

NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday, September 20, 2018

Chuck Burke, Board President, called the meeting to order at 7:33 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning (excused)
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray

NEW BUSINESS:

YMCA Campers Presentation: It Takes a Village to Educate a Child Leader Sonia Marshall-Brown facilitated presentations made this past summer by elementary age YMCA campers (Imad, Lindsey, Olivia, Roshan, Jordan and Ethan) in relation to the topic of potential improvements to New Rochelle Public Library. Foundation President Chris Selin served as a judge in this endeavor and recommended that campers present their findings to our Library Board and the New Rochelle community. The campers concern relates to children's over abundant use of computers as opposed to reading books. Their recommendations to overcome this problem involved usage of science and technology to encourage reading – FaceTime international book clubs, interactive literacy games on iPads, virtual reality as a tool to encourage readers to delve into books as well as the establishment of a Science Lab that would require books to be read and then base experiments on the books. Much discussion ensued. Board President Chuck Burke thanked the “team” for their thoughtful suggestions and encouraged them to continue to use and support our library.

MINUTES OF BOARD MEETING:

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

The August monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Daniel Bonnet and approved.

WLS REPORT:

Dr. LaRuth Gray reported that WLS was in active negotiation with two vendors (Evergreen and Sirsi) for the “next generation” replacement to our Westchester County (ILS) integrated online library system. The county public library directors are expected to make a recommendation at its October meeting. Migration to this new system is scheduled to take place in May 2019.

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 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. In August 2018, we received our \$276,000 grant along with the Foundation commitment to fund the required matching \$92,000 element. We have started the process of meeting with various vendors and making decisions with the expectation of beginning the project in December 2018.
- + Main Library 2nd Floor Renovation Project: In August 2018, our library submitted a FY 2018/19 New York State Construction Grant awards in relation to work proposed for the Main Library 2nd Floor Renovation Project. The project cost is \$557,670 with our grant request for \$418,253 in total. WLS has notified our library of a tentative award of \$140,000. Given the reduced grant award, we decided to preserve the original scope of the project but to create a multi-year phased approach in order to accomplish the goals and objectives of this important effort. The first phase of this reconfigured project will allow us to establish a new and enhanced Spanish Language area, renovated social service area (Handelmann Business Opportunity Center, Help Room, Tutoring Room), Teen Room, Local History Room and retrofitted LED lighting. We will need to provide a match of nearly \$80,000 in order to qualify for this award. The WLS Board of Directors will vote on the 22 Westchester member public library grant applications on October 2nd.
- + HCL Furnace/Boiler Replacement Project: In August 2018, our library submitted a FY 2018/19 New York State Construction Grant awards in relation to work proposed for the Huguenot Children's Library Furnace/Boiler Replacement Project. The project cost is \$11,500 with our grant request for \$8,625 in total. WLS has notified our library of a tentative award of \$8,625. We will need to provide a match of nearly \$2,875 in order to qualify for this award. The WLS Board of Directors will vote on the 22 Westchester member public library grant awards on October 2nd.
- + Summer Reading Game/Summer Programming: Discussion regarding these topics (and other programming accomplishments) was deferred in order to allow Daniel Bonnet, Community Relations Committee Chair, to present
- + Friends of NRPL: The Friends will hold its next Board meeting on October 10th with its next Book Sale scheduled for October 4th, 5th and 6th.
- + NRPL Foundation: The Foundation is in the preliminary stages of planning for its 25th Anniversary Gala scheduled for May 9th. More details will be shared in the future. The "amalgamation" of the Partnership for the Huguenot Children's Library PHCL) into the Foundation is continuing to move forward. More details will be shared in the future. The next Foundation Board meeting is scheduled for November 19th

PERSONNEL REPORT:

Tom Geoffino indicated that the New Rochelle Civil Service Commission agreed to the reconfiguration of the Social Media Coordinator position by approving the integration of Library Board meeting videography duties into the position. He is hopeful the position will be posted next week.

Tom Geoffino announced that he contacted the Civil Service Department in order to facilitate the posting of the vacant Librarian 3 (Children's Library Head) position. To date, he had not received a response in relation to this request. He will continue to reach out to City Hall regarding this crucial issue.

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

- + Anthony Salvaggio to the position of Program Assistant at the Huguenot Children's Library Summer Fun Program, effective June 27th, 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 August 17th, 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 August 17th, 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 August 20th, 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 August 17th, 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 August 17th, 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 is essentially complete with punch list items remaining to be addressed, especially the connection of the old and new HVAC systems via our computer control system.

Tom Geoffino reported that the repair of the Huguenot Children's Library walkway is complete. Final steps include power washing of all areas along with a final seal coat to be applied to the walkway.

Chuck Burke recommended that the Committee (along with CROC) review the building audit (created in 2009) in order to assess the status of the various initiatives as recommended in the report.

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 our successful summer efforts in relation to the Summer Reading Game (614 children registered, 294 children completed the game with 10,768 books read) and Summer Programming (453 programs and 8,650 children, teens and adults.) Daniel also shared information about New Rochelle Open Mic and Poetry Slam, new job readiness program, Meet the Teachers Nights. Arts Fest 2018 and the Legal and Life Matters for Seniors.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Chuck Burke reported that the TAN/Bond/BAN MOU agreement between both organizations was executed in early September.

NEEDS ASSESSMENT COMMITTEE

Corey Galloway detailed the work the Committee has undertaken in the recent past relative to scheduling a series of roundtable feedback sessions that will facilitate a dialogue regarding the future direction of the library. The Committee anticipates scheduling 4 public sessions and will provide a professional facilitator, along with Committee members functioning as moderators, in order to elicit input.

Topics include:

Physical Space; Living with Neighbors and Serving all of New Rochelle; Local Businesses and Partnering with our Library; Marketing and Promotions; Programming and Usage; and What are the Benefits to You.

Corey indicated that a survey will also be created with communications to be filtered through Facebook, Library Web page, Notices via School, Churches/Synagogues and local and popular locations. The Committee expects its next efforts will be devoted to finding times for these meetings with January tentatively suggested as the beginning of this effort.

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. Documentation was distributed to Board member at tonight's meeting with the expectation that it be submitted to the Personnel Committee by October 1st.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

Tom Geoffino reported that he (along with Foundation President Chris Selin) have had a series of meetings with a New Rochelle family interested in making a donation of two significant pieces of sculpture. Next step will involve Committee member Whitney Barrat and Tom meeting with the donors relative to the terms of the donation, including placement in/outside our library facility.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

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|----------------|-------------------|
| Daniel Miller | 14 Lakeside Drive |
| Marjorie Sachs | 14 Lakeside Drive |

The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Yadira Ramos-Herbert
Secretary