

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday October 2, 2014**

Haina Just-Michael, Board President, called the meeting to order at 7:30 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

BOARD MEMBER OATH OF OFFICE:

Chuck Burke and Damon Maher were sworn in by Board President Haina Just-Michael.

MINUTES OF BOARD MEETING:

The September 11th meeting minutes were reviewed by the Trustees. Emery Schweig moved that the minutes be approved, seconded by George Walters and approved.

PROJECT MANAGER REPORT:

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

- + Sprinkler System Update: Construction is complete - sprinkler system is now operational. Cycle maintenance is yet to be scheduled for this assembly.
- + Lawton/Memorial Highway Vestibules Update: The opening of the Memorial Highway entrance is now scheduled to occur in February 2015 (due to most recent test failure of concrete work – concrete will be demolished and re-poured) with the closing of Lawton Street entrance scheduled to follow for March 2015.
- + Electronic Signage: Digital display in production – upon completion, sign box will be built. Installation delayed now - scheduled for early November.
- + Theater HVAC: Funding has been obtained to finance this project. CROC to review bid documentation.
- + Chiller Project: 2 vendor responses re analysis/bid documentation with a final response expected to arrive in the near future. CROC to review bid documentation.
- + Elevator Project: Execution of the contract with Liberty Elevator occurred on September 15th with completion slated for March 15, 2015.

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>September/October Vouchers</u>	
Bond – Capital	\$15,776.80
Health Care	\$45,194.46
Gifts and Donations	\$1,546.95
Contractual	\$8,212.18
Various	\$3,690.48

FINANCIAL REPORT:

Expenditures for the current fiscal year are on target relative to the completion of the first quarter of the Library's fiscal year. Numerous questions by new Board members Chuck Burke and Damon Maher were answered by Administrative Assistant Jean Manning and Tom Geoffino with an invitation extended to both men to make an appointment to meet with Jean and Tom in order to provide more context and information regarding the library's comprehensive financial situation, as well as its daily fiscal operation. Revenue collection for the year has been solid with nearly \$36,000 collected to date.

WLS REPORT:

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

PRESIDENTS REPORT:

President Haina Just-Michael reported on a variety of issues:

- + Emery Schweig, Tom Geoffino and Haina attended the September 18th WLS Legislative Breakfast held at WLS Headquarters in Tarrytown. At this event, the "team" was able to lobby the New Rochelle State delegation including Senator Andrea Stewart-Cousins, George Latimer, Steve Otis and Amy Paulin regarding New York State funding for library initiatives.
- + The Foundation's Belles Artes Tequila Tasting event held on September 14th was characterized as a very successful (and fun) event with the total amount raised \$14,274.71.
- + Haina's monthly WVOX radio show continues to feature interesting library related guests (staffers Kathy Cronin and Barbara Davis and SIBC lead volunteer Phyllis Rosen) and her Wednesday morning report contains information regarding upcoming programs as well as highlighting ongoing library services and the contributions of our wonderful advocacy groups.
- + City Councilor Ivar Hyden recently reported to library Board members and Administration that the long awaited Lawton Street traffic bumps will be installed in the near future.
- + Haina reported that the library recently received the appraisal for the "Land of Enchantment" – next steps include the conservation work as recommended.
- + On October 7th, the City Council will meet with proposed downtown New Rochelle developers RDRXR in order to review their concept for the redevelopment of 2 major downtown parcels, train station area and downtown core (including our Main Library facility) Haina plans to attend (Greg Varian has indicated he will as well) and will report back to the Board at its November meeting.
- + Library Board Committee assignments were passed out to the Board.

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 nearly complete and will consist of improvements and enhancements to the Children's public service desk. The installation work is slated for October 24th. The budget for these improvements is \$15,000 and has been 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) has now received approval in Albany. The monies arrived in August – the HCL project is underway with the lighting to be selected shortly and the storage issue to be dealt with later on in the year. The Main Library effort is scheduled to begin in March 2015 upon the completion of the Elevator Project.
- + In August, 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.
- + 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. The Long Range Plan Committee (consisting of Chair Chris Selin, Haina Just-Michael, Emery Schweig, Greg Varian, George Walters and Tom Geoffino) are working on the review of this document. The current focus of the Committee is the analysis/integration of input, as submitted by Department Heads, into the document - additional input by the entire staff and Library Board will be solicited upon completion of this task. Following completion of these efforts, the document will be forwarded back to our consultants for their evaluation and additional input.
- + New Rochelle ArtsFest, an annual event featuring art exhibits, live music, food and live performances, is scheduled for September 27th and 28th with our library serving as a significant focal point for this exciting cultural experience.
- + Artist Jesse Sanchez's Fleur-de-Lis, part of the New Rochelle BID and New Rochelle Council on the Arts Fleur-de-Lis public art project, will be relocated from the Lobby to the 3rd Floor Bliss Music area.
- + Friends of the New Rochelle Public Library will hold its next Board meeting on October 20th along with its next monthly book sale scheduled for October 10th and 11th. The New Rochelle Public Library Foundation has scheduled its next meeting for November 18th.

PERSONNEL REPORT:

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Iris Goodstein to the position of Librarian 1 (hourly), effective September 18, 2014 at a salary of \$23.39, seconded by Haina Just-Michael and approved.

EXECUTIVE SESSION:

At 9:10 pm, Haina Just-Michael moved to go into Executive Session for the purposes of discussing personnel and legal matters, seconded by Emery Schweig and approved. Executive Session ended at 10:04 pm.

PERSONNEL RESOLUTION:

Emery Schweig moved that a revised job description be created for the Assistant Director position, seconded by Damon Maher and approved.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE

Chair Haina Just-Michael reported that the September New Rochelle Street Fair, per Emery Schweig and Tom Geoffino, was a great success. Lots of residents were in attendance and many stopped by the library booth to learn more about the library and its services and programs or to voice support for the library and its positive role in their life.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Chair Emery Schweig briefly reported on the status of our Bond Anticipation Note (BAN) – the closing occurred on the morning of September 25th with Jefferies & Company wiring \$815,000 into our bank account. These monies will thereupon be placed into our Capital Account for use in relation to our ongoing infrastructure projects.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

Chair Greg Varian reported that the Committee is scheduled to meet next week but will confirm date/time relative to his availability.

SPECIAL PROJECTS:

Chair George Walters detailed his conversations with library attorney Marc Sharff and New Rochelle Civil Service member Bishop Leake regarding our library's affiliation with New Rochelle Civil Service Department. Marc indicated that our library was obligated by law to be a part of a government Civil Service agency, if not New Rochelle then possibly Westchester County. George asked Tom Geoffino to follow up with Marc about this issue. George also reported on his conversation with Bishop Leake about library concerns regarding the New Rochelle Civil Service Department and its ability to respond to us in a timely manner.

NEW BUSINESS:

George Walters discussed his concerns about the numerous and expensive fund raising events that Trustees are oftentimes invited to attend. He believes it is critical that Trustees have the ability to attend these events, for the purpose of lobbying (both formally and informally) on behalf of our library. George feels that a continuation of this phenomenon will skew Board membership towards affluent individuals and away from middle and working class and multicultural residents. Tom Geoffino reminded the Board that they are eligible for reimbursement relative to continuing education expenses. George's goal is to see that our particular set of advocacy groups (NRPL Foundation and Friends as well as the PHCL) allow Board members to attend their events at no cost to Trustees. To that end, he has asked the Policy Committee to consider additional efforts to mitigate this problem.

The meeting was adjourned at 10:46 p.m.

Respectfully submitted,

George Walters,

Secretary