

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday September 8, 2016**

Chuck Burke, Board President, called the meeting to order at 7:36 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: Chuck Burke provided an update regarding issues related to downtown redevelopment. Specifically, they furnished the Board with a DRAFT agreement to explore possible redevelopment of the library's property. Chuck and Greg Varian are recommending that our library work with our Land Use Attorney James Stoudt relative to the MOU in order to understand his thoughts on the proposed document. The document allows for the engagement of the Library's Real Estate Consultant (U3 Advisors) and stipulates a 2 phase process where the cost of said consultant would be borne by RDRXR: Phase 1 Library consultant would produce a valuation of our library site. If acceptable to all parties then the process would move to the next phase. If not acceptable, the process would end with both parties mutually agreeing to end the conversation. Phase 2: This phase will provide for the detailing of current and future library space needs thus working towards the establishment of a plan to renovate the existing property or build or renovate a property on or near the current library property. More details of this proposed contract will be made public if the Board approves this amended contract and is executed by library and RDRXR representatives.

WLS REPORT:

LaRuth Gray reported that WLS experienced a "quiet" summer relative to programs and activities except for its move into smaller, more efficient and less expensive quarters. The new WLS offices are still located in Tarrytown and not very far from its previous White Plains address. LaRuth indicated that the WLS Board and administration is very

concerned about the upcoming funding cycle, relative to State and County financial support. She urged Library Board members and Director to attend the upcoming November 17th WLS Annual Meeting.

PRIVATE SESSION:

At 7:46 pm, Greg Varian moved to go into Private Session for Attorney/Client Advice, seconded by Chuck Burke and approved. Private Session ended at 8:44 pm

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Lorraine Karl	15 Summit Avenue
Marjorie Sachs	Lakeside Drive
Dorothy Oliver	162 Clinton Avenue
Peggy Godfrey	29 Bayview Avenue

PROJECT MANAGERS REPORT:

Roxanne Neilson, Project Manager, made the following presentation:

+ Memorial Highway Entrance: The punch list issues is nearly complete - unresolved items include the protective film for the fabricated panels and additional panels for the unfinished exterior column. The Project Manager reported that all such issues are in the process of being appropriately addressed by the vendor and architect.

+ Lawton Street Entrance: Project work continues to function on schedule with no “unforeseen conditions” in play, with the exception of the previous delay in the inspection/approval of the structural steel intended for usage in the renovated areas. The major hurdle for the most timely completion of the entrance seems to be related to the creation, shipment and installation of the metal panels that will be located throughout the exterior and interior Lawton Street Entrance area. However, the Project Manager reported that both she and Suburban Construction are working with the vendor to expedite this process.

+ Theater HVAC: Preparation of the RFP is pending relative to the outcome of Chiller Project and the success of the NYS Library Construction Grant.

+ Chiller: Additional issues have arisen relative to power fluctuations that bring the chiller offline. Project Engineer and Con Ed have investigated and recommended that an electrician be engaged in order to undertake an investigation that will measure the flow where the power comes in to the building and as well at the cooling tower and the chiller. PRM Electric has investigated this situation and issued a report that was made available to all interested parties.

MINUTES OF BOARD MEETING:

The July 14, 2016 monthly meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved as amended, seconded by Dierdra Clark and approved.

The August 11, 2016 monthly meeting minutes were reviewed by the Trustees. Dierdra Clark moved that the minutes be approved as amended, seconded by Chuck Burke 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>August Vouchers</u>	
Bond-Capital	\$112,929.22
Health Care	\$6,488.06
Contractual	\$39,678.95
Various	\$5,374.96
Materials	\$8,569.50
Gifts and Donations	\$8,005.31
Total:	\$178,357.78

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:

+ School District Audit: The School District FY2015/16 Audit has not been finalized to date. This delay is unusual in relation to the earlier arrival of this document in previous years. Jean Manning indicated she is uncertain when the Audit document will be complete and made available to our library. The issuance of this document will provide valuable information regarding the library's fiscal situation, particularly the characterization of Fund Balance amounts.

+ Main Library Chiller Grant Opportunities: Our FY 2015/16 \$93,487 New York State Construction Grant for the Main Library Chiller Replacement Project has received approval from the New York State Library and the Dormitory Authority of the State of New York. The initial grant payments arrived earlier in the month of September.

+ Main Library Theater HVAC Grant: In August, our library submitted a FY 2016/17 New York State Construction Grant in relation to work proposed for the Main Library Main Library Theater HVAC Project. The Main Library's \$415,000 application was trimmed to \$77,647 but did not require a change in the scope of the project given the newly available \$888,790 in New York State bonding money. A tentative favorable recommendation has been made by the WLS PLDA Ad Hoc Grants Committee but final approval must go the WLS Board of Trustees in late September. New York State Library will make the final recommendation pending Dormitory Authority of the State of New York support. Initial payments will likely arrive in September 2017.

+ HCL Window Replacement Window Grant: In August, our library submitted a FY 2016/17 New York State Construction Grant in relation to work proposed for the HCL Window Replacement Window Project. The Main Library's \$55,978 application was trimmed to \$27,647 but did not require a change in the scope of the project given the newly available \$888,790 in New York State bonding money. A tentative favorable recommendation has been made by the WLS PLDA Ad Hoc Grants Committee but final approval must go the WLS Board of Trustees in late September. New York State Library will make the final recommendation pending Dormitory Authority of the State of New York support. Initial payments will likely arrive in September 2017.

+ Broadcast of Library Board Meetings: The proposed project to broadcast monthly Library Board meetings is on hold pending the City of New Rochelle's PEG grant application. This grant is intended to cover the cost of acquisition of the technology to accomplish this goal.

+ Friends of NRPL: Friends will hold its next monthly Board meeting on September 14th with its monthly Book Sale scheduled for September 9th and 10th.

+ NRPL Foundation: The Foundation is planning another "Cocktails and Conversation" event scheduled for September 29th at Alvin & Friends featuring Laura Bradford, national bestselling author of several mystery series (as well as a former Agatha Award nominee.) Also in the planning stages is a Murder Mystery Event to be held as a significant fund raiser in our library on the evening of October 29th.

PERSONNEL REPORT:

No report was made.

STATUS OF LIBRARY COMMITTEES:

Chuck Burke announced that the 2015/16 Board Committee assignments will remain the same in 2016/17 except that Haina will move to the Special Projects Committee with Dierdra relinquishing her assignment on that Committee. In the light of this reassignment, Dierdra will assume Haina's position as Personnel Committee Chair.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

BUDGET COMMITTEE:

Chair Chuck Burke indicated that the Committee will set a meeting date in the near future to consider the library FY2017/18 Budget request.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Haina reported that she continues to broadcast her monthly WVOX “All Things New Rochelle Public Library” show every 3rd Tuesday at 12 noon as well as a brief 5 minute library event/service highlight every Wednesday mornings around 7:40 am. She also updated the Board regarding the steady progress made on the design and creation our Thanksgiving Day Library Float, involving the efforts of assorted Foundation, Friends, PHCL and NRPL Library Trustee Board members.

FINANCE, TREASURY AUDIT COMMITTEE:

Chair Greg Varian reported that our BAN transaction (featuring a very favorable interest rate) will occur on September 14th. Greg also asked for an update regarding the library’s attorney ability to connect with the School District’s attorney regarding the differing points of view specific to the sponsorship of future Bond efforts.

PERSONNEL COMMITTEE:

Chair Damon Maher indicated that the Committee was continuing to consider the employee union contract request for the newly expired collective bargaining agreement. He was hopeful to return to the bargaining table in the near future.

POLICY COMMITTEE:

Committee Chair Damon Maher reported that he planned to call a meeting in the near future relative to policies yet outstanding in relation to adoption or requiring an update. Of particular concern was the library’s need to adopt a Child Molestation Policy in relation to staff and volunteers. Chuck Burke requested that the Committee strongly consider constructing a policy that would require all Board members to utilize assigned WLS e-mail accounts for all library business matters.

SPECIAL PROJECTS:

Chuck Burke summarized the issue of monthly Library Board meetings being potentially moved (partially or fully) to New Rochelle City Hall in the hopes that a larger number of residents would be inclined to attend these meetings. He asked Special Projects to consider this matter and make a recommendation to the Board.

EXECUTIVE SESSION:

At 9:37 pm, Damon Maher moved to go into Executive Session for the purposes of discussing collective bargaining negotiation strategy relative to the Library CSEA Unit, seconded by Chuck Burke and approved. Executive Session ended at 10:06 pm.

The meeting was adjourned at 10:08 p.m.

Respectfully submitted,

Dierdra Clark

Secretary