

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday June 17, 2014**

Haina Just-Michael, Board President, called the meeting to order at 7:37 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray

**PROJECT MANAGER REPORT:**

Roxanne Neilson, Project Manager, was not able to attend the meeting due to a scheduling conflict but did send her report in advance to Board members and Administration Staff .

**MINUTES OF BOARD MEETINGS:**

The April 8<sup>th</sup> meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved, seconded by George Walters and approved.

The May 8<sup>th</sup> Public Budget Hearing meeting minutes were reviewed by the Trustees. Bernie Nunez moved that the minutes be approved, seconded by Quentin Jacobs and approved.

The May 8th meeting minutes were reviewed by the Trustees. Greg Varian moved that the minutes be approved, seconded by Bernie Nunez 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>April Vouchers</u>	
Bond – Capital	\$53,189.46
Grants	\$9,418.82
Material Expenses	\$19,927.07
Health Care	\$38,470.02
Gifts and Donations	\$20,452.30
Contractual	\$96,654.74

Various	\$3,429.85
Petty Cash	\$359.24

**FINANCIAL REPORT:**

Expenditures for the current fiscal year are on target and within expectations. Revenue collection for the year has been very strong with nearly \$160,000 collected to date.

Quentin Jacobs moved that Change Order #9 for the re-routing of subsurface drainage by Suburban construction in the amount of up to \$18,099 be accepted, seconded by Greg Varian and approved.

**WLS REPORT:**

LaRuth Gray reported on the following issues:

- + The ILS Migration Committee is continuing its work in relation to assisting WLS in the selection and implementation of a new ILS system for its member libraries. The vendor RFP for the replacement of the current ILS system was released in mid-April. To date, multiple vendors have responded to the bid document with selection of vendor to be made in Summer 2014.
- + Book and Author luncheon event held in White Plains on April was a great success and featured authors Josh Hannagarne and Randy Lewis.
- + A WLS Fact Sheet document was distributed to Board members. It contained program evaluations relating to ILS maintenance, patron wireless networks, the WLS Help Desk and public PC use.
- + Mount Vernon Public Library governance referendum passed – the organization is now classified as a School District Library.

**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 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 second phase is under consideration and would consist of improvements and enhancements to the Children’s public service desk. The budget for these improvements is \$15,000 and will be obtained from the NRPL Foundation in its FY2014/15 library 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 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. We are hopeful that the monies will be made available sometime in July/August 2014.
- + 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 Long Range Plan initiative is still in process. Both Staff and Board members are reviewing (and making annotations as necessary) the consultant's draft report. It is hoped that this document will be forwarded back to our consultants in the near-term future for their evaluation and additional input.
- + The Board made changes to the draft 2014/15 Board meeting schedule as submitted prior to this meeting. A revised and final version will be sent to the Board and other parties by the end of next week.
- + Bids for the replacement of the elevator are due June 18<sup>th</sup> with cost estimation for replacement of this unit calculated to be between \$185,000 and \$225,000. At this point in time, the replacement (and subsequent resumption of operation) of the elevator is still estimated to occur in March 2015. The library has made every effort to fully serve all of our patrons despite this unfortunate limitation to 2<sup>nd</sup> and 3<sup>rd</sup> floor access. Additional computers have been moved to the first floor as well as the transfer of selected popular materials (DVDs, books on tape, travel, parent/teacher, newspapers, etc.) as well as the popular establishment of a librarian staffed public service desk. All other print and non-print materials as well as training classes and programs will be made available to patrons upon request. Analysis of this situation is ongoing with additional arrangements to be made specific to the situation. Obtaining the financing for this unplanned expense has engendered the creation of many options including the application of for NY State Library Construction grant monies, the establishment of a funding proposition on the 2014 November election ballot and the use of untapped bond infrastructure and/or Fund Balance monies. The Board has not yet reached a decision in regards to its funding approach for this necessary capital project but expects to do so at its July meeting.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on July 21st along with its next monthly book sale scheduled for July 11<sup>th</sup> and 12th. The Foundation has scheduled its first annual Donor Appreciation Day to be held in the library on Saturday, July 12<sup>th</sup> from 2 pm to 5 pm.

#### PERSONNEL REPORT:

Al Achoy, Laborer, was injured at home and will be absent from the library until August 2014. An hourly substitute was selected from the Civil Service list and was hired earlier in the week.

Emery Schweig moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Roosevelt Di Pippo to the position of Laborer, effective June 9, 2014 at a salary of \$19.42, seconded by Haina Just-Michael and approved.

Barbara Davis is interviewing candidates to temporarily fill the hourly Community Relations Program Assistant due to the illness/unavailability of Debbie Rosario-Flores. The Social Media Coordinator position has been posted but will not close until late June 2014. It is hoped that the position will be filled in July 2014.

The closing date for the Summer Fun camp assistant positions attached to the Huguenot Children's Library will occur in late June. The PHCL camp coordinator will make the personnel selections for this program.

Emery Schweig moved that Daniel Ogyiri be awarded a bonus of \$10,000 for his long term and very successful assumption of Administrative Assistant duties, seconded by Haina Just-Michael and approved.

#### BUDGET COMMITTEE:

Chair Bernie Nunez reported on the successful passage of the May budget proposal. On a sad note, he announced his intention to resign from the Board due to his impending move from the City of New Rochelle. Both Board and Staff members in attendance expressed their appreciation for his important contributions to the library (and community at large) during his tenure, particularly in relation to his fiscal work.

#### BUILDING AND GROUNDS COMMITTEE:

Chair Quentin Jacobs reported that the CROC Committee will meet on June 19<sup>th</sup> to consider a number of important Main Library facility issues.

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

Haina Just-Michael reported her weekly Wednesday morning appearances on WVOX radio station has temporarily ceased due to the change in morning disc jockey personnel. She believes her appearance will restart in the near future.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made.

#### PERSONNEL COMMITTEE:

No report was made.

#### POLICY COMMITTEE:

No report was made.

#### SPECIAL PROJECTS:

No report was made.

#### UNFINISHED BUSINESS:

Greg Varian reported on his participation in the recent RFQ Bid walkthrough.

#### NEW BUSINESS:

The Board has decided to once again sponsor a Staff Recognition Picnic. The location will be in the Children's Alphabet Garden and the date will be July 23<sup>rd</sup>. Haina Just-Michael, Emery Schweig and Tom Geoffino have been appointed to the ad hoc committee in charge of planning this event.

Haina Just-Michael moved that all newly elected NRPL Foundation Board members be endorsed by the Library Board seconded by Emery Schweig and approved

The meeting was adjourned at 9:56 p.m.

Respectfully submitted,

George Walters,

Secretary