

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday December 10, 2015**

Haina Just-Michael, Board President, called the meeting to order at 7:40 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Pasacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

OLD BUSINESS:

RDRXR: Charles Burke gave a brief update regarding a further discussion with RDRXR in relation to the Draft agreement provided to the NRPL Board of Trustees previously and which the Board had decided not to take action on at the last meeting. Given that this relates a potential Real Estate transaction the specifics of the recent conversation with RDRXR were not discussed as it would affect that Board's ability to negotiate. The Board stated that they expect to consult shortly with a real estate advisor/consultant to advise them on next steps in relation to the downtown redevelopment.

Greg Varian reported on the work of land use attorney James Staudt of McCullough, Goldberger and Staudt specific to the potential impact that the proposed "form zoning" regulations would have upon our library in the future. Highlighted were issues Mr. Staudt raised relating to parking, density and the Ruby Dee Park "shadow study" and the meeting held with New Rochelle City officials to discuss our interest/concerns regarding these issues.

Additional conversations occurred between Board members (and members of the public) relative to the RDRXR situation during the following Public Discussion section of the meeting.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

John Collins	65 Rockland Place
Maxine Golub	98 Bayberry Lane
Donna Harris-West	74 Chatsworth Place
Dan Miller	14 Lakeside Drive
Marjorie Sachs	14 Lakeside Drive
Stephan Mayo	237 Winding Brook Road
Deb Margoluis	424 Webster Avenue
Lynn McCormick	130 Liberty Avenue
David Patterson	31 French Ridge

EXECUTIVE SESSION:

At 9:05 pm, Damon Maher moved to go into Executive Session for the purposes of discussing personnel and legal matters, seconded by Haina Just-Michael and approved. Executive Session ended at 9:40 pm.

OLD BUSINESS (Continued from earlier in the meeting)

RDRXR: Chuck Burke moved that action on the current RDRXR Memorandum of Understanding (MOU) be tabled until the library is able to secure an independent consultant to review the real estate matter, seconded by Damon Maher and approved.

WLS REPORT:

No report was made as LaRuth Gray was absent.

MINUTES OF BOARD MEETING:

The November 12th meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved, seconded by Damon Maher 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>October Vouchers</u>	
Health Care	\$45,255.95
Contractual	\$150,103.62
Materials	\$18,387.75
Workers Comp	\$12,107.09
Gifts and Donations	\$12,787.72
NYSERS Retirement	\$409,779.00
Various	\$2,680.91

Total Reported

\$638,907.52

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. A detailed discussion of the Library's financial status was deferred by the consensus of the Board with a full report to be made at its January meeting.

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:

+ HCL Grant: New York State Construction Grant Our FY2013/14 \$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 nearly complete with the storage component now in the design stage. Our goal is to see the installation occur in January 2016 – this goal is contingent upon obtaining permission from the New Rochelle Parks Department for placement of the unit on adjacent City property.

+ Adult First Floor Grant: Our FY 2013/14 New York State Construction Main Library \$60,000 grant application (relating to the renovation of adult areas on the first floor) is nearly complete - the furniture/shelving along with carpeting will be finalized and ordered in the near future. The first phase of this project has already begun relative to the shifting of various collections throughout our facility. We have tentatively scheduled the installation of the new carpet and shelving/furniture on President's Day weekend, (February 14/15) as our library will be closed on those days. In the meanwhile, the area in question will be painted in early January 2016 prior to the February work.

+ Chiller Grant Opportunities: Our FY 2015/16 \$56,622 New York State Construction Grant for the Main Library Chiller Replacement Project has been enhanced to \$93,487 (an increase of \$36,865) due to the withdrawal of another WLS grant application. This grant is still awaiting approval from the New York State Library and Dormitory Authority of the State of New York approval. Initial payments will likely arrive in September 2016.

The New York State Consolidated Funding Application (CFA) Grant (to assist in the purchase of the chiller) for the amount of \$225,000 is still pending in relation to a decision – New York State has announced that such a decision should be forthcoming in December 2015.

+ Redesigned Library Website: Our library is planning to bring its newly designed website up in later December 2015. Thanks to the hard work of library staff led by Sarah

Papa, Daniel Ogyiri and Barbara Davis, we have developed and launched a new website that gives residents enhanced access to NRPL's myriad of digital information, tutorials, databases, and many more additional resources. Particular thanks must be allocated to the NRPL Foundation for their financial support of this important initiative.

- + Friends of the New Rochelle Public Library: The Friends will hold its monthly Board meeting on January 13, 2016 with its next Book Sale scheduled for January 8 and 9, 2016. On December 9th, the Friends unanimously approved the Library's 2016 grant request - this budget calls for \$54,750 to be utilized for children, teen and adult programming, local history projects and collection development initiatives. The Library continues to assist the Friends in their Book Store fundraising efforts. 2 grant efforts are now complete with the \$3,000 District Rotary grant having been approved at the December Rotary Club of New Rochelle Board meeting - the \$20,000 Dreyfus Foundation grant decision is still pending.
- + NRPL Foundation: The next Foundation Board meeting is scheduled for January 25, 2016.

PROJECT MANAGER REPORT:

Roxanne Neilson, Project Manager, made the following presentation:

- + Memorial Highway Entrance: Glass doors scheduled to be installed 2nd week of January. Entrance should be complete late January/early February 2016. Lawton Street entrance work will recommence upon recommissioning of Memorial Highway Entrance.
 - + Elevator Replacement Project: Elevator Circuit board failed after flood on 11/28. Liberty Elevator as vendor completed the repair under warranty. AIM Mechanical installed the oil separator sump and will return to make sure the hose does not get tangled again.
 - + Theater HVAC: Preparation of RFP pending outcome of Chiller Project.
 - + Electronic Sign: Owner has requested that IP technology be introduced in order to allow for quick and seamless updating of sign information.
 - + Chiller: Chiller Bid and Public notice completed on 11/30 along with formal bid analysis on 12/02. De-scoping/bid analysis of 2 lowest bidders on 12/7 resulted in the recommendation that the lowest bidder, J & M Heating and Air Conditioning be awarded the contract. Value engineering options are under study by OLA, Project manager and owner.
- Haina Just-Michael moved that the Chiller Replacement Project be awarded to J & M Heating and Air Conditioning for a sum not to exceed \$617,000 (with the understanding that further value engineering to lower total construction costs, under the supervision of OLA Engineering) seconded by Chuck Burke and approved.

Greg Varian moved to create the Chiller Replacement Project construction budget for the amount of \$626,000 (not inclusive of the \$60,000 previously spent to date), seconded by Chuck Burke (with Haina Just-Michael abstaining) and approved.

PERSONNEL REPORT:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

BUDGET COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Haina Just-Michael reported that Library Advocacy Day was scheduled to take place once again at the State Capital in Albany on March 2, 2016. She and Tom Geoffino will attend and she encourages all other Trustees to participate if possible. WLS will hold its “Celebrating Westchester Libraries Breakfast” on April 13, 2016 with guest speaker former congressman Barney Frank scheduled to speak.

FINANCE, TREASURY AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

No report was made.

NEW BUSINESS:

+ Amy Tietz of Friends of Friends of New Rochelle Public Library Presentation: Amy Tietz, Co-President of Friends of New Rochelle Public Library, provided the Board with

an update about the very successful Friends capital fund raising effort in relation to the proposed library lobby Friends Book Store. Nearly \$46,000 has been raised to date with an additional \$25,000 needed to reach goal. Amy made a special plea against the creation of a temporary library if our current library building is sold. In such a circumstance, the goal of Amy and the Friends would be to see our library move from its current location to its new and permanent facility. Amy strongly believes that the creation of a temporary library would greatly curtail (if not stop) Friends book donation activity and thus doom the organization to “wither away” due to member enforced inaction.

+ Resignation of Library Board Member Emery Schweig: Chuck Burke moved to accept the resignation of Emery Schweig, as tendered on November 16, 2015, seconded by Haina Just-Michael and approved. In approval of this motion, the Board expressly thanked Ms. Schweig for her many successful years of selfless dedication and hard work on behalf of the New Rochelle Public Library and its residents and patrons.

+ Election of Library Officers: In the wake of the departure of Library Board member and Vice President Emery Schweig, Damon Maher moved that Charles Burke be nominated to serve as Vice President and Quentin Jacobs as Secretary, moved by Haina Just-Michael and approved.

The meeting was adjourned at 10:35 p.m.

Respectfully submitted,

Charles Burke, Jr.,

Secretary