

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday May 4, 2017**

Chuck Burke, Board President, called the meeting to order at 7:30 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

OLD BUSINESS:

Downtown Redevelopment:

President Chuck Burke, reported that no activity relative to conversations/negotiations with RXR has occurred since the April Library Board President's report.

WLS REPORT:

LaRuth Gray was unable to attend the meeting but Tom Geoffino reported on the PLDA Project Grant of \$15,398.50 that our library is slated to receive by the end of the 1st quarter of FY 2017/18. The intent is for our library to purchase library materials for underserved or at risk populations.

PROJECT MANAGER'S REPORT:

Roxanne Neilson, Project Manager, did not attend the meeting. No report was submitted in advance by Ms. Neilson.

MINUTES OF BOARD MEETING:

The April monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Dierdra Gray 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>April Vouchers</u>	
Health Care	\$97,875.55
Contractual	\$108,836.08
Various	\$5,608.89

Materials	\$20,710.38
Gifts and Donations	\$3,062.47
Total:	\$236,093.37

#### FINANCIAL REPORT:

No report was made.

#### PRESIDENT'S REPORT:

No report was made as it was integrated into the Director's Report.

#### DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

- + Main Library Theater HVAC Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the Main Library Theater HVAC Project. Our grant award for this project was \$77,647 per WLS Board of Trustees. However, this award was recently increased by \$1,157 to \$78,804 due to the withdrawal of another WLS library grant application. The New York State Library will confirm the award, pending Dormitory Authority of the State of New York approval, in May/June 2017. The library expects to receive this grant in August/September 2017.
- + HCL Window Replacement Window Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the HCL Window Replacement Project. Our grant award for this project is \$27,647 per WLS Board of Trustees. However, this award was recently increased by \$1,157 to \$28,804 due to the withdrawal of another WLS library grant application. The New York State Library will confirm the award, pending Dormitory Authority of the State of New York approval, in May/June 2017. The library expects to receive this grant in August/September 2017.
- + Smart Family Foundation: The Library is still awaiting formal notice of approval from the Smart Family Foundation regarding its agreement to provide grant funding for the retrofitting of the soon-to-be vacated Friends Book Store into a Volunteer Center space.
- + Rotary Grant: Rotary Club of New Rochelle has agreed to provide our Foundation with a \$1,500 grant in order to fund the Main Library's Family Computer Center (to be located in the Children's Room.)
- + Neighborhood Association Letter/Library Mailer: The Library has made presentations to 7 New Rochelle neighborhood associations relative to the upcoming May 16th budget and Trustee vote. The presentations made by the Board members and Tom Geoffino highlighted the proposed budget and the many services available at our library as well as answering any questions residents had regarding the proposed budget or the library itself. The annual Library mailer focusing on usage/activity levels and the current and proposed FY2016/17 library budget will be mailed to all New Rochelle residents tomorrow (May 5<sup>th</sup>) and will arrive long before election day.
- + My Brothers Keepers (MBK): New Rochelle is about to embark upon an exciting citywide literary project: "New Rochelle: On the Same Page." This program features 3 seasonal Community Reads with the first theme – "Own Your Greatness" - due to kick off on May 13th at our library. 4 books will be featured and encompasses all age groups with 2 of the authors – Jeff Hobbs and Ilyasah Shabazz – available to discuss and autograph their books on that date.
- + Rockwell Update: "Land of Enchantment" our Norman Rockwell artwork, is currently being held in Williamstown MA following recent completion of a rigorous and necessary conservation effort. In the hopes of obtaining a more accurate sense of the value of this painting, the Library will utilize Friends grant monies to hire the services of highly regarded art appraiser Betty Krulick to provide an additional appraisal.

- + Vandalism of Collection: On April 18<sup>th</sup>, staff discovered that over 700 nonfiction adult books were randomly vandalized on the previous day. Unfortunately, no one witnessed this senseless act nor were our library surveillance system cameras able to capture the person(s) responsible for this vandalism. The New Rochelle Police is investigating this crime as is our insurance carrier.
- + Friends of NRPL: The formal Book Store opening will likely occur at a yet unscheduled date in June. The Friends will hold its next monthly Board meeting on May 10th with its Book Sale scheduled for May 5<sup>th</sup> and 6th. The Friends Luncheon will be held on May 31<sup>st</sup> at Posto 21.
- + NRPL Foundation: Preliminary planning continues to move forward in relation to the next significant Foundation fund raising affair, currently entitled “A Movable Feast.” Scheduled for October 21, 2017, this event will work within the theme of Paris in the “Roaring Twenties”. The next Foundation Board meeting is scheduled for May 15<sup>th</sup> with its annual meeting to be held on June 20<sup>th</sup>.

#### PERSONNEL REPORT:

Tom Geoffino reported that the library is conducting recruitments for 2 vacant hourly positions – Bilingual Library Clerk and Reference Librarian 1. We are hopeful our efforts, as managed by City Civil Service, will provide strong candidates for our consideration.

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the April 27<sup>th</sup> meeting of all principal parties relating to the Lawton Street Entrance Project produced a final punch list, mostly focused on door issues/problems. Suburban Construction is seeking to push the Khlar door subcontractor to address these issues.

Tom Geoffino reported that the initial bid response to the Theater HVAC project was unexpectedly high. G.C. Eng continues to investigate all alternatives in relation to this situation in order to bring the total project cost down to a lesser amount but without sacrificing key project goals and outcomes. Tom Geoffino indicated that he and the custodial staff are committed to fully cooperating with this effort – and are hopeful that G.C. Eng will have a project report with a vendor recommendation to share with the Building and Grounds Committee/CROC Committee in the near future in order to stay on schedule for the anticipated construction and completion of the project.

Tom Geoffino reported that the Main Library’s HVAC expansion tank unit has deteriorated to the point of non-function. He is recommending that the library replace this unit immediately in order to allow the air conditioning to be commissioned and rendered available for the upcoming warm weather. After soliciting quotes on this work, Tom Geoffino recommends that the library accept the J & M HVAC proposal.

Greg Varian moved that the Library accept the J & M HVAC Expansion Tank Replacement proposal costing \$9,741.00 with the stipulation that the monies be taken from the Capital Account, seconded by Dierdra Clark and approved.

Chuck Burke reported that the Library will meet with the Partnership for the Huguenot Children’s Library in order to discuss options in relation to the repair or replacement of the compromised walkways connected to the Huguenot Children’s Library.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP  
COMMITTEE:

No report was made.

FINANCE, TREASURY AUDIT COMMITTEE:

Greg Varian reported that the library is still awaiting final resolution to the issue regarding the role of the School District relative to our library's Bond/BAN needs. The library attorney and the School District attorney are near resolution regarding this issue and hope to have an understanding in place in the near future.

PERSONNEL COMMITTEE:

Committee Member Dierdra Clark reported that the Personnel Committee will meet at a yet as to be determined date in order to address issues surrounding overtime pay rates for hourly staff.

Chuck Burke referenced unresolved Project Manager fee reimbursement issues requiring additional consideration. Tom Geoffino and Jean Manning are currently working on this situation and hope to obtain and share complete information regarding this matter in the near future.

POLICY COMMITTEE:

Tom Geoffino presented the Teen Room Policy as recommended by the Policy Committee. Discussion ensued. Chuck Burke moved that the Room Rental Policy be approved as amended, seconded by Yadira Ramos-Herbert and approved

SPECIAL PROJECTS:

Chair Yadira Ramos- Herbert reported that the Committee continues to await consultant John Micewicz's additional recommendations on the proposed Ossie Davis Theater video system in relation to his recent attendance at a professional conference. John indicated that he has learned about new technology alternatives that could enhance the product without the creation of higher cost. Additional conversation ensued regarding the most appropriate course of action in relation to the engaging the services of the individuals necessary in the taping and editing of Board meetings. Internships with local schools as opposed to hiring hourly personnel or possibly utilizing knowledgeable library staff are options to consider as we move forward towards a successful conclusion to this effort.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Marjorie Sachs	14 Lakeside Drive
Dorothy Oliver	162 Clinton Avenue

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Dierdra Clark  
Secretary