

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday June 11, 2015**

Emery Schweig, Board Vice President, called the meeting to order at 7:41 p.m.

BOARD MEMBERS

Haina Just-Michael, President  
Emery Schweig Vice President  
George K. Walters, Secretary  
Gregory T. Varian  
Quentin S. Jacobs  
Charles Burke, Jr.  
Damon Maher

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Yesika Torres

WLS REPRESENTATIVE

LaRuth Gray (excused)

**OATH OF OFFICE:**

President Haina Just-Michael administered the Oath of Office to the following newly elected Board members:

- + Charles Burke, Jr., elected in May 2015 to the Library Board of Trustees. Chuck's term of office will expire on June 30<sup>th</sup> 2020.
- + Damon Maher, elected in May 2015 to the Library Board of Trustees. Damon's term of office will expire on June 30<sup>th</sup> 2018.
- + George K. Walters., elected in May 2015 to the Library Board of Trustees. George's term of office will expire on June 30<sup>th</sup> 2017.

**PUBLIC DISCUSSION:**

**MINUTES OF BOARD MEETING:**

The June 11th meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved, seconded by Damon Maher and approved.

**WLS REPORT:**

No report was made as LaRuth Gray was unable to attend.

**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:

June Vouchers

Bond – Capital	\$51,069.60
Health Care	\$45,056.14
Contractual	\$149,061.04
Various	\$5,051.12
Materials	\$26,434.84
Workers Comp	\$0.00
Petty Cash	\$245.13
Grants	\$10,658.49

**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:

+ Elevator Grant: In August 2014, our library submitted a FY2014/15 New York State Construction Grant in relation to work proposed for the Main Library Elevator Replacement Project. The Main Library’s \$92,814 grant award received approval from the WLS Board of Trustees in late September. The next step will be confirmation of the grant from the New York State Library – to date we have not yet received approval and may not until July/August, according to WLS. Initial payment is uncertain but is now expected to arrive in September 2015.

+ HCL Grant: New York State Construction Grant Our FY2013/14 \$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 nearly complete with the enhanced lighting now successfully in place. The patio awning and storage components should be complete by September 2015.

+ Adult First Floor Grant: 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) is in the final planning stages and should begin in the Fall 2015.

+ Chiller Grant Opportunities: Our library anticipates that it will submit a FY 2015/16 New York State Construction Grant for our failing HVAC Chiller unit. WLS has not yet announced the opening of this grant program but it likely will be begin in August 2015 with final submission typically due in late August/ early September 2015.

In the meanwhile, our General Assembly representative Steve Otis and his office team identified the New York State Consolidated Funding Application Grant as an appropriate New York State grant programs that could further assist in financing this project. Roxanne Nielson has attended the CFA Application Workshop and has nearly completed the application but requires Library Board resolutions (with language supplied by New York State) in order to apply for the grant program. Greg Varian moved that the Trustees of the New Rochelle Public Library resolve to commit 5% cash match of non NYS funds to the NYMS Downtown Anchor project as part of the New York Main Street & New York Main Street Technical Assistance Program under the 2015-16 CFA and submit the applications required to requesting funding for the Chiller & Associated Infrastructure Replacement Project, seconded by Haina Just-Michael and approved. Emery Schweig moved that the Trustees of the New Rochelle Public Library resolve to commit cash match of non NYS funds to the Upstate Revitalization Plan under the

2015-16 CFA and submit the applications required to requesting funding for the Chiller & Associated Infrastructure Replacement Project, seconded by Haina Just-Michael and approved.

+ Foundation Grant: On May 18th, the New Rochelle Public Library Foundation generously approved our 2015/16 grant request for \$52,000. These monies will be utilized towards a variety of special projects involving technology, children, teen and adult initiatives as well as local history and social media ventures. The library will ask for an additional \$9,800 grant (for the purposes of purchasing a Mondopad, a hybrid television and an all in-one computer for use in the computer training lab) at the June 16<sup>th</sup> Foundation meeting

+Rotary Club Grant: The Rotary Club of New Rochelle \$3,000 grant award (to be utilized towards underwriting our ongoing and important project to digitize unique local history photographs and other graphic representations) will be collected at the June 24<sup>th</sup> Rotary Installation Dinner.

+ RDRXR: Reports from Tom Geoffino and assorted Library Board members regarding RDRXR and its interest in our library will be deferred to the “Old Business” portion of the meeting.

+ The New Rochelle Public Library Foundation has scheduled its annual June dinner meeting for June 16th.

+ Friends of the New Rochelle Public Library will hold its annual Summer Board/Party meeting on July 15th -- its monthly book sale is scheduled for July 9th and 10th. The Friends Mariano Rivera fundraiser event (to benefit the proposed Friends Book Store) occurred on the evening of May 28<sup>th</sup> and was adjudged a great success, both in raising Book Store monies as well as providing a wonderful (and personal experience) in meeting/photographing future Hall of Famer Mariano Rivera and participating in a lively question and answer session along with enjoying a delightful baseball-oriented meal following the cessation of the program.

#### PERSONNEL REPORT:

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

+ Accept the resignation of hourly Librarian 1 Iris Goodstein, effective May 1, 2015, at a salary of \$23.80 per hour.

+ Accept the resignation of hourly Library Clerk Carla Williams, effective May 3, 2015, at a salary of \$24.95 per hour.

Seconded by Quentin Jacobs and approved.

#### PROJECT MANAGER REPORT:

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

Issues raised about Roxanne’s report included the following:

+ Elevator: The elevator is operational. A short “punch list” exists with issues that pose no impact on library service or functionality.

+ Electronic Signage: Project will be closed out pending final billing.

+ Theater HVAC: Preparation of the RFP is pending.

+ Chiller: Contract with OLA signed on June 6, 2015 and has assigned project engineer to undertake a walkthrough by June 19<sup>th</sup> in order to prepare a temporary cooling plan. This proposal is pending but the initial survey is complete.

+ Memorial Highway Entrance: Work on this project was delayed due to excavation issues and exterior canopy redesign complications but the project manager expects to see the completion of this job in July 2015. Following completion of this effort, work on the Lawton Street entrance will commence. The Memorial Highway Entrance work is expected to be completed by Fall 2015.

#### BUILDING AND GROUNDS COMMITTEE:

No report was made.

#### BUDGET COMMITTEE:

No report was made.

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

Haina Just-Michael reported that the New Rochelle My Brother's Keeper effort is moving forward and our library, with Haina functioning as library representative, is an enthusiastic partner in this effort. She also detailed her involvement, again as library representative, in the New Rochelle Youth Police Initiative. Haina also reminded Board members that our library will participate in the worthy (and enjoyable) September 13<sup>th</sup> New Rochelle Street Fair and encouraged Board participation in regards to staffing the library table.

#### FINANCE, TREASURY AUDIT COMMITTEE:

No report was made.

#### NOMINATIONS:

The following Board members, as recommended by the Nominations Committee, are nominated to serve as officers in 2015/16.

Haina Just-Michael – President  
Emery Schweig – Vice President  
Chuck Burke - Secretary

Emery Schweig moved that the Board Officers, as recommended by the Nominations Committee, be accepted, seconded by Greg Varian and approved.

#### PERSONNEL COMMITTEE:

No report was made..

#### POLICY COMMITTEE:

Chair Emery Schweig detailed the Freedom of Information Law policy as created by the Policy Committee and previously vetted and approved by our attorney Marc Sharff. Emery Schweig moved that the Freedom of Information Law policy be adopted as recommended, seconded by Greg Varian and approved.

Emery also highlighted the proposed Dress Code Policy for staff. This policy was formulated by her and 2 volunteer library Department Heads and deemed acceptable by the Policy Committee. Emery Schweig moved that the Dress Code Policy be adopted as recommended seconded by Chuck Burke and approved.

#### SPECIAL PROJECTS:

No report was made.

#### MINUTES OF BOARD MEETING:

The May 7th Public Budget Hearing meeting minutes were reviewed by the Trustees. Emery Schweig moved that the minutes be approved, seconded by Greg and approved.

The May 7th meeting minutes were reviewed by the Trustees. Emery Schweig moved that the minutes be approved, seconded by Greg Varian and approved.

#### NEW BUSINESS:

**Annual Report:** Our library is obligated to submit an Annual Report (consisting of statistical and financial information) to the State of New York via the offices of WLS. Prior to submission, our Board must approve the document. Haina Just-Michael moved that the Annual Report be approved, seconded by Chuck Burke and approved.

**Staff Picnic:** The Board agreed to sponsor another Board/Staff picnic in the Children's Alphabet Garden on a yet undetermined Wednesday evening in July or August. Tom Geoffino will work with Union President Kira Aiello in order to investigate best dates in relation to staff availability and report back to the Board with a recommended date.

#### OLD BUSINESS:

**RDRXR:** Haina Just-Michael updated the Board relative to the RDRXR situation. To the surprise of the RDRXR Negotiation team, RDRXR issued a draft Memorandum of Understanding (MoU) earlier in the month of June. This document was shared in advance with library attorney Marc Sharff for his comments – and given to the Board at this meeting. Much discussion ensued regarding the draft MoU with strong sentiment expressed that more time must be given to Board members relative to their input regarding this important document. Emery Schweig moved that the Library Board continue to evaluate the MoU for the purpose of collectively crafting a response, as managed by Chuck Burke functioning as “editor”, which will be acceptable and appropriate to the Board. It is expected that this document will be reviewed at the July meeting with action to be taken by the Board in order that it may be submitted to RDRXR, seconded by Greg Varian and approved.

Chuck Burke reported on the Real Estate RFP he drafted, with Library Board input, regarding the employment of a consulting firm to assist our organization in devising an appropriate plan regarding our potential real estate opportunity. After much research, we sent the RFP to 2 targeted firms that have the requisite experience to provide the level of expert assistance we are seeking to obtain. The deadline for responses for the RFP have been set for June 15<sup>th</sup>. Upon receipt of the responses, Tom Geoffino has been asked to share such documents with the Board and to check references of both firms if such an action is requested by the Board. This matter will be reviewed in more detail at the July Board meeting.

The meeting was adjourned at 10:48 p.m.

Respectfully submitted,

Charles Burke, Jr.,

Secretary