

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday May 7, 2015**

Emery Schweig, Board Vice President, called the meeting to order at 7:40 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF BOARD MEETING:

The April 2nd meeting minutes were reviewed by the Trustees. Greg Varian moved that the minutes be approved, seconded by Chuck Burke 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:

<u>March/April Vouchers</u>	
Bond – Capital	\$66,677.17
Health Care	\$97,500.22
Gifts and Donations	\$19,084.05
Contractual	\$211,794.10
Various	\$5,632.30
Materials	\$36,115.83
Workers Comp	\$2,265.80
Petty Cash	\$490.74

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 the President was absent.

DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

- + Elevator Grant: In August 2014, our library submitted a FY 2014/15 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 – such an approval will likely not be made until June 2015. Initial payment is expected to arrive in August 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 begin in July 2015 with final submission typically due in late August/early September 2015. Meanwhile, our General Assembly representative Steve Otis and his office team are working towards identifying appropriate New York State grant programs that could further assist in financing this project.
- + Rotary Club Grant: The Rotary Club of New Rochelle recently awarded our library a \$3,000 grant that will be utilized towards underwriting our ongoing and important project to digitize unique local history photographs and other graphic representations. We expect to collect this grant in June 2015.
- + Long Range Plan Status: After much hard work, the plan was made available for Board approval. The Long Range Plan Committee's efforts were highlighted with particular praise given to Chair Chris Selin and Emery Schweig. Chuck Burke moved that the New Rochelle Public Library Strategic Plan 2015-2020 be adopted as recommended, seconded by Greg Varian and approved. The public rollout of this plan will occur following its introduction to our advocacy group at a yet unscheduled June meeting.
- + 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.
- + Tom Sawyer and the Big Read at NRPL: Our latest Big Read effort, a citywide "read" of The Adventures of Tom Sawyer, held its kickoff event on May 3rd and featuring Cindy Lovell, Executive Director of the Mark Twain House, and noted Twain impersonator Alan Kitty. This enjoyable program witnessed the beginning of a diverse collection of programs and opportunities created to connect to all age group relative to our Big Read book selection.
- + Visits to local neighborhood association meetings in order to publicize the May 19th election have been few in number but reasonably positive in relation to resident reaction to the proposed budget request and bond proposition.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on June 10th and its Annual Luncheon on May 27th along with its monthly book sale scheduled for June 5th and 6th. The Friends are also sponsoring the Mariano Rivera fundraiser (to benefit the proposed Friends book store) event for the evening of May 28th. The New Rochelle Public Library Foundation has scheduled its next meeting for May 18th.

PERSONNEL REPORT:

No report was made.

EXECUTIVE SESSION:

At 7:40 pm the Board of Trustees went into Executive Session in order to discuss personnel and legal matters. Executive Session ended at 9:00 pm.

LABOR RELATIONS MOTION:

Emery Schweig moved that the Library accept the CSEA grievance for the remainder of the Calendar year, seconded by Quentin Jacobs and approved with George Walters abstaining.

PROJECT MANAGER REPORT:

Roxanne Neilson, Project Manager, did not attend the meeting but her previously forwarded written e-mail report was shared with Board members.

Issues raised about Roxanne's report included the following:

- + Elevator: The elevator is functional and is only awaiting final "fine tuning" re vendor Liberty Elevator, consultant CBA and architect WASA. Pending this work and likely approval by our municipal Building Department, we expect our elevator to back in service by Wednesday/Thursday of next week.
- + Library Flood: The restoration work is nearly complete with a few issues left on our punch list – lobby pathway re-carpeting and the replacement of theater fixed and loose seating. We expect to receive our reimbursement check from Harleysville, library insurance vendor, in the near future.
- + 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. This 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

Tom Geoffino reported that the popular PHCL Summer Fun drop-in camp program will take place once again on the Huguenot Children's Library patio. Monies for the payment of the Summer Fun counselors will be forthcoming from the PHCL.

Greg Varian reported he is still unsuccessful in obtaining a date for the conveyance of Huguenot Children's Library to our library. He is hopeful he will be in possession of this date by the June Board meeting.

FINANCE, TREASURY AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

No report was made

POLICY COMMITTEE:

Chair Emery Schweig reviewed the draft video surveillance policy, as suggested by the Policy Committee, and indicated that library attorney Marc Sharff had thoroughly vetted the document in question. Much discussion ensued about the most appropriate time frame for the retention of surveillance system images. Emery Schweig moved that the video surveillance policy be adopted as recommended with the addition of retention date of images to be fixed for 30 days, seconded by Quentin Jacobs and approved.

Also highlighted was that the Policy Committee was in the process of creating a Dress Code Policy for staff. This policy will be formulated by Chair Emery Schweig and volunteer library Department Heads. Emery declared that it was likely such a policy would be available for Board consideration at its June meeting.

SPECIAL PROJECTS:

No report was made.

OLD BUSINESS:

RDRXR: Emery Schweig summarized previous activity related to the RDRXR development initiative with Chuck Burke providing an update relative to more recent developments. Given the complexity of the task facing the Board, Chuck recommended that our library consider employing a consulting firm to assist our organization in crafting an appropriate position regarding this significant responsibility. To date, we have had informal conversation with 2 firms that have the requisite experience to provide the sort of assistance we are seeking to obtain. Chuck believes that an RFP summarizing our expectations is a sensible approach and volunteered to create such a document. It was the sense of the Board that this RFP effort was worthwhile and gratefully encouraged him to draft such a document and share with the 2 firms in question.

NEW BUSINESS:

2015 Memorial Day Parade: Emery Schweig reported that New Rochelle will not host a 2015 Memorial Day Parade but instead plans to sponsor an event at Glen Island. Conversation ensued about potential library collaboration with consensus indicating that the Library will be unable to participate this year but hopes to continue its previous involvement in 2016.

Nominations Committee: Haina Just-Michael indicated that she will shortly appoint an ad hoc Nominations Committee and has assigned its sole charge as to making a recommendation to the Board ,at its June meeting, regarding the slate of library officers for FY2015/16.

The meeting was adjourned at 9:45 p.m.

Respectfully submitted,

George Walters,

Secretary