

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday January 8, 2015**

Emery Schweig, Board Vice President, called the meeting to order at 7:35 p.m.

BOARD MEMBERS

Haina Just-Michael, President (excused)
Emery Schweig Vice President
George Walters, Secretary
Gregory T. Varian
Quentin J. Jacobs
Charles Burke, Jr.
Damon Maher

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray

BARBARA DAVIS PRESENTATION: LAND OF ENCHANTMENT:

Community Relations Coordinator (and City Historian) Barbara Davis provided an overview of our library's "history" with Norman Rockwell's Land of Enchantment (LOE) artwork. Barbara's presentation included a detailed retelling of the circumstances and chronology of Rockwell's donation of LOE from its initial arrival till the present time. She also discussed his popularity in our culture and the enhanced reputation and monetary value of his art following our nation's Bicentennial celebration as well as a status report regarding the current and ongoing conservation of LOE and its potential "next step" relative to our organization.

Following the conclusion of the Davis presentation, a prolonged question and answer session took place. The Board thanked Barbara for her report and determined to further discuss this issue at its February Board meeting.

PROJECT MANAGER REPORT:

Roxanne Neilson, Project Manager, did not attend the meeting but her previously forwarded written report was shared with Board members.

WLS REPORT:

LaRuth Gray reported that the WLS Board of Directors approved the organization's 2015 budget unanimously and with minor changes relative to the document as recommended by Executive Director Terry Kirchner.

MINUTES OF BOARD MEETING:

The December 18th 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>December Vouchers</u>	
Bond – Capital	\$128,414.93
Health Care	\$54,267.87
Gifts and Donations	\$3,805.00
Contractual	\$123,673.56
Various	\$4,329.45
Materials	\$12,644.64

FINANCIAL REPORT:

Expenditures for the current fiscal year are on target relative to the completion of the second quarter of the Library's fiscal year. Revenue collection for the year has been solid with nearly \$89,000 collected to date. Chuck Burke requested that library administration continue to present the written monthly financial report package to the Board but not discuss in any detail unless an important issue deserves particular attention. Rather, he would like to see Tom Geoffino and Administrative Assistant Jean Manning make a more comprehensive presentation/review on a quarterly basis. It was a sense of the Board that this would be the most appropriate process to follow. Such a presentation will next be made at the April 2015 Board meeting upon the conclusion of the 3rd quarter of FY2014/15.

PRESIDENTS REPORT:

No report due to the absence of President Haina Just-Michael. However, Vice President Emery Schweig, acting as President in Haina's absence, reminded Board Committee chairs that Haina would like Committee reports made in advance of the Board meeting in order to facilitate understanding of library issues as well as best utilize Board meeting time.

DIRECTOR'S REPORT:

Tom Geoffino presented an abbreviated report due to the lateness of the meeting relative to the Land of Enchantment Presentation and the following question/answer session:

+ Our Long Range Plan initiative is still in process but close to completion. The Long Range Plan Committee Steering Committee (consisting of Chair Chris Selin, Haina Just-Michael, Emery Schweig, and Tom Geoffino) are engaged in working on the final edits of this document. Upon completion of this effort, the plan will be shared with our advocacy groups (NRPL Friends and Foundation and Partnership for the Children's Library) at a joint meeting to be held in March/April 2015. The plan will then be made available to the community.

+ In December 2014, MSM DesignZ Inc. was awarded the contract for the recreation of our new website after a competitive bid process. With grant monies as generously provided by our NRPL Foundation, we expect to have a wonderful new website (with enhanced functionality and more visually appealing) "live" in Spring 2015.

+ RDRXR and its interest in our library were discussed in detail with updates as provided by Tom Geoffino and Board members. RDRXR has confirmed that it would prefer holding off in regards to the creation of a MOU pending a tour of our facility (scheduled for January 14th) as well as the scheduling of

a Crowdsourcing meeting specific to our library “community” (i.e. library Board members, staff and Board members of its 3 major advocacy groups, NRPL Foundation, Friends of NRPL and Partnership for the HCL.) This event is more challenging to schedule given the disparate schedules of all involved but it is hoped such a meeting will occur in February 2015.

+ Friends of the New Rochelle Public Library will hold its next Board meeting on January 19th along with its monthly book sale scheduled for January 9th and 10th. The New Rochelle Public Library Foundation has scheduled its next meeting for January 20th.

PERSONNEL REPORT:

Tom Geoffino happily reported on the newly born daughter of library staff member Ed Roddy and the unfortunate skiing accident of librarian Dave Torres. Dave will be absent for a minimum of 3 weeks but will return to work as soon as possible with the library ready to make accommodations to assist in this effort.

Emery Schweig 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 January 1, 2015 New York State Minimum Wage increase - see list below) effective January 1, 2015, seconded by Damon Maher and approved:

Rosette Beckman:	\$8.74 to \$9.49
Karina Cortez:	\$8.00 to \$8.75
Dawn DeNicolo:	\$8.25 to \$9.00
Jessica Hernandez:	\$8.70 to \$9.45
Maria Hernandez:	\$8.70 to \$9.45
Andrea Hirschman:	\$8.46 to \$9.21
Jeeshan Jiffrey:	\$8.25 to \$9.00
DeAra Johnson-Smith:	\$8.46 to \$9.21
Robert Klein:	\$8.70 to \$9.45
Urania N. Moraga:	\$9.59 to \$10.34
Aneesha Raja:	\$8.70 to \$9.45
Leilani Rosario:	\$8.00 to \$8.75
Sabitha Sanban:	\$8.00 to \$8.75

PERSONNEL COMMITTEE:

Emery Schweig moved that upon the recommendation of the Personnel Committee, the Board of Trustees does hereby adjust the annual salary of Administrative Assistant Jean Manning from \$57,000 to \$70,000 retroactive to August 1, 2014, seconded by Greg Varian and approved.

Emery Schweig moved that upon the recommendation of the Personnel Committee, the Board of Trustees does hereby provide \$12,000 in additional compensation for extra services in relation to Administrative Assistant duties rendered by Librarian 3 Daniel Ogyiri, seconded by George Walters and approved.

Emery Schweig moved that upon the recommendation of the Personnel Committee, the Board of Trustees does hereby authorize the reinstatement of the vacant Assistant Library Director position and, in addition, directs Director Tom Geoffino, in conjunction with the Personnel Committee, to create an appropriate job description for the position in question, seconded by Chuck Burke and approved.

Emery Schweig moved that upon the recommendation of the Personnel Committee, the Board of Trustees does hereby authorizes Library Director Tom Geoffino to analyze and make recommendation to the Board in connection with the redistribution of management-level department duties relative to the reestablishment of the Assistant Director position, seconded by Damon Maher and approved.

EXECUTIVE SESSION:

At 9:20 pm, Damon Maher moved to go into Executive Session for the purposes of discussing personnel matters, seconded by Chuck Burke and approved. Executive Session ended at 9:30 pm

BUDGET COMMITTEE:

The Budget Committee is planning to schedule its first meeting relative to the prospective FY2015/16 Library Budget in late January 2015.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE

Chair Haina Just-Michael was absent so no report was made.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made. However, Emery Schweig highlighted the library's need to obtain, in a very timely manner, some sort of "order of magnitude" cost for the replacement of the failing chiller HVAC unit as the Finance, Treasury and Audit Committee must consider various financing options, in the near future relative to its possible integration in the May 2015 Budget Vote, for this expensive but crucial project.

POLICY COMMITTEE:

Greg Varian indicated that he e-mailed Haina Just-Michael requesting that he be relieved of his duties as Chair of the Policy Committee along with the hope that Damon Maher replace him on the Committee and be appointed as Policy Committee Chair. Greg has furthermore requested that Haina allow him to be appointed to the Community Relations Committee in place of the potential vacancy as created by Damon's departure.

SPECIAL PROJECTS:

No report was made.

The meeting was adjourned at 9:52 p.m.

Respectfully submitted,

George Walters,

Secretary