

**NEW ROCHELLE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MONTHLY MEETING MINUTES**  
**Thursday January 11, 2018**

Chuck Burke, Board President, called the meeting to order at 7:38 p.m.

BOARD MEMBERS

Charles Burke, Jr, President  
Dierdra Clark Gray, Vice President  
Yadira Ramos-Herbert, Secretary  
Quentin S. Jacobs  
Greg Varian  
Whitney Barrat  
Daniel Bonnet

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray

NEW BUSINESS:

President Chuck Burke called for a moment of silence in memory of the young New Rochelle High School student murdered on January 10<sup>th</sup>.

OLD BUSINESS:

Board Member Search:

Chuck Burke reported our Library received the applications of 14 qualified candidate's eager to serve on the Library Board. Unfortunately, only two openings were available to fill. Chuck characterized the decision as extremely difficult given the very high quality of the interested individuals. Nonetheless, the Board has decided to recommend Whitney Barrat and Daniel Bonnet to temporarily fill the two vacancies through the May 2018 Library Trustee election.

Chuck Burke moved that Whitney Barrat and Daniel Bonnet be appointed to fill the Library Board of Trustees vacancies (through May 2018) as created by the resignation of Haina Just-Michael and Damon Maher, seconded by Yadira Ramos-Herbert and approved.

Whitney Barrat (term of office expires May 31, 2018) and Daniel Bonnet (term of office expires May 31, 2018) were sworn in by Board President Chuck Burke.

Downtown Redevelopment:

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

PUBLIC DISCUSSION:

The following individuals spoke during this time:  
Haina Just-Michael                      33 Silver Birch Road  
Al McCutchen                              31 Faneuil Place

Dorothy Oliver	162 Clinton Ave.
Adam Deutscher	19 Sylvan Place
Lordes Font	76 Vaughn Avenue
Seth Markusfeld	74 Lakeside Drive
Marjorie Sachs	14 Lakeside Drive

#### WLS REPORT:

LaRuth Gray reported on a variety of issues of interest including WLS's recent Annual Report highlighting the interconnectivity of all of Westchester's 38 libraries in relation to valuable resource and cost sharing efforts as well as its commitment to 3 important new standards – programming, staff technology training and the creation and sustainability of partnerships. LaRuth also detailed the WLS Board of Directors upcoming decision regarding the question of acceptance of E-Rate funding and the implications of this decision. She asked Tom Geoffino to invite WLS Executive Director Terry Kirchner and IT Director Rob Calouri to attend February 8<sup>th</sup> meeting.

#### 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 December meeting minutes were reviewed by the Trustees. Dierdra Clark moved that the minutes be approved as amended, seconded by Chuck Burke 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>January Vouchers</u>	
Health Care	\$54,418.27
Contractual	\$121,732.90
Various	\$1,989.36
Materials	\$12,377.58
Gifts and Donations	\$17,365.44
Grants	\$750.00
Total:	\$204,633.55

#### PRESIDENT'S REPORT:

Chuck Burke reported that the New Rochelle Public Library Foundation and the Partnership for the Huguenot Children's Library have initiated conversations in relation to the potential merger of both organizations.

#### 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.

+ 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 28<sup>th</sup>, 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 its \$10,000 grant award from the Foundation last week to fund the retrofit of the soon-to-be vacated former Friends Book Store into a Volunteer Center space. Work will likely commence in Spring 2018.

+ Gigabit Westchester Project (GWP) – iNeighborhoods Workshop: The GWP project is designed to work towards the goal of bringing Gigabit digital infrastructure to New Rochelle, White Plains, Yonkers and Mount Vernon in order to meet the needs of the community and businesses for the next 20-30 years and helping to close the digital divide. Our library participated in the recent iNeighborhoods workshop with the result of further accelerating the discussion towards achieving the overall socio-economic development and prosperity of participating city neighborhoods through the successful implementation of the GWP.

+ Friends of NRPL: The Friends approved the library's 2018 Budget/Grant request. This document calls for nearly \$60,000 to be spent upon numerous library initiatives including library programming, local history projects and collection development enhancements. The Friends will hold its next Board meeting on March 7th with its Book Sale scheduled for March 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup>.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for January 22nd.

#### PERSONNEL REPORT:

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby accept the retirement/resignation of Children's Head/Librarian III Kathleen Cronin at an annual salary of \$89,942.40 effective December 31, 2017, seconded by Dierdra Clark and approved.

Tom Geoffino announced that a candidate will likely be appointed to the vacant Librarian I/Archivist position in the near future, pending a final check of work references.

#### BUDGET COMMITTEE:

The Budget Committee has scheduled a meeting on February 2, 2018 in order to begin deliberations on the proposed FY2018/19 library budget.

#### BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the Committee (along with CROC) will meet on January 17<sup>th</sup>. 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 and a NYSERDA/NYPPA geothermal heating grant opportunity will be additional topics of discussion.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP  
COMMITTEE:

No report was made.

FINANCE AND AUDIT COMMITTEE:

Board President Chuck Burke reported that library and NRSD attorneys are close to reaching a final agreement memorializing TAN/Bond/BAN arrangements between both of the organizations.

PERSONNEL COMMITTEE:

Dierdra Clark moved that Children's Department Librarian II Mary Thompson be appointed acting Children's Department Head Librarian III until a permanent Librarian III is appointed to the position, seconded by Yadira Ramos-Herbert and approved.

POLICY COMMITTEE:

Committee Chair Dierdra Clark indicated that the Policy Committee would meet on January 20th. A variety of current and draft policies are on the docket and ready for Committee consideration, including NRPL Board of Trustees Bylaws as well as Museum Pass, Tutoring, Family Computer, Chromebooks, Teen Computer Kiosk, and Gift and Donation policies.

Tom Geoffino detailed that WLS libraries, in tandem with WLS Administration, is investigating the issue of "fine free" libraries.

SPECIAL PROJECTS:

Tom Geoffino indicated that the City Council, due to a technical issue, postponed its January 9<sup>th</sup> vote on the Intermunicipal Agreement between itself and the library relative to the \$25,000 PEG grant. Once official City approval has been obtained, the library will analyze the document in detail relative to Board approval. The library will solicit bids on the equipment package shortly thereafter and award to the lowest qualified bidder. The library continues to be involved in conversations with Iona College with the goal of reaching an agreement that would provide assistance to our library relative to the filming/editing and rebroadcast of the monthly library Board meetings.

Tom Geoffino reported that the surveillance system for the Rockwell painting will be installed in early January 2018 with the return of the Rockwell expected in late January 2018. The library is in the early stages of planning a program on February 2<sup>nd</sup> celebrating Norman Rockwell's birthday, featuring a Rockwell model.

The meeting was adjourned at 8:47 p.m.

Respectfully submitted,

Yadira Ramos-Herbert  
Secretary