

NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday March 9, 2017

Chuck Burke, Board President, called the meeting to order at 7:34 p.m.

BOARD MEMBERS

Charles Burke, Jr, President
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:

President Chuck Burke, reported that no activity relative to conversations/negotiations with RXR has occurred since the February Library Board President's report.

BUDGET COMMITTEE:

Chair Chuck Burke recapped the four alternative budgets as created by the Budget Committee for Board consideration. He indicated all of these scenarios include baseline increases totaling 4.82% (for a total of \$237,947.93.) These increases are tied to the new collective bargaining agreement as well as increased medical expenses and other necessary wage/benefit adjustments. He also highlighted an additional budget option (Case 5) that would be a reiteration of the current year's budget. This flat budget would involve the elimination of all Summer Saturday hours as well as the 16 Sundays (1/2 of the 32 Sundays the library is typically open each year.) as well as sizable cuts in the library materials budget and other accounts. Much discussion ensued.

Damon Maher moved to adopt Case 1 budget option, less \$12,000 from the library materials budget, as the prospective FY2017/2018 New Rochelle Public Library Budget, seconded by Chuck Burke and approved.

In summary, the prospective FY2017/2018 budget is \$5,411,511.46. This budget constitutes an increase of 6.52% in the tax levy (or \$322,028.46) from the current year's budget. The City Finance Department has characterized this increase as an additional increase of \$20.53 per household for the "average" taxpayer.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Marjorie Sachs	14 Lakeside Drive
Dorothy Oliver	162 Clinton Avenue
Kira Aeillo	1 Library Plaza

WLS REPORT:

Tom Geoffino reported on the following upcoming WLS events:

- + April 7 **Celebrating Westchester Libraries Breakfast Doral Arrowwood**
- + April 27 **Financial Statements** WLS Headquarters
- + June 7 **Board Meeting Minutes** Katonah Village Library
- + October 3 **Effective Board Meetings** Eastchester Public Library

LaRuth Gray reported on the issue of WLS E-Rate reimbursement for telecommunication expenses. Tied to this situation is the Federal Government requirement regarding filters in order to qualify for funding and the philosophical appropriateness of instituting filters in order to receive these monies. LaRuth indicated that each library will need to make a decision regarding this issue but the WLS Board will retain the right to make the final determination.

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 February monthly meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved as amended, seconded by Haina Just-Michael 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>March Vouchers</u>	
Bond-Capital	\$3,000
Health Care	\$4,593.73
Contractual	\$69,582.54
Various	\$2,684.85
Materials	\$7,716.45
Gifts and Donations	\$1,581.31
Petty Cash	\$92.00
Grants	\$270.00
Total:	\$86,836.12

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: The Library is still awaiting formal notice of approval from the Smart Family Foundation regarding its agreement to provide grant funding for the retrofitting of the soon-to-be vacated Friends Book Store into a Volunteer Center space.
- + Neighborhood Association Letter/Library Mailer: The letter to local neighborhood associations requesting the opportunity to meet in order to publicize the May 16th election and the proposed FY2017/18 budget will be sent out the week of March 24th. The annual Library mailer highlighting usage/activity levels and the current and proposed FY2016/17 library budget is in the process of being created and will be mailed to all New Rochelle residents in early May, before the upcoming election.

- + Friends of NRPL: The formal Book Store opening has not yet been established with the expected event date still likely to occur in April of May. The Friends will hold its next monthly Board meeting on April 12th with its Book Sale scheduled for April 7th and 8th.
- + NRPL Foundation: Preliminary planning is moving forward in relation to the next significant Foundation fund raising event, currently entitled "A Movable Feast." Tentatively scheduled for October 2017, this affair will work within the theme of Paris in the "Roaring Twenties". The next Foundation Board meeting is scheduled for March 20th.

PERSONNEL REPORT:

Quentin Jacobs moved that upon the recommendation of the Director, the Board of Trustees does hereby accept the resignation of Library page Sabitha Samban, effective February 22, 2017, at a salary of \$10.00 per hour, seconded by Chuck Burke and approved.

BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the Lawton Street Entrance is functioning successfully. Final issues to be resolved include the installation of the new lighted "New Rochelle Public Library" sign adjacent to the entrance as well as the auxiliary roofing work tied to this effort as well as other assorted punch list issues related to the doors. Upon completion of signage/roof tasks, the scaffolding surrounding the entrance will be removed.

Greg Varian reported on G.C. Eng reduced cost estimate for the Theater HVAC project in the wake of the redesign of the project. Previously the construction cost was expected to reach nearly \$500,000 but Eng is now estimating construction cost to be lowered to \$238,000. Discussion ensued regarding questions about the total cost of the project in relation to the monies available (both currently as well in the future.) No answers are yet available given the need to see the close out of the Doors and Windows Project and the final expenses related to this job. More definite information will be available in the future and will be shared with the Board.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Haina Just-Michael highlighted the success of the March 1st Library Lobby/Advocacy Day in Albany. The WLS contingent, including Haina and Tom met with New Rochelle and other Westchester state legislators in order to encourage their efforts to increase New York State library funding over and above the reduced amount as recommended in Governor Cuomo's FY2017/18 budget. She reported that all the legislators (or their representatives) were fully supportive of New York public libraries and the efforts to restore funding for state library aid as well as library construction grants. She also reported that she continues to broadcast on WVOX her monthly "All Things New Rochelle Public Library" show every 3rd Tuesday at 12 noon as well as a brief 5-minute library event/service highlight Wednesday mornings around 7:40 am.

FINANCE, TREASURY AUDIT COMMITTEE:

Greg Varian reported that the School District has agreed to allow the Library to borrow \$750,000 via a Tax Anticipation Note (TAN.) This action will alleviate the cash flow problems experienced by the library prior to the collection and distribution to the library of its first 2017 tax receipts. In the meanwhile, the Committee is continuing to seek clarification in relation to the responsibility of the School District for our library's Bond/BAN needs. The library attorney and the School District attorney are still in discussion regarding this issue and hope to have an understanding in place in the near future.

PERSONNEL COMMITTEE:

Chair Damon Maher reported that the proposed Collective Bargaining Agreement is currently being examined by the Union "team" following approval by the library attorney and Personnel Committee relative to the draft agreement agreed upon by the Library Board and the Union Negotiation Team. The Union membership and Library Board will vote on the revised proposed contract as soon as the Union is satisfied with the document in question.

POLICY COMMITTEE:

Chair Damon Maher indicated that the Committee will schedule a meeting in early April in order to consider 4 draft Library policies for Board consideration: Library Circulation Policy, Room Rental Policy, Internet Policy and Collection Development Policy. The goal will be to present the prospective policies to the Board in advance of its April 9th meeting in order to facilitate Board action.

SPECIAL PROJECTS:

Chair Yadira Ramos- Herbert reported on the proposal as made by consultant John Micewicz in relation to the configuration of a proposed camera system in the Ossie Davis Theater. It is believed that the

prospective \$25,000 PEG grant should cover the system selected by the Library Board. Future deliberations will occur in relation to selection of system as well as the ongoing needs relative to personnel and ongoing cost.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,
Dierdra Clark

Secretary