

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday May 8, 2014**

Haina Just-Michael, Board President, called the meeting to order at 7:33 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 (excused)

MINUTES OF APRIL MEETING:

The April 10th meeting minutes were not available for review. It is expected that the minutes will be available for action at the June Board meeting.

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	\$23,687.30
Grants	\$28,050.00
Material Expenses	\$816.07
Health Care	\$38,359.82
Gifts and Donations	\$8,787.00
Contractual	\$24,696.50
Various	\$4,022.64

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 \$150,000 collected to date.

WLS REPORT:

Tom Geoffino 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 with a deadline for responses scheduled for mid-May. To date, multiple vendors have responded to the bid document. Selection of vendor is expected in Summer 2014.

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. Cost estimation is underway with financing to be likely obtained from the 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 Summer 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.

+ The library elevator stopped operating on May 2nd and was determined shortly thereafter to have permanently failed due to collapse of its hydraulic system. Unfortunately, the replacement of this unit is time consuming with March 2015 as the probable date for resumption of its operation. The cost estimate for replacement is between \$185,000 and \$225,000 with financing for this expenditure to be considered by the Board later in the meeting. In the meanwhile, the library will make every effort to fully serve all of our patrons despite this unfortunate limitation to 2nd and 3rd floor access. Additional computers will be moved to the first floor as well as selections of popular materials (DVDs, books on tape, travel, parent/teacher, newspapers, etc.) and the 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.

+ Our library was awarded \$16,000 in its National Endowment of the Arts Big Read Grant application program for Mark Twain's classic novel The Adventures of Tom Sawyer. This award is quite an honor to New Rochelle (and our library) given that only 77 organizations/communities, throughout the nation, were successful in their applications. Our schedule calls for the event to take place during May and June 2015.

+ Our Long Range Plan initiative is still in process. We are awaiting our consultant's draft report in the aftermath of the issues discussed at the March 30th Library Board/Planning Committee retreat.

+ The library election (budget vote and trustee selection) is scheduled for May 20th. Director Tom Geoffino and Library Board members Haina Just-Michael, Emery Schweig (both of whom are running for reelection) and Greg Varian have attended numerous neighborhood association and civic group meetings and have discussed our library and its FY2014/15 budget proposal. The library annual mailer is also being prepared for citywide distribution and will be sent out to all New Rochelle households by May 12th.

+ Friends of the New Rochelle Public Library will hold its next Board meeting on May 12th along with its next monthly book sale scheduled for June 6th and 7th. The next Foundation Board meeting is scheduled for May 19th.

EXECUTIVE SESSION:

At 8:10 pm, Haina Just-Michael moved to go into Executive Session for the purposes of discussing personnel and legal matters, seconded by Greg Varian and approved. Executive Session ended at 8:33 pm.

PROJECT MANAGER REPORT:

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

+ Elevator Project: Roxanne detailed the sequence of events regarding the May 2nd failure of our elevator. Upon inspection, it was deemed “dead” on May 5th by the maintenance service team (Thyssen Krupp) and the consultants (CBA Elevator Consultants) previously hired to analyze its status as well as to provide construction drawings and documentation for the replacement elevator system. Roxanne shared the project timetable and indicated that public bid documentation will be out in early June with a vendor to be selected in July. Due to the need to create a customized mechanical system for our current set of circumstances, it is estimated that the elevator will be fully operational in March 2015. Questions regarding project cash flow needs were raised – Roxanne will furnish this document to the Board in the near future.

In the meanwhile, the library is in the process of implementing a variety of options (as detailed earlier in the Director’s Report) designed to assist patrons needing to utilize library resources on the 2nd and 3rd floors but are unable to do so due to their inability to negotiate the stairs. Considerable discussion ensued regarding the means to finance this unfunded project. Emery Schweig highlighted her analysis of the options: 1) Obtaining grants 2) Utilizing Library Fund Balance 3) Proposition for voters consideration – either in May 2015 or November 2014 4) Draw down from “reserve” Bond/BAN monies. Questions also arose about the possibility of “borrowing” from capital and operating monies as a short term solution as well as the possibility of borrowing monies from our Foundation. It was resolved that all options would be analyzed and given consideration along with input sought from library counsel regarding the legality of such measures. The Board determined to continue this conversation at its June meeting.

Quentin Jacobs moved that the library create a new capital account designated for funding allocated towards the replacement of the library elevator, seconded by Bernie Nunez and approved.

+ Other Capital Projects: Roxanne continues to work with ConEd Solutions in relation to other potential facility capital upgrades, particularly relating to the HVAC chiller unit. We hope to see a proposal in the near future. The Memorial Highway project entrance has witnessed the completion of the demo work with other phases to soon follow.

PERSONNEL REPORT:

No report was made.

BUDGET COMMITTEE:

No report was made..

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE

Haina Just-Michael reported on our recent attendance at various neighborhood meetings (relative to the upcoming library election) as well her weekly Wednesday morning appearances on WVOX radio station.

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:

Our library will participate in the upcoming Memorial Day Parade. Haina's van will be utilized and the library will have a table (with library brochures, flyers and newsletters) in Hudson Park. Participants will include Trustees Greg Varian, Haina Just-Michael and Emery Schweig.

The meeting was adjourned at 9:38 p.m.

Respectfully submitted,

George Walters,

Secretary