

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday, February 20, 2014**

Haina Just-Michael, Board President, called the meeting to order at 7:38 p.m.

BOARD MEMBERS

Haina Just-Michael, President  
Emery Schweig Vice President  
George Walters, Secretary (excused)  
Bernardo Nunez  
Bo Kemp (excused)  
Gregory T. Varian  
Quentin J. Jacobs

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

**PROJECT MANAGER REPORT:**

Roxanne Neilson, Project Manager, reported on the following issues:

- + Lawton and Memorial Highway Vestibules: Suburban prepared to submit final schedule, contract and site safety plan with construction kick-off scheduled for February 20<sup>th</sup>. “Team” recommendation for the initial entrance construction project work is for the Memorial Highway entrance (as opposed to the Lawton Street entrance.)
- + Sprinkler Project: The installation of the Back Flow Preventer is complete. Contractor and electrician are scheduled to connect sprinkler loop to new water service and tie in taper switches on February 17<sup>th</sup>.
- + Exterior Electronic Signage: The contract award to AJ Sign Company of Burnt Hills, NY was executed with its submittal delayed due to the redrafting of the document specific to certain necessary corrections. Submittals have been passed to WASA for review and returned to AJ Sign Company for corrections. Color selections to be made in near future with Library Board and administration input.
- + Elevator Project: CBA Elevator Consultants are involved in the design phase for rehabilitation of elevator. CROC will review progress drawings upon completion of documentation. The elevator will be non-functional for an unknown period of time during construction so the library is considering a variety of options to assist patrons needing library resources on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. Lilker has reviewed Fire Alarm drawings and recommended that an additional component and programming will be needed to recall the newly renovated elevator.
- + Theater HVAC: Budget assignment is pending. Johnson Controls proposed contract to be reviewed by CROC for consideration relative to another option in obtaining a new HVAC system for the theater (as well as other library spaces.)

+ Chiller: Carrier has presented a proposal in relation to the failing library chiller. Lilker Engineering is engaged in analysis of Carrier proposal but it would seem likely that the chiller cannot be modified.

MINUTES OF JANUARY MEETING:

The January 9<sup>th</sup> meeting minutes were reviewed by the Trustees. Emery Schweig moved that the minutes be approved, as amended, seconded by Quentin Jacobs 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>February Vouchers</u>	
Contractual & Supplies	\$58,540.34
Grants	\$40,781.74
Various	\$2,662.86
Material Expenses	\$11,429.65
Health Care	\$1,640.92
Workers Comp	\$374.81
Petty Cash	\$219.40

FINANCIAL REPORT:

Expenditures for the current fiscal year are on target and within expectations. Revenue collection for the year has been very strong with over \$130,000 collected to date.

WLS REPORT:

Tom Geoffino reported on the following issues:

- + The ILS Migration Committee, under its charge of assisting WLS in the selection and implementation of a new ILS system for its member libraries, has scheduled a series of prospective vendor demonstrations for member libraries through early March 2014. The next step in the process calls for the release of a vendor RFP for the replacement of the current ILS system.
- + The February PLDA meeting was held earlier today.
- + WLS is coordinating lobbying efforts in Albany with the County's legislative contingent on Library Advocacy Day on February 26<sup>th</sup>. Haina Just-Michael and Tom Geoffino are scheduled to participate in this effort.

PRESIDENTS REPORT:

President Haina Just-Michael had no report per se but has collaborated with Director Tom Geoffino and his report.

DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

- + Our library has nearly completed its work in relation to the FY 2012/13 New York State Construction Grants specific to the Main Library Children's area. The Main Library grant award is for \$89,081 and calls for the replacement of the carpet, tables and chairs as well as the establishment of a signature entrance to the Children's area. A small number of punch list items remain with some minor and specialized fabrication components left to be completed.
- + Our FY 2013/14 New York State Construction Main Library \$60,000 grant application (relating to the renovation of adult areas in the first floor and a section of the second floor.) as well as our FY 2013/14 New York State Construction Grant \$11,600 Huguenot Children's Library grant application (relating to the replacement of lighting and the reconfiguration of storage space at the Huguenot Children's Library) is still awaiting approval in Albany.
- + Our 2 New York State Hazard Mitigation Grant letters of intent were previously approved by New York State. (This grant program is designed to assist local governments and non-profit organizations rebuild stronger, more resilient communities across all 62 counties in NY State.) We previously submitted 2 grant applications (\$150,000 Emergency Lighting Project and \$160,000 Emergency Generator - Phase 1) with next steps involving the analysis of the grants by New York State staff. A successful review will engender submission of the recommended grant application(s) to FEMA for final consideration.
- + Our library submitted a \$20,000 application National Endowment of the Arts Big Read Grant program for Mark Twain's classic novel Tom Sawyer. We expect to learn about our grant request in April 2014 and oversee the actual event during May and June 2015.
- + Our library was successful in obtaining a \$2,600 Rotary Club of New Rochelle Grant that will be utilized towards the funding of library cardholders for children as well as underwriting a special project designed to digitize local history photographs and other graphic representations.
- + Our Long Range Plan initiative continues to progress in relation to the large number (1700+) surveys (in both English and Spanish versions) filled out by patrons as well as the numerous focus groups currently underway and slated to continue through the month of February. The Town Meeting, scheduled for the evening of February 27<sup>th</sup>, will function as the final significant event designed to elicit patron input regarding the library. A Library Board/Planning Committee retreat will be the next step in the creation of our long range plan and will take place in late March or April.
- + Important upcoming events include the State of the City program on March 20<sup>th</sup>, the Library Trustee Association of New York Institute scheduled to be held in Tarrytown on May 2<sup>nd</sup> and 3<sup>rd</sup> and Book Expo America to be held in New York City on May 29<sup>th</sup> through May 31<sup>st</sup>.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on March 17<sup>th</sup> along with its next monthly book sale scheduled for March 7<sup>th</sup> and 8<sup>th</sup>. The next Foundation Board meeting is scheduled for March 10<sup>th</sup>.

#### PERSONNEL REPORT:

The New Rochelle Civil Service posting for the Administrative Assistant position closed on December 6<sup>th</sup>. A small group of qualified applicants took the examination on January 25, 2014. A civil service list of successful applicants will likely be created in April 2014.

Quentin Jacobs moved that upon the recommendation of the Director, the Board of Trustees does hereby:

- + Approve the appointment of Leilani C. Rosario to the position of Library Page, effective February 11, 2014 at a salary of \$8.00 per hour,
- + Approve the appointment of Andrew Baez to the position of Library Clerk, effective February 20, 2014 at a salary of \$17.12 per hour.
- + Accept the resignation of Library Clerk Terri Zoroufie, effective February 3, 2014, at a salary of \$18.51 per hour.

Seconded by Emery Schweig and approved.

**BUDGET COMMITTEE:**

The Budget Committee has met with Tom Geoffino and Jean Manning in relation to the FY2014/15 library budget. A variety of prospective options were presented to the Committee for its consideration. No recommendation to the Board has been made but the Committee will likely reach a decision prior to the March meeting. It is expected that the Board will adopt the FY2014/15 Library Budget at this meeting.

**BUILDING AND GROUNDS COMMITTEE:**

No report was made.

**COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE**

Haina Just-Michael indicated that her report was covered by Tom Geoffino (and herself) in the Directors Report as presented earlier in the evening.

**FINANCE, TREASURY AND AUDIT COMMITTEE:**

No report was made.

**PERSONNEL COMMITTEE:**

No report was made.

**POLICY COMMITTEE:**

Committee Chair Greg Varian reported that the Committee is continuing in its efforts regarding policy issues and will bring all future policy changes to the Board for its consideration.

**SPECIAL PROJECTS:**

No report was made.

**EXECUTIVE SESSION:**

At 8:48 pm, Haina Just-Michael moved to go into Executive Session for the purposes of discussing personnel and legal matters, seconded by Greg Varian and approved. Executive Session ended at 9:40 pm.

The meeting was adjourned at 9:44 p.m.

Respectfully submitted,

George Walters,

Secretary