

**NEW ROCHELLE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MONTHLY MEETING MINUTES**  
**Thursday, December 14, 2017**

Chuck Burke, Board President, called the meeting to order at 7:27 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

**NEW BUSINESS:**

Patron Ban:

Director Tom Geoffino introduced a patron unhappy with the recent decision by the Library to ban her for inappropriate behavior. The patron presented her case relative to the incident in question. The matter was referred to the Personnel Committee for further consideration.

**OLD BUSINESS:**

Board Member Search:

President Chuck Burke indicated that the Board decided to extend the search through December 15<sup>th</sup> in order to draw additional candidates interested in the new Board vacancy as created by the Maher resignation. Chuck declared that the Just-Michael and Maher vacancies will be filled at the January 11th meeting.

Downtown Redevelopment:

President Chuck Burke reported that Library has no updates to provide relative to negotiations surrounding the prospective Valuation agreement with RXR.

**PUBLIC DISCUSSION:**

The following individuals spoke during this time:

Linda Lalla	33 Lorenz Ave.
Monique Eveillard	260 Centre Ave., Apt 3G
Dan Miller	14 Lakeside Drive
Renee Barnes	82 Irving Place
Erica Itzkowitz	50 Poplar Place
Maxine Golub	98 Bayberry Lane
Dorothy Oliver	162 Clinton Ave.
Marjorie Sachs	14 Lakeside Drive

## WLS REPORT:

No report was made.

## 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 November meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Dierdra Gray 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>December Vouchers</u>	
Health Care	\$92,122
Contractual	\$127,604.94
Various	\$1,987.40
Materials	\$17,931.31
Gifts and Donations	\$9,299.21
Grants	\$13,304.00
Bond-Capital	\$102,806.25
Total:	\$365,063.57

## 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 still currently on hold awaiting the Finance Committee's decision regarding a finance plan intended to locate supplemental funds needed to meet the project budget.

+ 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. The project was successfully completed late last week.

+ 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 28<sup>th</sup>, our library was notified by the WLS Board that we were tentatively awarded the maximum grant amount of \$276,363. Next steps call for the New York State Library confirming the grant award 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 its \$10,000 grant award from the Foundation last week to fund the retrofit of the soon-to-be vacated former Friends Book Store into a Volunteer Center space. Work will likely commence in Spring 2018.

+ New Rochelle Thanksgiving Parade: Our Parade efforts were once again adjudged successful thanks to the efforts of our library advocacy groups (NRPL Foundation, Friends of NRPL and Partnership for the Huguenot Library.) Members of all 3 groups, along with Library Trustees, manned the library float as well as marching along the entire length of the parade route while upholding the Library Banner.

+ Friends of NRPL: The Friends will hold its next Board meeting on January 10th with its Book Sale scheduled for January 4<sup>th</sup>, 5<sup>th</sup> and 6th.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for January 22nd.

#### PERSONNEL REPORT:

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby accept the resignation of hourly Librarian I Enriqueta Zagroba, at an hourly wage of \$24.94 effective November 20, 2017, seconded by Dierdra Clark and approved.

Greg Varian moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of hourly Adult Services Bilingual Library Assistant Library Assistant Lenore Bracamonte, effective December 7, 2017, at hourly wage of \$22.76, seconded by Dierdra Clark and approved.

#### BUDGET COMMITTEE:

The Budget Committee is planning to schedule a meeting in early 2018 in order to begin deliberations on the FY2018/18 library budget.

#### BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that the Committee (along with CROC) will likely meet in early January. This meeting will likely produce a recommendation regarding acceptance of the lowest bid vendor for the job. The prospective cleaning of the library exterior façade and a NYSERDA/NYPPA geothermal heating grant opportunity will be additional topics of discussion.

#### COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

No report was made.

## FINANCE AND AUDIT COMMITTEE:

Board President Chuck Burke reported that library and NRSD attorneys are making progress with the agreement memorializing TAN/Bond/BAN arrangements between both of the organizations. He also verified the Finance Committee's recommendation to utilize Fund Balance monies in order to meet the Theater HVAC budget obligation.

## PERSONNEL COMMITTEE:

Committee Chair Dierdra Clark indicated that the Personnel Committee recommended that the Board pass a resolution that would clarify the obligation of the library in relation to the issue of medical insurance for the surviving spouses of retired employees.

Dierdra Clark moved that the library allow the surviving spouse of a retired employee to remain on the library's health plan but the spouse must be financially responsible for the entire monthly health premium, seconded by Yadira Ramos-Herbert and approved.

## POLICY COMMITTEE:

Committee Chair Dierdra Clark indicated that the Policy Committee would meet on a yet as unscheduled date in January 2018. A variety of current and draft policies are on the docket and ready for Committee consideration, including NRPL Board of Trustees Bylaws as well as Museum Pass, Tutoring, Family Computer, Chromebooks, Teen Computer Kiosk, Gift and Donation policies.

## SPECIAL PROJECTS:

Tom Geoffino indicated that the city is working on an Intermunicipal Agreement between itself and the library relative to the \$25,000 PEG grant and library obligations/responsibilities tied to this arrangement. After Common Council approval on January 9<sup>th</sup>, the library will analyze the document in detail relative to Board approval. The library will solicit bids on the equipment package shortly thereafter and award to the lowest qualified bidder. The library continues to be involved in conversations with Iona College with the goal of reaching an agreement that would provide assistance to our library relative to the filming/editing and rebroadcast of the monthly library Board meetings.

Tom Geoffino reported that the surveillance system for the Rockwell painting will be installed in early January 2018 with the return of the Rockwell expected in late January 2018. The library is in the early stages of planning a program on February 2<sup>nd</sup> celebrating Norman Rockwell's birthday, featuring a Rockwell model.

The meeting was adjourned at 8:34 p.m.

Respectfully submitted,

Yadira Ramos-Herbert  
Secretary