

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday, January 12, 2017**

Greg Varian, Board Vice President, called the meeting to order at 7:30 p.m.

BOARD MEMBERS

Charles Burke, Jr, President (Absent)
Gregory T. Varian, Vice President
Dierdra Gray Clark, Secretary
Haina Just-Michael
Quentin S. Jacobs
Damon Maher
Yadira Ramos-Herbert

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray

OLD BUSINESS:

Downtown Redevelopment:

Vice President Greg Varian, in lieu of absent President Chuck Burke, reported that no activity relative to conversations/negotiations with RDRXR has occurred since the December Library Board President's report.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Peggy Godfrey

Laraine Karl

Marjorie Sachs

LIK43@OPTONLINE.NET

14 Lakeside Drive

WLS REPORT:

LaRuth Gray reported that WLS Board and staff is beginning to work on the formulation of an updated Strategic Plan for the organization. She also highlighted her recent attendance at the Metropolitan Library Council Annual 2017 Conference. She found it to be an extremely interesting and stimulating experience with workshops relating to community engagement, reimagining libraries and the Empire Digital State Network to be particularly noteworthy.

PROJECT MANAGERS REPORT:

Roxanne Neilson, Project Manager, did not attend the meeting. No report was submitted in advance by Ms. Neilson.

MINUTES OF BOARD MEETING:

The December monthly meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved as amended, seconded by Damon Maher 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>	
Bond-Capital	\$319.05
Health Care	\$77,184.05
Contractual	\$144,477.43
Various	\$5,369.25
Materials	\$13,146.33
Gifts and Donations	\$620.92
Petty Cash	\$105.99
Total:	\$241,223.02

FINANCIAL REPORT:

Documents relating to the library's fiscal situation were distributed but no report was made in accordance with the wishes of the Board.

PRESIDENTS 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 Theater HVAC Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the Main Library Theater HVAC Project. Our grant award for this project was \$77,647 per WLS Board of Trustees. However, this award was recently increased by \$1,157 to \$78,804 due to the withdrawal of another WLS library grant application. The New York State Library will confirm the award, pending Dormitory Authority of the State of New York approval, in May/June 2017. The library expects to receive this grant in August/September 2017.
- + HCL Window Replacement Window Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the HCL Window Replacement Project. Our grant award for this project is \$27,647 per WLS Board of Trustees. However, this award was recently increased by \$1,157 to \$28,804 due to the withdrawal of another WLS library grant application. The New York State Library will confirm the award, pending Dormitory Authority of the State of New York approval, in May/June 2017. The library expects to receive this grant in August/September 2017.
- + Smart Family Foundation: Ms. Mary Smart, representing the newly reconstituted Smart Family Foundation, has agreed to provide grant funding for the retrofitting of the soon-to-be vacated Friends Book Store into a Volunteer Center space.
- + Friends of NRPL: The newly reconstituted Friends Book Store construction project is nearly complete. The formal opening of this new space is still undetermined as the store needs to be appropriately stocked and ready for its customers. The Friends approved its 2017 Grants Budget for the Library at its December 7th meeting – a total of \$53,550 will be allocated to a variety of library programs/projects in 2017, along with \$8,500 in 2016 unspent Local History carry-over monies. Friends will hold its next monthly Board meeting on January 11th with its Book Sale scheduled for January 6th and 7th.

+ NRPL Foundation: On Valentine's Day, the Foundation will host "Clutching Your Pearls"- a luncheon and conversation with bestselling romance authors Kristi Cook, K.M. Jackson, Sally Mackenzie and Maya Rodale. Former Foundation President Paul Warhit will be honored at the Westchester Jewish Council Gala on February 4th. The next Foundation Board meeting is scheduled for January 23rd.

PERSONNEL REPORT:

Greg Varian 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, 2016 New York State Minimum Wage increase - see list below) effective December 31, 2016, seconded by Haina Just-Michael and approved:

Rosette Beckman:	\$9.74 to \$10.74
Karina Cortez:	\$9.00 to \$10.00
Dawn DeNicolo:	\$9.25 to \$10.25
Jessica Hernandez:	\$9.44 to \$10.44
Beatrice Gayosso Alvarez	\$9.00 to \$10.00
Andrea Hirschman:	\$9.20 to \$10.20
Jeeshan Jiffrey:	\$9.00 to \$10.00
DeAra Johnson-Smith:	\$9.20 to \$10.20
Robert Klein:	\$9.44 to \$10.44
Urania N. Moraga:	\$10.30 to \$11.30
Leena Varghese:	\$9.00 to \$10.00
Sabitha Sanban:	\$9.00 to \$10.00

BUILDING AND GROUNDS COMMITTEE:

Greg Varian reported on the January 3rd Buildings and Grounds Committee meeting (that included CROC member Richard Bienenfeld.) The meeting focus was specifically tied to better understanding the issues, and potential project costs, facing the Board relative to the establishment of the Theater HVAC Project. Harry Spring, formerly affiliated with WASA, and Gene Eng of GC Eng & Associates, PC attended in order to discuss various aspects of the project in their roles as the prospective project engineering firm and Owner's Representative. Also on the agenda was the prospective replacement of the Air Handler System and the connection (and cost implications) of this project, with the Theater HVAC System Project.

Greg Varian articulated his concerns about embarking on such costly facility infrastructure projects given the uncertainty regarding the future status of the Main Library relative to proposed redevelopment efforts. He wondered if it might be most prudent to delay these efforts for a period of time in the hopes that we might gain some clarity regarding our situation. Much discussion ensued regarding this point of view. Questions raised included concerns regarding the viability of the Theater HVAC State Grant if delays were to be scheduled as well as the status of future State Construction Project Grant applications if our library was to default on this grant award. Other concerns raised by Board members and members of the public related to the negative message implicit in the proposed delay of the project as well the continuing discomfort of patrons attending programs and meeting in the theater and adjacent meeting room. Greg Varian indicated that the Committee would continue to consider the proposed projects but looked towards obtaining information regarding terms of the State Grant as well as the likely cost of the projects and a confirmation of monies still remaining in the Capital Funds Account in order that the Board could fully understand this information in order to make the most informed and appropriate decision.

BUDGET COMMITTEE:

Haina Just-Michael reported that the Committee had its initial Committee meeting on December 5th and has scheduled its next meeting on January 5th in order to continue the process of establishing the library FY2017/18 Budget request.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Haina Just-Michael reported that she continues to broadcast her monthly WVOX “All Things New Rochelle Public Library” show every 3rd Thursday at 12 noon as well as a brief 5-minute library event/service highlight every Wednesday morning around 7:10 am.

FINANCE, TREASURY AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

Chair Damon Maher summarized the status of collective bargaining agreement between the Board and the library union. He indicated that a tentative agreement has been achieved between both parties and is currently being evaluated by the library attorney relative to language, etc. The union and Library Board will vote on the revised proposed contract as soon as the library attorney completes the document.

POLICY COMMITTEE:

Chair Damon Maher presented 3 draft Library policies for Board consideration: Insect Containment Policy, Whistleblower Policy and Conflict of Interest Policy.

Insect Containment Policy was created by staff in concert with former Policy Committee member Emery Schweig and deals with staff approach upon discovering insect infestations in the library. Discussion ensued regarding the desire by the Board that a sensitive and confidential staff approach be manifested if the infestation was created by patron circumstances or behavior. Damon Maher moved that the Insect Containment Policy be approved, seconded by Dierdra Clark and approved.

Damon Maher reported that the Whistleblower Policy was created by the library attorneys and mirrors policies adopted by other School District libraries (and School Districts.) Damon Maher moved that the Whistleblower Policy be approved, seconded by Dierdra Clark and approved.

The draft Conflict of Interest Policy engendered much conversation among Board members as well as interested members of the public. The decision was to table a vote on the policy in order to allow the document to be further examined by Board members and possibly be shared with members of the public in advance of the February 9th meeting.

Damon Maher indicated that the Committee has begun to review a number of other policies requiring Board/staff attention – Code of Conduct, Internet Policy and Facility Rental Policy – with the expectation that the Board will be given the opportunity to take action in the near future.

SPECIAL PROJECTS:

No report was made.

EXECUTIVE SESSION:

At 9:14 pm, Dierdra Gray Clark moved to go into Executive Session for the purposes of discussing a legal matter involving a vendor, seconded by Damon Maher and approved. Executive Session ended at 10:00 pm.

The meeting was adjourned at 10:03 p.m.

Respectfully submitted,
Dierdra Clark

Secretary