

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday January 10, 2019**

Charles Burke, Board President, called the meeting to order at 7:30 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

Francis Okelo

MINUTES OF BOARD MEETING:

The December monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Daniel Bonnet 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	\$89,736.40
Contractual	\$70,165.52
Materials	\$11,774.72
Gifts and Donations	\$1,500.00
Bond/Capital	\$16,534.00
Petty Cash	\$106.01
Various	\$4,776.43
Total:	\$194,593.08

WLS REPORT:

Francis Okelo reported that he met with WLS Executive Director Terry Kirchner in early January. The focus of the meeting was to provide Francis with support and background information in his new role as the New Rochelle representative to the WLS Executive Board of Directors. He indicated that his first Board meeting is scheduled for January 30<sup>th</sup>. Tom Geoffino reported on milestones in the upcoming WLS migration to our new online catalog vendor, Evergreen:

- + February 1<sup>st</sup>: No more additions of “unique” catalog records till migration
- + February 18<sup>th</sup>: No more additions of any bibliographic and item records till migration
- + March 10<sup>th</sup>: No more online circulation of items till migration
- + March 11<sup>th</sup> – 13<sup>th</sup>: Current online system disabled till migration
- + March 14<sup>th</sup>: New WLS Evergreen System “Goes Live”! System functionality restored.

#### PRESIDENT’S REPORT:

President Chuck Burke shared the letter he had recently sent to Development Commissioner Aragon relative to Library Board (and community) concerns regarding the status of adjacent public parking. Chuck reported that no response yet has yet been received from either Commissioner Aragon or his representatives.

#### 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 and expect to begin the project in early/mid-March upon receipt of furniture and other technology related items.

+ 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 buy 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 2019.

+ 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. 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 2019.

+ Coworking Space: Our library has submitted an application to the New Rochelle Downtown Redevelopment Space relative to interest in receiving support in its efforts to create a coworking space as a part of the library. Preliminary conversations between Committee representatives have begun but no formal response or expression of interest has been made to our library.

+ Friends of NRPL: The Friends will hold its next Board meeting on February 6th with its monthly book sale scheduled for February 1<sup>st</sup> and 2nd.

+ 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. Next “Cocktails and Conversation” March 14<sup>th</sup> program will feature Dr. Eric Klineneberg and Mayor Noam Bramson discussing the thought provoking topic “How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life “? The next Foundation Board meeting is scheduled for March 18th.

**PERSONNEL REPORT:**

Chuck Burke moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the hiring of Librarian III Robert Simic effective January 22, 2019 at annual salary of \$76,574 per hour seconded by Whitney Barrat and approved.

Teen Assistant (and contract worker) Luis Briseno was brought on board at our library on December 17<sup>th</sup>.

The Community & Services Support Specialist position was created by the Civil Service Commission on November 20th. To date, the Civil Service Office has not responded to the Library’s request to post this position.

Chuck Burke moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the salary increases of the following Library Pages (due to the December 31, 2018 New York State Minimum Wage increase - see list below) effective December 31, 2018, seconded by Whitney Barrat and approved:

<b>Name</b>	<b>Gross Salary</b>	<b>Current Hourly Rate</b>	<b>New Gross Salary</b>	<b>New Hourly Rate</b>
DeNicolò, Dawn	\$11,407.50	\$11.25	\$12,421.50	\$12.25

Gayosso Alvarez, Beatriz	\$11,154.00	\$11.00	\$12,168.00	\$12.00
Hernandez, Jessica	\$11,600.16	\$11.44	\$12,614.16	\$12.44
Jiffry, Jeeshan	\$11,154.00	\$11.00	\$12,168.00	\$12.00
Johnson-Smith, DeAra	\$11,356.80	\$11.20	\$12,370.80	\$12.20
Klein, Robert	\$11,600.16	\$11.44	\$12,614.16	\$12.44
Moraga, Urania N.	\$12,472.20	\$12.30	\$13,486.20	\$13.30
Ochoa-Ramirez, Estafani	\$11,154.00	\$11.00	\$12,168.00	\$12.00
Varghese, Leena A.	\$11,154.00	\$11.00	\$12,168.00	\$12.00

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois reported that CROC members created a draft building audit RFP for Committee and Board consideration. The Board indicated that it will review and provide input, potential modifications, etc. for consideration. Action to approve this document is scheduled to occur at the February meeting. Tom Geoffino reported on the status of the nonfunctioning library elevator. Failure occurred in later November and conversations began at that point in time to resolve this significant repair without the library accepting financial burden tied to this matter. After a protracted and challenging effort, the elevator modernization vendor (as well as contracted maintenance vendor) has agreed to underwrite its repair. The final element to be determined is the employment of a waterproof vendor to completely eradicate water infiltration from the elevator pit. Our consultant is assisting our library in determining the vendors best able to accomplish this goal. Once the vendor is selected, we will move forward to complete the work in a sequence designed to bring the elevator online and without the fear of facing this problem in the future.

#### 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 as well as other philanthropic evented designed to support the New Rochelle non-profit community. In particular, he highlighted our library's extremely popular Three King's Day celebration, a storied cultural tradition in the Latino community. Daniel also complimented our Friends group regarding their sponsorship of the powerful Foundation Center database product now available to our patrons and other interested parties. He also recommended our community to endorse our organization via Facebook, Google, etc.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

Committee Chair Chuck Burke reported on January 10<sup>th</sup> Finance Committee meeting. The focus of the meeting was the library audit (as recently approved by the Board of Education/School District.) Good news is that the auditors determined our organization was in a healthy state and characterized our Fund Balance as strong, detailing a small increase in its fund size following the close of FY 2018/19.

#### NEEDS ASSESSMENT COMMITTEE

Committee Chair Corey Galloway reported that the Committee RFP cover letter, while not yet posted due to the recent holiday season is nearly written and available for consideration.

#### PERSONNEL COMMITTEE:

No report was made.

#### POLICY COMMITTEE:

No report was made.

#### SPECIAL PROJECTS:

Chair Whitney Barrat and Tom Geoffino reported that the New Rochelle Public Library Foundation has taken the lead in facilitating the potential donation of the 3 pieces of sculpture to our library as well as spearheading a project that calls for the renovation of the Library Memorial Highway Courtyard into an attractive, functional Sculpture Garden space. No more details are known but the Foundation Project “team” has promised to keep us in the loop as this effort moves forward.

#### PUBLIC DISCUSSION:

The following individuals spoke during this time:

Daniel Miller	14 Lakeside Drive
Marjorie Sachs	14 Lakeside Drive
Monique Evillard	26 Center Avenue
Dorothy Oliver	doliver162@yahoo.com
Lourdes Font	76 Vaughn Avenue
Magaly Mercado	64 Brook Street

The meeting was adjourned at 8:51 p.m.

Respectfully submitted,

Yadira Ramos-Herbert  
Secretary

