

NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday, November 9, 2017

Chuck Burke, Board President, called the meeting to order at 7:37 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray

OLD BUSINESS:

Board Member Search:

Damon Maher announced he would resign from the Library Board later in the meeting as he was successful in his bid to win election to the County Legislature for District 10.

President Chuck Burke indicated that the Board previously interviewed 6 candidates for the Just-Michael vacancy but decided to extend the search through December 15th in order to draw additional candidates interested in the new Board vacancy as created by the Maher resignation. Chuck declared that the Just-Michael vacancy will be filled at the December 14th meeting with the Maher vacancy to be filled at the January 11th Board meeting.

Downtown Redevelopment:

President Chuck Burke reported that Library has no updates to provide relative to negotiations surrounding the prospective Valuation agreement with RXR.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Dan Miller	14 Lakeside Drive
Adam Deutscher	19 Sylvan Place
Nora LeMorin	nirmalal@msn.com
Renee Barnes	82 Irving Place
Seth Markusfeld	74 Lakeside Drive
Lourdes Font	lordesmaria.font@gmail.com
Marjorie Sachs	14 Lakeside Drive

WLS REPORT:

LaRuth Gray reported that the WLS Board reaffirmed the ongoing status of the Mount Vernon Public Library as the Central Library for the Westchester. LaRuth indicated that WLS is once again considering the matter of accepting E-Rate funding. Previously, the WLS Board voted to not accept this funding due to the legal stipulation that internet filtering be implemented for WLS member libraries receiving internet service. LaRuth has asked the Board to consider making a (non-binding) recommendation regarding this matter in the near future

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 October 12th meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Quentin Jacobs 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>November Vouchers</u>	
Health Care	\$51,507.93
Contractual	\$38,731.36
Various	\$1,987.40
Materials	\$31,882.29
Petty Cash	\$183.08
Gifts and Donations	\$10,657.30
NYSERS Retirement	\$328,945.00
Grants	\$15,500.00
Total:	\$479,394.36

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 increased by \$1,157 to \$78,804 due to the withdrawal of another WLS library grant application. Our library received the grant in August 2017 with the project still currently on hold awaiting the Finance

Committee's decision regarding a finance plan intended to locate supplemental funds needed to meet the project budget.

+ 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 increased by \$1,157 to \$28,804 due to the withdrawal of another WLS library grant application. Our library received the grant in August 2017 with the contractor expecting to begin work the week of November 20th. The project is expected to be completed the week of December 4th.

+ Proposed Main Library Circulation Desk/Area Project: In August 2017, our library submitted a FY 2016/17 New York State Construction Grant application in relation to work proposed for the Main Library Circulation Area Project. The proposed project will allow the library to create a newly reconstituted Circulation Area, including an ADA compliant desk with unified circulation, return and registration functionality, back office area, library/lobby gates, security desk with electronic surveillance capability, new material anti-theft gates and patron placed hold pick-up shelving. Cost estimation for this project was \$368,485. On September 28th, our library was notified by the WLS Board that we were tentatively awarded the maximum grant amount of \$276,363. Next steps call for the New York State Library confirming the grant award pending Dormitory Authority of the State of New York support. The initial payment will likely arrive in August 2018.

+ Mary Smart Foundation Grant: The Library has received formal notice of approval from the Mary Smart Foundation regarding its \$10,000 grant application to fund the retrofit of the soon-to-be vacated former Friends Book Store into a Volunteer Center space. The grant is expected to arrive in November 2017.

+ New Rochelle Thanksgiving Parade: Our library advocacy groups (NRPL Foundation, Friends of NRPL and Partnership for the Huguenot Library) are planning once again to sponsor a float in the November 18th New Rochelle Thanksgiving Parade. Library Trustees and staff have been asked to participate. Participants are asked to appear at 9:30 am adjacent to the library parade float likely to be located in the vicinity of New Rochelle High School's Eastchester Road /North Avenue intersection.

+ Friends of NRPL: The Friends will hold its next annual Holiday Board meeting on December 6th with its annual Holiday Book Sale scheduled for December 1st and 2nd. The first annual Friends Antiquarian Book Sale will take place on November 30th.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for November 20th. The Foundation's October 21st A Movable Feast fund raising event was adjudged a great success with many people in attendance – all attendees enjoyed terrific music, food and "Roaring Twenties" fun.

PERSONNEL REPORT:

Damon Maher moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Children's Bilingual Library Assistant Maria Hernandez, effective December 4, 2017, at an annual salary of \$47,346, seconded by Greg Varian and approved.

Tom Geoffino reported the vacant hourly Librarian 1/Archivist position has been reposted by the New Rochelle Civil Service Department with a closing date of November 22nd.

Tom Geoffino reported that our library has engaged the services of Michelle Johnson as a library assistant contract employee in the Teen Services room. Her first day of work will be November 13th

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Committee member Greg Varian reported that the Committee (along with CROC) will attempt to schedule a meeting in December once the Finance Committee has formulated a decision about the financing plan regarding the Theater HVAC Project. This meeting will likely produce a recommendation regarding acceptance of the lowest bid vendor for the job. The prospective cleaning of the library exterior façade will be another topic of Committee discussion. Tom Geoffino reported that the library is poised to go forward with the repair of the Huguenot Children's Library's decaying sidewalk areas.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

No report was made.

FINANCE AND AUDIT COMMITTEE:

The Finance Committee expects to meet in November in order to consider the matter of the Theater HVAC financing arrangement.

PERSONNEL COMMITTEE:

Committee Chair Dierdra Clark indicated that the Personnel Committee is still considering the matter of medical insurance for the surviving spouses of retired staff.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

Board Member Tom Geoffino indicated that this Board meeting is the first time a Library Board meeting has been taped and made available to the public. The library is awaiting the broadcast system bid documentation that will allow the library to award the contract to the lowest qualified vendor as well as access to the \$25,000 PEG Grant. Tom indicated that he is in contact with Iona College in relation to the engagement of student labor to tape the Board meetings.

Tom Geoffino reported that efforts to bring our Rockwell painting back to our library are rapidly moving forward. Return and public display of the painting is expected to occur in February 2018.

NEW BUSINESS:

Damon Maher submitted his resignation in the wake of his election to the County Legislature for District 10. He thanked his fellow Board members and library staff for their commitment and industry on behalf of the New Rochelle community. Chuck Burke moved to accept Damon's resignation from the Library Board, seconded by Quentin Jacobs and approved.

The meeting was adjourned at 8:44 p.m.

Respectfully submitted,

Dierdra Clark
Secretary