

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday July 12, 2018**

Dierdra Clark, Board Vice President, called the meeting to order at 7:52 p.m.

BOARD MEMBERS

Charles Burke, Jr, President (excused)
Dierdra Gray Clark, Vice President
Yadira Ramos-Herbert, Secretary
Whitney Barrat
Corey Galloway
Daniel Bonnet
Sarah Langlois

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

NEW BUSINESS:

Swearing in of Newly Elected Board Members:

Daniel Bonnet (term of office expires June 30, 2023) and Sarah Langlois (term of office expires June 30, 2023) were sworn in by Board President Chuck Burke.

Acting Board Officers

For the purposes of the July meeting only, Dierdra Gray moved that Chuck Burke serve as President, Dierdra Clark as Vice President and Yadira Ramos-Herbert as Secretary, seconded by Whitney Barrat and approved.

OLD BUSINESS:

Needs Assessment Committee:

The recently created Needs Assessment Committee (consisting of Dierdra Clark, Whitney Barrat and Corey Galloway) briefly commented upon their Committee's charge, specifically focusing on the long- and short-term needs of our library relative to insuring the opportunity for maximum success for our patrons and the community as a whole. Committee members detailed that the "discovery phase" is now underway with a series of meetings scheduled to occur throughout the next months.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Denise Ward	137 Hillandale Drive
Dorothy Oliver	doliver162@yahoo.com
Monique Evillard	
Marjorie Sachs	14 Lakeside Drive

MINUTES OF BOARD MEETING:

The June monthly meeting minutes were reviewed by the Trustees. Dierdra Clark moved that the minutes be approved as amended, seconded by Daniel Bonnet and approved.

WLS REPORT:

No report was made.

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>July Vouchers</u>	
Bond-Capital	\$122,328.25
Health Care	\$72,679.11
Contractual	\$136,717.82
Various	\$2,387.52
Materials	\$16,943.20
Petty Cash	\$74.08
Gifts and Donations	\$8,099.56
Workers Comp	\$10,543.50
Total:	\$369,773.04

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. This project is now nearly complete and so we hope to close out this grant in late July or August 2018.
- + 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 2017, our library was notified by the WLS Board that we were tentatively awarded the maximum grant amount of \$276,363. In June 2018, we were notified our grant was approved with the initial payment likely arrive in August 2018. In the meanwhile, our Foundation continues to make progress in its efforts to raise the \$92,000 matching amount necessary in the acceptance of the grant.
- + Future New York State Library Construction Grant Applications: Library staff is preparing 2 grant application for submission in late August. The Main Library grant application will involve the

renovation of the 2nd floor. The HCL grant application relates to the replacement of the gas furnace/boiler. The August 9th Board meeting will provide the particulars of each grant application as well as allow our Board to vote to affirm these grant requests.

+ Summer Reading Game/Summer Programming: The library's summer reading effort was launched in late June with summer programming beginning on July 9th and slated to extend through late August.

+ Friends of NRPL: The Friends will hold its next Board meeting on August 8th with its next Book Sale scheduled for August 2nd, 3rd and 4th.

+ NRPL Foundation: The June 19th Foundation Board Annual witnessed the adoption of the FY2018/19 Annual Library grant totaling \$20,000. This grant calls for the continuation of the successful Museum Pass Program, extended summer programming and the creation of a 2nd floor study room.

PERSONNEL REPORT:

Dierdra Clark moved that upon the recommendation of the Director, the Board of Trustees does hereby accept the resignation of Technical Processing Clerk Andrew Baez at an annual salary of \$44,196 effective May 4, 2018, seconded by Whitney Barrat and approved.

Tom Geoffino indicated that the library would like to reconfigure the Social Media Coordinator position in order to integrate Library Board meeting videographer duties into the current position.

Dierdra Gray Clark moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointments of:

+ Anthony Salvaggio to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 25th, at a salary of \$11.50 per hour.

+ Isabelle Morrow to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 25th, at a salary of \$11.50 per hour.

+ Camryn Bishop to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 26th, at a salary of \$11.00 per hour.

+ Mariana Lopes to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 25th, at a salary of \$15.00 per hour.

+ Campbell Alfaro to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 25th, at a salary of \$11.50 per hour.

+ Madeline Bishop to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective July 9th, at a salary of \$11.00 per hour.

Seconded by Whitney Barrat and approved.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the Theater HVAC Project successfully met the timeframe for reopening on July 9th. Work is still ongoing but the most important elements will be complete by August 1st.

Tom Geoffino reported that the repair of the Huguenot Children's Library walkway is nearly complete. The final grouping of personalized and blank bricks is expected to arrive in later August with installation to follow shortly thereafter.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP
COMMITTEE:

Committee Chair Daniel Bonnet reported on the numerous and diverse cultural, educational and recreational library programs currently available to our community. In particular, he highlighted the successful launching of the June 23rd Summer Reading Game Kickoff party as well as the beginning, on July 9th, of our popular summer programming efforts. Corey Galloway, Yadira Ramos-Herbert and Whitney Barrat also highlighted terrific (and recent) library programming offerings. The issue of the School District using our library card as a tool in the registration process was raised by Sarah Langlois. Much discussion ensued regarding this topic. Tom Geoffino was asked to reach out to the School District in order to obtain information regarding this process. This information would be shared with Board members for their further consideration.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Board Vice President Dierdra Clark reported that library is still waiting upon NRSD approval of the TAN/Bond/BAN MOU between both organizations. Conversations with Board of Education officers about this issue are ongoing.

Tom Geoffino reported that the BAN award (at a true interest cost of 3.39%) for our \$1,156,756 debt was made to the Bank of Greene County as it was the best and most competitive of all the bid responses.

PERSONNEL COMMITTEE:

Chair Dierdra Clark provided an update regarding the Personnel Committee and its schedule in relation to the evaluation of the Library Director and his performance. Work on the evaluation tool has begun with the intention of distributing it to the Board in October with the employee review to be given by the November Board meeting.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

No report was made.

The meeting was adjourned at 9:09 p.m.

Respectfully submitted,

Yadira Ramos-Herbert
Secretary