

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday March 14, 2019**

Charles Burke, Board President, called the meeting to order at 7:40 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 (excused)

MINUTES OF BOARD MEETING:

The February monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved, seconded by Whitney Barrat 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>March Vouchers</u>	
Health Care	\$49,741.00
Contractual	\$41,734.60
Materials	\$8,339.51
Gifts and Donations	\$24,340.00
Grants	\$14,709.15
Bond/Capital	\$15,741.00
Various	\$2,387.50
Total:	\$184,784.46

WLS REPORT:

Francis Okelo was unable to attend the meeting but Tom Geoffino reported our ILS migration (along with all other WLS member libraries) began today. He indicated that

early staff reports are somewhat positive but are also characterizing glitches and dropped information components (relative to a variety of patron, material status and other data points) as troubling and problematic.

#### PRESIDENT'S REPORT:

No report was made.

#### 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. The project began on March 4<sup>th</sup> as scheduled with our various project vendors and subcontractors contributing per our plan. The library closed yesterday (March 13<sup>th</sup>) due to the demolition of the Circulation Desk (and surrounding office cabinetry and other peripheral components) and its removal from our facility. Future work will proceed as scheduled with our expectation that most major components will be in place by late April. Tom Geoffino highlighted the exceptional work of Rob Florin, lead custodian, and Mike Abruzzi, custodian, in successfully working "above and beyond" in order to move this project forward relative to project management as well as various trades (carpentry, electrical and other tasks) despite the loss of our other custodial staff person.

+ 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 2019.

+ HCL Furnace/Boiler Replacement Project: In August 2018, our library submitted a FY 2018/19 New York State Construction Grant 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: To date, no further contact from the New Rochelle Downtown Redevelopment Initiative. regarding our Coworking Space grant application status has been forthcoming.

+ Friends of NRPL: The Friends will hold its next Board meeting on April 10th with its monthly book sale scheduled for April 5<sup>th</sup> and 6<sup>th</sup>.

+ NRPL Foundation: The Foundation is rapidly 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 March 18th.

+ Rotary Club of New Rochelle 100<sup>th</sup> Anniversary Gala: On April 10<sup>th</sup>, our local Rotary Club will celebrate its Centenary and its philosophy of "Service Over Self" by honoring significant community collaborators including library "family members" Dr. LaRuth Gray, Chris Selin, Kathy Cronin and Tom Geoffino.

#### PERSONNEL REPORT:

Tom Geoffino announced the appointment of Denise Ramirez-Link to the newly created position of Community & Services Support Specialist. Chuck Burke moved that the Ms. Link- Ramirez be hired as Community & Services Support Specialist at an annual wage of \$48,530, seconded by Dierdra Clark and approved.

#### BUDGET COMMITTEE:

Budget Committee Chair Chuck Burke reported on the recent Budget Committee meeting re prospective FY 2019/20 library budget proposal. He provided a detailed summary of the 3 options as recommended by the Budget Committee for Board action:

The major drivers in the year over year increase are as follow:

+ \$95K in full time salary increase due to the negotiated collective bargaining 2.75% increase. This expense is fixed in nature.

+ \$64K in fringe benefit accounts. This includes: NY State Retirement Plan increase of \$38K, Medical insurance increase of \$16K, Social Security payment increase of \$5.5K and dental plan increase of \$4.5K. These expenses are fixed in nature.

+ \$5.5K in WLS dues. The dues schedule is approved by the WLS Directors Group and the WLS Board of Trustees. This expense is fixed in nature.

#### **FY 2019/20 Budget Options**

+ 0% (or flat) budget option. This budget will not allow for any increases - it will remain the same as the current year.

+ 2% (NY Cap compliant) budget option. This budget calls for an increase of \$109,454.32 from year over year.

+ 3.91% budget option. This budget calls for an increase of \$213,012.70 from year over year.

**+ 0% (or flat) Budget Option.**

This budget will not allow for any increases - it will remain the same as the current year. The 0% increase will preserve the mandated union increase but will cut \$51K from our hourly budget thus eliminating the first floor Information Desk staffing and reducing coverage on all other public service desk, will level fund medical insurance despite an expected increase, will cut \$67K from the materials budget crippling our ability to provide library materials for the public and allow for no increase in expected medical insurance increases and will cut \$4.9K from building contingency funds always useful in our dealing with unexpected failures in our aging building infrastructure.

**+ 2% (NY Cap compliant) Budget Option.**

This budget calls for an increase of \$109,454.32 from year over year.

The 2% increase will preserve the mandated union increase and allow for level funding for the hourly staff but with no salary increases. will level fund medical insurance despite an expected increase, will cut \$10K from the materials budget impairing our ability to provide library materials for the public and will cut \$4.9K from building contingency funds always useful in our dealing with unexpected failures in our aging building infrastructure.

**+ 3.91% Budget Option.**

This budget calls for an increase of \$213,012.70 from year over year.

The 3.91% increase will preserve the mandated union increase and allow for level funding for the hourly staff. \$5K overtime increase will allow us to continue and expand our efforts for staff to attend all NRSD school "Meet the Parents" Nights. This option will allow the library (at an increased cost of \$50K) to upgrade the hourly archivist position to a full time position due to the imperative need to more successfully preserve, organize display and make accessible our unique local history archival material. It will provide adequate funding for expected medical insurance and NY State Retirement Plan increases. This option will also allow (at a cost of \$7.5K) for a doubling of broadband pipeline in order to meet the extraordinarily increasing demand for fast Internet access. Our security guards have not had a raise since 2014 so we are asking for a \$6.5K increase to provide this enhancement. The \$4.9K cut from building contingency funds will be restored.

Chuck Burke indicated that the Budget Committee unanimously recommended that the 3.90% budget option be adopted as the Committee believes this budget best meets the needs of the community as well as still functioning as a fiscally prudent blueprint for FY 2019/20.

Much conversation ensued regarding the various budget options.

Yadira Ramos-Herbert moved that the 3.90% FY 2019/20 budget proposal be approved, seconded by Corey Galloway and approved. (with Sarah Langlois voting against the proposal.)

## BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino provided an update on the status of the nonfunctioning library elevator. The elevator modernization vendor completed the first phase of work in early March. Thereupon, our waterproofing vendor successfully installed a solution to prevent the influx of any future water. The elevator vendor was scheduled to return, once waterproofing was complete, in order to complete the project and thus restore elevator service to our facility. Unfortunately, the vendor did not return as but this situation has since been resolved with the vendor agreeing to return and bring the elevator online as well as underwrite the cost of the replacement elevator jack. The vendor has indicated it will install the jack (and thus bring the elevator back online) by late April.

Chair Sarah Langlois reported that CROC/Buildings & Grounds Committee building audit RFP will be posted on our website tomorrow with the deadline for submission scheduled for April 11<sup>th</sup>.

## 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 event designed to support the New Rochelle non-profit community. In particular, he highlighted our new Teen programming efforts. Further conversation ensued regarding potential approaches to publicizing / popularizing our programs as well as other approaches to garner teen interest in use of our library and its resources.

Sarah Langlois reported 6 New Rochelle art teachers have agreed to contribute toward the proposed HCL "Coloring Book" project. Further details will be shared in the near future.

Dierdra Clark moved that the following individuals be approved as New Rochelle Public Library Foundation Board members:

+ Joan F. Clark, Lori Morrow and Roderick Rolett

Dierdra Clark seconded the motion, and approved.

## FINANCE, TREASURY AND AUDIT COMMITTEE:

No report made.

## NEEDS ASSESSMENT COMMITTEE

Committee Chair Corey Galloway reported the Needs Assessment RFP deadline was tomorrow (March 12<sup>th</sup>.) Much discussion ensued relative to posting the RFP and access to this and other similar documents. Per the general sense of the Board, Tom was asked to extend the RFP deadline to March 19<sup>th</sup> as well as investigate the possibility of WLS

providing a forum for placement of this RFP document and other future library RFP proposals.

**PERSONNEL COMMITTEE:**

No report was made.

**POLICY COMMITTEE:**

Chair Yadira Ramos-Herbert reported that the Policy Committee will schedule a meeting to consider a new Sexual Harassment Policy as recommended by New York State.

**SPECIAL PROJECTS:**

Whitney Barrat reported that the New Rochelle Public Library Foundation is still in discussion stages with the donor regarding the donation of the 3 pieces of sculpture to our library. Further developments will be shared as information is made available.

**PUBLIC DISCUSSION:**

The following individuals spoke during this time:

Marjorie Sachs	14 Lakeside Drive
Myriam DeCihe	Mount Joy Place

The meeting was adjourned at 9:32 p.m.

Respectfully submitted,

Yadira Ramos-Herbert  
Secretary