

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday February 8, 2018**

Chuck Burke, Board President, called the meeting to order at 7:40 p.m.

BOARD MEMBERS

Charles Burke, Jr, President
Dierdra Clark Gray, Vice President (excused)
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:

WLS Executive Director E-Rate Report:

Executive Director Terry Kirchner detailed the situation regarding WLS interest in the possible acceptance of E-Rate monies from the Federal Government. Access to E-Rate funding is predicated upon acceptance of CIPA (Children's Internet Protection Act) and its requirement to filter all broadband service. Terry reported that the WLS Board of Directors is now prepared to consider allowing WLS to employ a filter on its broadband service, in order to receive E-Rate funding. This filter has been utilized in other library systems and has proven to work well in relation to screening out illegal child pornography sites but not typically sites that are appropriate for library patron viewing. Sites that are initially censored will receive individual attention by WLS staff in order to ascertain if the sites in question were appropriately restricted. In addition, patrons will be able to click through and view any initially censored sites. Much discussion ensued. Following the end of discussion, Chuck Burke requested that Board members give due consideration to this matter and be prepared to vote on this issue regarding recommended instructions for our WLS Representative, Dr. LaRuth Gray, at the March 8th meeting.

OLD BUSINESS:

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:

Lourdes Font	76 Vaughn Avenue
Monique Evellard	260 Centre Avenue

Maxine Golub	98 Bayberry Lane
Seth Markusfeld	74 Lakeside Drive
Dan Miller	14 Lakeside Drive
Marjorie Sachs	14 Lakeside Drive

WLS REPORT:

LaRuth Gray reported that the issue of Mount Vernon Public Library as the Central Library for Westchester has been settled but acrimony among Mount Vernon community members continues to cause some unsettling regarding this issue. It is the judgement of our WLS Representative that this disagreement has created significant issues of trust (tied to concerns regarding race and class) in the Mount Vernon community and its elected officials on the local, county and state level. Further clarification of roles and expectations may be necessary in order to reestablish a better relationship among all the parties in question. Tom Geoffino indicated that Library Advocacy Day is scheduled for February 28th and again invited all available Board members to participate in this journey to Albany in support of enhanced funding for library state aid and construction grant assistance.

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 January meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Greg Varian 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	\$55,245.03
Contractual	\$65,092.40
Various	\$1,989.36
Materials	\$20,070.58
Gifts and Donations	\$7,347.70
Petty Cash	\$209.58
Total:	\$147,965.29

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.

+ 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.

+ Rockwell Return: On January 31st, our Rockwell painting, "Land of Enchantment" was returned to our library and reinstalled in its "home", our Children's Room. On February 3rd, we "unveiled" the Rockwell painting with much applause given its renewed demeanor due to recent conservation efforts (as funded by our wonderful Friends of the New Rochelle Public Library.) Following this event, we celebrated Norman Rockwell's 124th birthday with cake and a program featuring Rockwell model Mary Whalen Leonard and author Wil Lach and his book, A Day in the Life of a Girl.

+ 2018 NRPL Volunteer Recognition Literary Tea: The Library's Community Relations Department is hosting its annual volunteer recognition event on February 14th. All available Board members are invited to attend in order to honor our library's wonderful cadre of volunteers / advocates and partake in a cornucopia of delicious 'sweets and savories.'

+ 2018 State of the City: The Library Board was cordially invited to attend Mayor Bramson's State of the City address on March 1st.

+ Friends of NRPL: The Friends will hold its next Board meeting on March 7th with its Book Sale scheduled for March 1st, 2nd and 3rd.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for March 19th. Other meetings later in the year include the May 21st meeting and the June 19th Annual Meeting.

PERSONNEL REPORT:

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Timothy Tetreault to the position of Librarian 1 /Archivist, effective January 18, 2018 at a salary of \$25.26, seconded by Chuck Burke and approved.

BUDGET COMMITTEE:

Budget Committee Chair Chuck Burke reported that the Budget Committee met on February 2nd, 2018 in order to begin deliberations on the proposed FY2018/19 library budget. He indicated that good progress was made in relation to the formulation of a series of budget options for Board consideration at its March 8th meeting. At this point in time, 3 scenarios are being prepared that would call for a 0%, 1.84% and 4.71% increase in the current year's tax levy. The Committee will next meet on February 16th in order to further review this situation in anticipation of the March 8th meeting and approval of the FY 2018/19 budget.

BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the Buildings and Grounds/ CROC Committee meet on January 17th in order to consider the Theater HVAC vendor bid. At the meeting, Consultant Gene Eng detailed the circumstances surrounding his recommendation that our library accept the lowest bid as submitted by Green Mechanical of New York (GMNY.) Tom Geoffino indicated that the plan as devised by Gene Eng consists of a timely project mobilization with the theater work to be completed in June 2018 before the onset of our summer programming effort.

Greg Varian moved that the library, upon the recommendation of the Buildings and Grounds / CROC Committee, award the Theater HVAC contract to GMNY (and subcontractors) for total project cost of \$540,000, seconded by Chuck Burke and approved.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Committee Chair Daniel Bonnet reported that he met with former Committee Chair Haina Just-Michael and Tom Geoffino in order to review past activities of the Committee as well as review future plans and opportunities. He indicated that he was ready to work with Tom Geoffino in order to create a name-tag/pin to identify Trustees at community meetings and events. Daniel declared that he was excited about this new area of responsibility and expects to meet with Barbara Davis as well as NRPL Foundation and Friends of NRPL representatives in the near future.

FINANCE AND AUDIT COMMITTEE:

Board President Chuck Burke reported that library and NRSD attorneys are near completion in relation to finalizing an agreement that will memorialize TAN/Bond/BAN arrangements between both organizations.

PERSONNEL COMMITTEE:

Committee Chair Dierdra Clark reported that the Personnel Committee will meet on February 15th. Issues to be discussed will include consideration of bans as challenged by patrons, wage increases for non-union full time library staff and pages and Project Manager issues. It is likely the Board will be asked to take action on Committee recommendations at its March 8th meeting.

POLICY COMMITTEE:

Tom Geoffino reported that the Policy Committee met on January 20th and agreed upon a series of new and revised policies for Board consideration. The policies are as follows:

- + Yadira Ramos-Herbert moved that “Policy for Library Tutors” be adopted, seconded by Chuck Burke and approved.
- + Chuck Burke moved that the “Teen Room Policy for Laptop Kiosk Use” be adopted, seconded by Yadira Ramos-Herbert and approved.
- + Greg Varian moved that the “Museum Pass Policy” be amended, seconded by Yadira Ramos-Herbert and approved.
- + Chuck Burke moved that the “Children’s Room Chromebook Policy” be adopted, seconded by Yadira Ramos-Herbert and approved.
- + Chuck Burke moved that the “Children’s Room Policy for the Family Computer Center” be adopted, seconded by Yadira Ramos-Herbert and approved.

+ Greg Varian moved that the “Gift and Donation Policy” be adopted, seconded by Yadira Ramos-Herbert and approved.

SPECIAL PROJECTS:

Tom Geoffino indicated that the City Legal Department is in the process of composing the draft 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 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 was installed in tandem with the return of our Rockwell painting. He expects that the Security Consultant will be return in the near future in order to evaluate our system.

The meeting was adjourned at 9:19 p.m.

Respectfully submitted,

Yadira Ramos-Herbert
Secretary