

NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday October 12, 2017

Chuck Burke, Board President, called the meeting to order at 7:39 p.m.

BOARD MEMBERS

Charles Burke, Jr, President
Dierdra Gray Clark, Vice President
Yadira Ramos-Herbert, Secretary (excused)
Quentin S. Jacobs (excused)
Damon Maher
Greg Varian

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

OLD BUSINESS:

Board Member Search:

President Chuck Burke reported that the public advertisement for the temporary appointment of the vacant Library Trustee position will close on October 15th. It is the intention of the Board to review submissions shortly thereafter with the expectation that the vacant position will be filled at its November 9th Board meeting. Chuck indicated that the annual Library election scheduled for May 2018, will include the election of three library trustee positions: 2 openings for the election of trustees for 2 5-year terms, and the third opening for a 1 year term that will see the completion of the last year of Ms. Just-Michael's former seat. The 2 candidates who receive the most votes will serve the five-year terms with the third candidate to be awarded the 1 year term.

Downtown Redevelopment:

President Chuck Burke reported that Library is still in discussion mode with its real estate attorney relative to prospective agreement with RXR. He indicated that the "exclusivity" period of negotiation may be readjusted to 9 months instead of the proposed 12 month time period. Chuck also promised to have the prospective agreement posted on the library website 7 days in advance of the meeting. If unable to make this time frame, the vote would be postponed till the 7 day posting promise could be met. Much discussion ensued.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Lisa Burton	lisaburton48@gmail.com
Dorothy Oliver	162 Clinton Avenue
Marjorie Sachs	14 Lakeside Drive
Patricia O'Keefe	pintroc35@gmail.com
Nora LeMorin	nirmala1@msn.com
Adam Deutscher	19 Sylvan Place

Seth Marksfield
Lynn McCormick
Lourdes Font
Darryell Evellard
Maxine Golub

74 Lakeside Drive
mccormicklynn1@gmail.com
lordsmaria.font@gmail.com
260 Centre Avenue, 3G
98 Bayberry Lane

WLS REPORT:

Tom Geoffino reported that the WLS Annual Meeting will be held on November 16th with the focus of the program to be devoted to the topic of “Creating the Future”, featuring as speakers NY State Librarian Bernard Margolis and NYS Regent Judith Johnson. He also endorsed as extremely helpful the October 3rd, WLS Trustee Institute “Are Your Board Meetings as Effective as They Could Be?” as conducted by WLS Board President Cathy Draper.

PROJECT MANAGER’S REPORT:

Roxanne Neilson, Project Manager, did not attend the meeting. No report was submitted in advance by Ms. Neilson.

MINUTES OF BOARD MEETING:

The September 14th meeting minutes were reviewed by the Trustees. Dierdra Gray 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>September Vouchers</u>	
Health Care	\$51,507.93
Contractual	\$55,597.09
Various	\$3,974.02
Materials	\$19,806.67
Petty Cash	\$140.67
Gifts and Donations	\$12,052.23
Workers Comp	\$15,878.04
Various	\$1,987.01
Total:	\$146,384.28

FINANCIAL REPORT:

Chuck Burke reported that the draft agreement (soon to be finalized after much effort) between our library and the New Rochelle School District (NRSD) will memorialize the Tax Anticipation Note (TAN) and library Bond arrangement. This draft agreement provided the framework for the recent BOE action specific to the library obtaining its TAN monies. Also highlighted was the ongoing audit of FY2016/17 library (and NRSD) accounts as undertaken by the auditors as hired by NRSD. Access to this report is expected in October/November 2017.

PRESIDENT’S REPORT:

No report was made as it was integrated into the Director’s Report.

DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

+ Main Library Theater HVAC Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the Main Library Theater HVAC Project. Our grant award for this project was \$77,647 per WLS Board of Trustees. However, this award was increased by \$1,157 to \$78,804 due to the withdrawal of another WLS library grant application. Our library received the grant in August 2017 with the project currently on hold awaiting the Finance Committee's decision regarding the usage of Fund Balance monies to supplement the project cost.

+ HCL Window Replacement Window Grant: In August 2016, our library submitted a FY 2016/17 New York State Construction Grant awards in relation to work proposed for the HCL Window Replacement Project. Our grant award for this project is \$27,647 per WLS Board of Trustees. However, this award was increased by \$1,157 to \$28,804 due to the withdrawal of another WLS library grant application. Our library received the grant in August 2017 and working towards beginning of the project in December 2017.

+ Proposed Main Library Circulation Desk/Area Project: In August 2017, our library submitted a FY 2016/17 New York State Construction Grant application in relation to work proposed for the Main Library Circulation Area Project. The proposed project will allow the library to create a newly reconstituted Circulation Area, including an ADA compliant desk with unified circulation, return and registration functionality, back office area, library/lobby gates, security desk with electronic surveillance capability, new material anti-theft gates and patron placed hold pick-up shelving. Cost estimation for this project was \$368,485. On September 28th, our library was notified that we were tentatively awarded the maximum grant amount of \$276,363. Next steps in the process include a favorable recommendation from the WLS PLDA Ad Hoc Grants Committee with final approval to 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. The initial payment will likely arrive in August 2018.

+ Mary Smart Foundation Grant: The Library has received formal notice of approval from the Mary Smart Foundation regarding its \$10,000 grant application to fund the retrofit of the soon-to-be vacated former Friends Book Store into a Volunteer Center space. The grant is expected to arrive in November 2017.

+ Meet the Teachers Initiative: Thanks to a FY2017/18 Foundation grant, library staff attended 13 Meet the Teachers Night in September. To date, staff has attended sessions at Columbus, Trinity, Ward, Davis, Jefferson, Webster, Isaac Young and Albert Leonard Schools. Over 600 new library card applications were issued as well as the sharing of information regarding our library's many in-house and online resources.

+ New Rochelle Thanksgiving Parade: Our library advocacy groups (NRPL Foundation, Friends of NRPL and Partnership for the Huguenot Library) are planning once again to sponsor a float in the November 18th New Rochelle Thanksgiving Parade. Library Trustees and staff have been asked to participate. Particulars regarding this activity are still outstanding but will be shared upon availability.

+ Chess in the Park: At the eleventh hour, our library made its lobby space available to the National Scholastic Chess Foundation on Columbus Day (October 9th) for its very popular Chess in the Park event as inclement weather forced the move of the event into our library from its original Ruby Dee Green location. Thanks go to Barbara Davis for this decision and Al Achoy for working this holiday (despite virtually no advance notice.)

+ Friends of NRPL: The Friends will hold its next monthly Board meeting on November 8th with its Book Sale scheduled for November 2nd, 3rd and 4th. Longtime Friends Board member Lavita Haskell passed away earlier this month. Her contributions to our library were noteworthy. The Board expressed its condolences to Mrs. Haskell's family for their loss along with its sincerest gratitude for her exemplary work.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for November 20th. Planning continues to move forward in relation to the next significant Foundation fund raising affair, currently entitled “A Movable Feast.” Scheduled for October 21, 2017, this event is tied to the theme of Paris in the “Roaring Twenties”. President Chris Selin will be honored on November 2nd by the New Rochelle Chamber of Commerce as a “Women of Excellence.”

PERSONNEL REPORT:

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Library Assistant Melisa Ziemba, effective October 10, 2017, at a salary of \$22.76 per hour seconded by Dierdra Gray Clark and approved.

Tom Geoffino reported no viable applications for the vacant hourly Librarian 1/Archivist position were received by the New Rochelle Civil Service Department so the position will be reposted once again in the near future.

Tom Geoffino also indicated that Bilingual Children’s Library Assistant 1 recruitment is moving forward with 4 candidates selected to participate in the 2nd round of interviews. A final decision is expected by mid-November.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

No report was made.

FINANCE AND AUDIT COMMITTEE:

No report was made.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

Chair Damon Maher reported that Committee plans to convene a meeting in the near future in order to work on the following issues: review of Library Bylaws, Museum Pass Program as well as creation of the Library Tutoring Policy and Family Computer Center Policy.

SPECIAL PROJECTS:

Tom Geoffino indicated that the Special Projects Committee, with the approval of IT Librarian Daniel Ogyiri, supports the library theater video broadcast plan as previously detailed by the independent

consultant. He indicated that the \$25,000 PEG Grant, as supported by City Manager Chuck Strome, is ready for consideration but must receive Board approval. Upon obtaining Board agreement, Tom will reach out to Kathy Gilwit, the City Public Relations Coordinator, to obtain her help in order to move the grant forward as well as assist in the process that would enable the library to obtain the specified equipment. He will also reach out to the NRSD and local colleges in order to discuss the possibility of creating partnerships that will provide for the engagement of student labor to tape the Board meetings. Tom will also research the possibility of locating a temporary solution that would provide for the allow for taping at the October or November Board meeting onward till the permanent solution is fully implemented with the installation of the broadcast system in the theater.

Chuck Burke moved that the Library apply for a \$25,000 PEG grant for the purposes of using the award to fund the proposed library theater broadcast system, seconded by Dierdra Gray Clark and approved.

Tom Geoffino reported that the Committee is moving forward in determining “best practices” regarding insurance and security issues relative to the return of the Rockwell painting.

EXECUTIVE SESSION:

At 8:58 pm, Damon Maher moved to go into Executive Session for the purposes of discussing negotiation strategy with RXR, seconded by Chuck Burke and approved. Executive Session ended at 9:30 pm

The meeting was adjourned at 9:34 p.m.

Respectfully submitted,

Dierdra Gray Clark
Secretary