

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday, January 9, 2013**

Haina Just-Michael, Board President, called the meeting to order at 7:40 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

NEW ROCHELLE DEVELOPMENT COMMISSIONER PRESENTATION

Development Commissioner Luz Aragon addressed the Board regarding the recent efforts by the City of New Rochelle in relationship to the potential development of a variety of downtown New Rochelle parcels. A Request for Qualifications is being assembled in order to begin a dialogue with qualified developers. Mr. Aragon asked the Library Board if it would, via a letter, allow the City to include the library in discussions regarding the use of property relative to potential development projects. He emphasized that such permission would only allow the City to engage in discussions and did not constitute permission to make commitments of any sort. After much discussion, the Board indicated that it would further consider the matter and would communicate its decision in the near term future.

PROJECT MANAGER REPORT:

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

- + Lawton and Memorial Highway Vestibules: The Severud Associates consulting engineer reviewed the proposed installations and is prepared to post approval amendment and authorization to proceed to fabrication. WASA is slated to de-scope the fabrication vendor with no further movement until this process is complete.
- + Sprinkler Project: The contractor is remobilizing to install the Back Flow Preventor in later January. Completion of this work will see the end of Phase 1 construction.
- + Children's Room Construction Project: The installation of carpet in the Children's Room is scheduled for January 10th through 12th 2014. Furniture deployment and arch installation will follow shortly thereafter.
- + 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.

+ 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 2nd and 3rd floors.

+ 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. Lillker Engineering is engaged in analysis of Carrier proposal.

MINUTES OF DECEMBER MEETING:

The December 12th meeting minutes were reviewed by the Trustees. Haina Just-Michael 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>December Vouchers</u>	
Contractual & Supplies	\$117,566.11
Gifts & Donations	\$1,140.00
Various	\$3,195.77
Material Expenses	\$11,525.21
Health Care	\$8,077.30

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 \$119,000 collected to date.

WLS REPORT:

Tom Geoffino reported on the following issues:

+ Tom Geoffino and Brian Kinney, White Plains Public Library Director, have been appointed Co-Chairs of the ILS Migration Committee. The charge of this committee is to assist WLS in the selection and implementation of a new ILS system for its member libraries.

+ The next PLDA meeting is scheduled for January 16th. Our library has agreed, per the request of Incoming PLDA President Cindy Rubino, to hold the 2014 December/Holiday meeting in New Rochelle.

+ Concerns held by New Rochelle Library staff relative to WLS and its operation was discussed. Attention to these issues were shared with the WLS Board President and WLS administration. As a follow up, WLS Board President Dave Donelson responded to these concerns with a series of conversations with WLS administration. It is hoped that constructive solutions will be implemented in relation to some of the problems as outlined in the meeting.

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 is moving forward in relation to the FY 2012/13 New York State Construction Grants in relation to work proposed for 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. At this point in time, the painting has been completed with carpet installation set for next week. Installation of entrance arch and furniture will follow shortly thereafter. Expectations are that the renovation of the Children's area should be complete by late January 2014.

+ 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 is planning to go forward with a Big Read Grant for the Mark Twain's classic novel Tom Sawyer. We will apply for \$20,000 from this national endowment of the Arts program with additional direct financial support as furnished by the NRPL Foundation and Friends of New Rochelle Public Library as well as in-kind support from our library and other partners for this effort. We expect to learn about our grant request in April 2014 and oversee the actual event during May and June 2015.

+ Our library was unable to submit a NEH Grants for Sustainable Preventative Conservation Project grant application in relation climate control system for the local history and processing rooms as well as a ceiling for the local history room due to the inability to assemble all documentation and logon information prior to the grant deadline. Another round of grants will occur later in 2014.

+ We are also seeking to apply for a \$2,600 Rotary Club of New Rochelle Grant that will continue to fund library cardholders for children as well as funding a special project to digitize local history photographs and other graphic representations.

+ Our Long Range Plan effort is moving forward with greater speed - our Survey Monkey questionnaire (with both English and Spanish versions to be available in both electronic and paper form) has witnessed much activity with useful information gleaned from patron responses. Focus groups are underway and slated to continue through the month of February.

+ Friends of the New Rochelle Public Library will hold its next Board meeting on January 13th along with its next monthly book sale scheduled for February 7th and 8th. The next Foundation Board meeting is scheduled for January 21st.

PERSONNEL REPORT:

Lisa Gasparini-Wilkie was granted a New York State Disability Retirement as of February 2014.

The New Rochelle Civil Service posting for the Administrative Assistant position closed on December 6th. Apparently a small group of qualified applicants will be taking the examination on January 25, 2014.

Emery Schweig moved that upon the recommendation of the Director, the Board of Trustees does hereby:

- + Accept the resignation of Page Rosemary Fuentes, effective January 6, 2014, at a salary of \$7.95 per hour.
- + Accept the resignation of Page Lyna Jean, effective January 6, 2014, at a salary of \$7.75 per hour.
- + Accept the resignation of Library Clerk Anthony Vargas, effective December 20, 2013, at a salary of \$18.52 per hour.

Seconded by Haina Just-Michael and approved.

BUDGET COMMITTEE:

Tom Geoffino reported that he and Jean Manning have been working on the prospective FY2014/15 budget since December. He expects a draft proposal will be sent to the Budget Committee later in the month.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE

Haina Just-Michael reminded the Board that the Friends January Board Meeting will be held on January 13th at 12:30 pm as well as its February 7th and 8th book sale. She also reported on the status of our Long Range Planning effort, highlighting the initial popularity of our survey as well as the multiple focus groups planned for targeted populations (parents of young children, teens, staff, etc.)

FINANCE, TREASURY AND AUDIT COMMITTEE:

Committee chair Bo Kemp reported that our bond sale process seems to be proceeding smoothly with a positive outcome likely given the analysis of our advisors, Capital Markets. Discussion regarding our library's need to reconsider our current banking affiliation ensued. Tom Geoffino will resend sample Banking RFPs to Bo Kemp but consideration was given to contacting interested local banks to present to the Finance Committee without a formal RFP in place in order to expedite this effort.

PERSONNEL COMMITTEE:

Committee Chair Emery Schweig reported on her Committee's interest in the creation of the Social Media Coordinator for FY2014/15. She indicated that the Committee appreciated the importance of this position given its prospective leading role in social media and web site activity at our library. Nonetheless, a strong sense of caution is in play relative to the ability of the library to fund this position in the next fiscal year given the other challenges facing this draft budget.

POLICY COMMITTEE:

Committee member Emery Schweig reported that the Committee is busy looking at a variety of policy issues and will bring all future policy changes to the Board in the near future. The Rockwell painting and the implications of its potential enhanced value were discussed with the decision to further continue this discussion at future meetings.

SPECIAL PROJECTS:

No report was made.

UNFINISHED BUSINESS:

- + Haina Just-Michael reported that our library will once again participate in the downtown New Rochelle Street Fair on Sunday, September 7th. She is seeking additional Board booth participation and staff support in relation to booth design and material/items to be distributed at the event.
- + Greg Varian reintroduced the issue of the 2014 New Rochelle Thanksgiving Day Parade by requesting that Haina Just-Michael chair an ad hoc committee to manage this volunteer effort. Greg is also interested in the library's participation in the upcoming Memorial Day Parade.
- + Greg Varian discussed the gridlock status of the Huguenot Children's Library conveyance effort due to the departure of the Corporation Counsel and the delayed arrival of her replacement. He requested Tom Geoffino report on the responsibilities of the parties currently maintaining the physical exterior of this facility as it has implications relative to the conveyance of the property.

The meeting was adjourned at 9:46 p.m.

Respectfully submitted,

George Walters,

Secretary