

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday May 7, 2019**

Charles 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
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

MINUTES OF BOARD MEETING:

The April monthly meeting minutes were reviewed by the Trustees. Yadira Ramos-Herbert 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>May Vouchers</u>	
Health Care	\$48,187.09
Contractual	\$62,622.47
Materials	\$12,506.42
Gifts and Donations	\$8,277.55
Grants	\$7,825.00
Various	\$2,633.72
Total:	\$142,052.25

WLS REPORT:

Francis Okelo provided the following update:

- The financial situation of the WLS is very good, and the resources are being well used;
- The WLS Board received and noted with satisfaction the WLS System Annual Report 2018;
- WLS (D. Kirchner and Mr. Caluori) are developing a public statement regarding more effective cooperation between WLS and the libraries in the event of a virus attack, as recently experienced by the Ossining and other libraries. They will prepare a budget and plan of action for how to guard against future issues and provide clearer communication and back-up support for the member libraries;
- The appointment of Ms. Matthews-Serra was approved by the Board to replace Ms. Draper for the vacancy of District XI (White Plains). Ms. Draper had resigned from her position earlier in the year;
- WLS is arranging for the screening of the film RESILIENCE to NRPL and other libraries;
- The recent Evergreen Integrated Library System (ILS) has been a great success. While there are still issues to be addressed, new ILS platform is progressively getting stronger;
- WLS is 1 of 24 national winners of the Barbara Bush Foundation Adult Literacy XPRIZE Communities Competition for the share of the \$500,00 prize;
- Introduced at the June 2018 American Association (ALA) conference, Learning Upgrade is a new tool using mixed media approach to keep users engaged and is a fun way to learn. Available as an app for Android and iOS as well as via web browser, the program allows users to take a brief placement test or choose a starting level. In the coming weeks, copies of a new brochure – *Free Online Learning Resources for all Ages* – will be distributed to member libraries, followed by advertising, outreach and hosting of “download events” at a number of locations;
- The 2020 Census will be conducted primarily online. Libraries are expected to be a key provider of internet access and assistance in completing the survey for individuals and communities.

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 first phase of the project is nearly complete with the opening of the new Circulation desk/back office and security station expected during

the week of May 10th. The next phase will witness the installation of the materials anti-theft system, security gate, patron self-check-out kiosks, patron holds retrieval area and new bulkhead/signage.

+ 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 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. Planning is underway for the identification and ordering of the various elements that comprise this project.

+ 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.

+ EDAP Grant: Through the sponsorship of Senator Andrea Stewart-Cousins, our library is in the process of finalizing our submission for a New York State Economic Development Program (NYS EDAP) \$100,000 Grant for our Gateway Project. We expect to complete this effort before the end of May. Details relating to the approval and distribution of the grant is uncertain at this time.

+ Neighborhood Association Meetings: Our library mailed over 70 letters to New Rochelle neighborhood associations requesting to be invited attend meeting prior to the May 21st election. The goal in this effort is to share information regarding the FY 2019/20 budget proposal, provide an overview about library services, highlight notable achievements and answer questions about these topics or anything of interest to the New Rochelle community. Another important aspect of these meeting is the opportunity for residents to meet library trustees, especially candidates running for the vacant library trustee positions. Currently, 2 5 year terms are available with 3 candidates campaigning for office, including 2 incumbents seeking to be reelected. To date, our library "team" has appeared at 3 meetings scattered throughout New Rochelle with 3 additional meetings scheduled prior to the election. Our annual budget mailer is scheduled to be mailed tomorrow, May 8th and will arrive at resident's homes long before election day.

+ Friends of NRPL: The Friends will hold its next Board meeting on May 8th with its monthly book sale scheduled for June 6th and 7th. The Friends Annual Volunteer Luncheon is scheduled for May 29th.

+ NRPL Foundation: The Foundation 25th Anniversary Gala is scheduled for May 9th. Interest and support for this event is extraordinarily high with attendance expected to witness over 375 participants. The next Foundation Board meeting is scheduled for May 20th.

PERSONNEL REPORT:

Chuck Burke moved that upon the recommendation of the Director, the Board of Trustees do hereby accept the resignation of Library page Jishan Jiffrey, effective March 28, 2019, at a salary of \$12.00 per hour, seconded by Dierdra Clark and approved.

Chuck Burke moved, that upon the recommendation of the Director, the Board of Trustees do hereby approve the appointment of Casandra Chen to the position of Library Page, effective March 23, 2019 at a salary of \$12.00, seconded by Whitney Barrat and approved.

Chuck Burke moved that upon the recommendation of the Director, the Board of Trustees do hereby accept the retirement/resignation of Senior Clerk Mary Kane Pasacreta at an annual salary of \$56,344 effective April 30, 2019, seconded by Dierdra Clark and approved.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois reported that Buildings & Grounds Committee/CROC Building Audit RFP resulted in 3 vendor responses. Analysis of these bids remain on hold pending a meeting with the Committee and its CROC advisors. Such a meeting is expected to occur in early/middle May 2019.

Tom Geoffino reported that the elevator vendor is now onsite and actively making the repairs necessary for the resumption of service. Progress seems positive with our consultant scheduled to visit on May 9th in order to continue his inspections regarding the status of the restoration of functionality. It is hoped that the elevator will begin service during the week of May 20th.

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 events designed to support the New Rochelle non-profit community.

In particular, Daniel highlighted the following accomplishments:

+ April, Vacation Week: All programs well attended and much appreciated. Friends sponsorship made this success possible.

+ National Children's Book Week: This week long fabulous celebration of music, movement, storytelling, parading and food – and much more - was hugely popular thanks to the support of Steve and Sara Sonet in memory of their mother, former Children's Librarian Louise Sonet. A special highlight of the week was the opening of our wonderful "Our Children/Our Artists" exhibit!

+ Exciting and diverse adult programs and our new Community Services Specialist Denise Link going "online" in her role as providing one-on-one assistance to our patrons are other notable achievements since the April Board meeting.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made.

NEEDS ASSESSMENT COMMITTEE

Committee Chair Corey Galloway indicated that selection process for the engagement of the consultant is pending until after the conclusion of May 21st Library Trustee election.

PERSONNEL COMMITTEE:

Dierdra Clark moved the following salary increases and salary enhancements for the following staff:

As previously discussed at the March Board meeting, Tom Geoffino cited the "over and above" project management and construction achievement of our custodians Rob Florin and Mike Abuzzi in relation the Gateway Project (despite an ongoing custodial short staffing situation) and asked the Board to acknowledge their accomplishment in the context of a onetime salary enhancement. - Rob Florin \$1000 and Mike Abruzzi \$500.

Tom Geoffino proposed the following increases for the full time non-union staff:

Tom Geoffino and Barbara Davis: 2.75% for FY 2019/20.

Jean Manning: For FY 2019/20. The increase will bring her in line with the salary classification for our Librarian III staff at Step 3; this mirrored the increase from FY 2018/19 which includes the step increase and will be looked at on a year to year basis going forward.

In the future both Jean and Barbara will receive employee evaluations.

This motion was seconded by Whitney Barrat and approved.

POLICY COMMITTEE:

Chair Yadira Ramos-Herbert reported that the Policy Committee has scheduled its next meeting for June 6th in order to consider the creation of a number of new library policies for Board consideration. Such policies include a new Sexual Harassment Policy as recommended by New York State, Library Fund Balance Policy and Library Board of Trustees Library Trustee Temporary Appointment Policy.

SPECIAL PROJECTS:

Chair Whitney Barrat had no update regarding the Foundation sponsored Memorial Highway Courtyard Construction Project. Tom Geoffino indicated that Foundation Development Committee Chair Lynn Green and her colleagues are on the cusp of obtaining local state legislative commitments relative to significant grant monies to assist in underwriting this effort. He also reported that the scope of this project has increased due to the need to create a more effective and public friendly handicapped entrance - and to significantly improve lighting in the space in order to ensure a safer area for our community during dark evening hours.

NOMINATIONS COMMITTEE

Dierdra Clark moved to appoint an Ad Hoc Nominations Committee consisting of Chuck Burke, Whitney Barrat and Daniel Bonnet with the charge of nominating the recommended slate of officers to serve in FY 2019/20, seconded by Yadira Ramos-Herbert and approved.

PUBLIC DISCUSSION:

No members of the public chose to speak:

The meeting was adjourned at 8:43 p.m.

Respectfully submitted,

Yadira Ramos-Herbert
Secretary