

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

Chuck Burke, Board President, called the meeting to order at 7:36 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  
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF BOARD MEETING:

The September monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Yadira Ramos-Herbert 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>October Vouchers</u>	
Health Care	\$5,313.67
Contractual	\$28,924.57
Materials	\$11,686.25
Gifts and Donations	\$9,731.85
Bond/Capital	\$6,000.00
Grants	\$4,525.00
Total:	\$66,181.34

WLS REPORT:

Tom Geoffino reported that the county public library directors (PLDA) voted to select the vendor Evergreen Library System for the “next generation” replacement to our Westchester County (ILS) integrated library system. Migration to this new system is scheduled to take place in April 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. With New York State Grant monies and NRPL Foundation matching monies in place for use, we are actively engaging with our project vendors and subcontractors in order to begin the project in December 2018.

+ Main Library 2<sup>nd</sup> 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 2<sup>nd</sup> Floor Renovation Project. The WLS Board voted to confirm award our library of a tentative award of \$140,000. Given the reduced grant award, we decided to preserve the original scope of the project by creating 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 (Handelman Business Opportunity Center, Help Room, Tutoring Room), Teen Room, Local History Room and retrofitted LED lighting. We will need to provide a match of \$78,000 in order to qualify for this award. 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.

+ 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 2<sup>nd</sup>.

+ Broadcast of Library Board Meetings: Our current Board meetings are now broadcast on a daily basis on local educational cable channels at the following times: 12:30 am; 8:30 am and 3:30 pm.

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

+ NRPL Foundation: The Foundation is moving forward in relation to planning for its 25<sup>th</sup> Anniversary Gala scheduled for May 9<sup>th</sup>. More details will be shared in the future. The next Foundation Board meeting is scheduled for November 19th

## PERSONNEL REPORT:

Tom Geoffino reported that the newly reconfigured Social Media Videographer Coordinator position has been posted by New Rochelle Civil Service with a closing date set for October 19<sup>th</sup>. Interviews are expected to be scheduled shortly thereafter.

Tom Geoffino indicated that New Rochelle Civil Service will likely post the vacant Librarian 3 (Children's Library Head) position sometime next week.

Tom Geoffino discussed the plan to upgrade a vacant Library Clerk position to a new position, Community & Services Support Specialist. This position will "will provide one-on-one assistance with resources related to social services, and will act as liaison with the library's non-profit partners, while also conducting outreach efforts at meetings and events held in the community." Much discussion ensued.

Tom Geoffino presented the recommendation to create a part time Volunteer Coordinator position from funds unused due to the recent departure of the contracted WLS Human Services Assistant. This position will coordinate individual adult volunteers with library staff relative to opportunities, descriptions and requirements as well as recruit and interview potential candidates in relation to placement with appropriate library departments. Other duties will include record keeping, statistics and ongoing volunteer monitoring as well as liaison duties with the New Rochelle School District. Another significant area of responsibility will be the creation of a sustainable Teen Volunteer Program. Much discussion ensued.

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the Theater HVAC Project is essentially complete with a few minor punch list items remaining to be addressed.

#### 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.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made.

#### NEEDS ASSESSMENT COMMITTEE

Corey Galloway reported that the Committee continues to move forward in relation to its deliberations, especially in regards to the research surrounding the issue of obtaining a consultant/facilitator for this effort. Future meetings are in the offing with information to be shared with the Library Board, staff and New Rochelle community.

#### PERSONNEL COMMITTEE:

Dierdra Gray Clark moved that upon the recommendation of the Director, the Board of Trustees does endorse the creation of a part time Volunteer Coordinator, seconded by Daniel Bonnet and approved, with one abstention (Sarah Langlois.)

Dierdra Gray Clark moved that upon the recommendation of the Director, the Board of Trustees does endorse the upgrade of the vacant full time Library Clerk position to the full time Community & Services Support Specialist position, seconded by Daniel Bonnet and approved.

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. Board members were asked to submit their evaluation forms in the near future with the evaluation to be shared with the Director prior to the November meeting as well as the findings to be shared with the Board as a whole during the November Board executive session meeting.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

Chair Whitney Barrat reported that she (along with Tom Geoffino) are scheduled to meet with the prospective art donors regarding their significant donation of art to the library. Additional news will be shared as appropriate.

PUBLIC DISCUSSION:

The following individuals spoke during this time:  
Dorothy Oliver 162 Clinton Avenue

The meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Yadira Ramos-Herbert  
Secretary