls for a 1.33% increase (or an increase of \$64,114.94 in actual dollars) over the current (FY2015/16) budget. Cuts in this budget (as opposed to the Base Case Budget) include no staff salary increases in FY2016/17 and elimination of additional security guard hours and contracted cleaning service hours.

+ Downside 2 Budget: This option is a newly devised budget with additional cuts from the Base Case Budget option. This budget calls for a 0.58% increase (or an increase of \$28,114.94 in actual dollars) over the current (FY2015/16) budget. Cuts in this budget (as opposed to the Base Case Budget) includes the cuts as made in Downside 1 Budget (i.e. no staff salary increases in FY2016/17 and elimination of additional security guard hours and contracted cleaning service hours) as well as curtailing Library Sundays open by half the current number.

The following library staff members attending the Board meeting spoke in regards this issue:

Larry Sheldon

Rob Florin

Ed Roddy

Al Achoy

Much discussion ensued regarding the three alternative budget options. Damon Maher suggested that the Base Case Budget be adopted as presented with an alteration only in relation to the use of \$50,000 in Fund Balance monies to be utilized towards the achievement of meeting the bottom line budget expenditure amount. (The original Base Case budget called for no use of Fund Balance monies.)

Chuck Burke moved that the Base Case Budget option (with the addition of the use of \$50,000 in Fund Balance monies) be approved, seconded by Haina Just-Michael and unanimously approved.

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

Chair Haina Just-Michael reported that she continues to broadcast on WVOX her monthly "All Things New Rochelle Public Library" show every 3<sup>rd</sup> Tuesday at 12 noon

as well as a brief 5 minute library event/service highlight Wednesday mornings around 7:40 am.

#### FINANCE, TREASURY AUDIT COMMITTEE:

Committee member Chuck Burke reported on the status of the outstanding \$500,000 Bond as authorized by the voters on May 19, 2015 as well as the existing \$815,000 BAN. It is the recommendation of the Finance, Treasury and Audit Committee that the library obtain the \$500,000 via BAN monies in April 2016 in order to meet the financial obligations for the installation of the new chiller units with the expiration date for this transaction to occur in September 2016. Additionally, it is the intention of the Board that this newly authorized BAN be bundled with the \$815,000 BAN (also due to expire in September 2016) in order to combine both bond obligation debts into one bond transaction.

Dierdra Clark moved that the Library obtain, in April 2016, the May 2015 authorized \$500,000 bond monies via a BAN transaction and that this BAN obligation be rolled into the \$815,000 BAN in September 2016 and converted into one bond transaction, seconded by Damon Maher and unanimously approved.

#### PERSONNEL COMMITTEE:

No report was made.

#### POLICY COMMITTEE:

Tom Geoffino reported that with the pro bono assistance of former Trustee Emery Schweig, draft versions of a Conflict of Interest and Whistleblower policies have been submitted to library counsel for review. Library Counsel amended the draft Conflict of Interest Policy as such - the Policy Committee will review and take further action as appropriate. The draft Whistleblower Policy will be shared with the Policy Committee as soon as the library attorneys return their recommended version to Library Administration.

#### SPECIAL PROJECTS:

No report was made.

The meeting was adjourned at 9:36 p.m.

Respectfully submitted,

Quentin Jacobs

Secretary