

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday November 8, 2018**

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)
Whitney Barrat
Corey Galloway
Daniel Bonnet
Sarah Langlois

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Passacreta (excused)

WLS REPRESENTATIVE

LaRuth Gray (excused)

PRESIDENT'S REPORT:

President Chuck Burke announced that the term of office for Dr. LaRuth Gray, the New Rochelle representative on the Westchester Library System (WLS) Board of Trustees, would expire in December 2018. Regrettably, Dr. Gray will not be able to continue her service in this capacity as she has served 4 terms and thus has invoked the mandated WLS Board term limitation rule. Chuck indicated that the Board would go into Executive Session in order to discuss prospective candidates to replace Dr. Gray as the New Rochelle representative on the WLS Board of Trustees.

EXECUTIVE SESSION:

At 7:41 pm, Chuck Burke moved that the Library Board enter into Executive Session in order to discuss the future New Rochelle Board appointee to the Westchester Library System, seconded by Corey Galloway and approved. At 8:04 pm, Chuck Burke moved that the Library Board discontinue its Executive Session, seconded by Dierdra Gray and approved.

PRESIDENT'S REPORT (CONTINUED):

President Chuck Burke reported that it was the sense of the Library Board to recommend that the Westchester Library System Board of Trustees elect Frances Okelo to serve as the New Rochelle representative to the Westchester Library System Board of Trustees. Mr. Burke indicated that Mr. Okelo and his candidacy was brought to the Board's attention through the recommendation of Tom Geoffino. Mr. Burke detailed Mr. Okelo's impressive background as a distinguished diplomat representing Uganda and subsequently the United Nations. A resident of New Rochelle since 1971, Mr. Okelo, a frequent user of New Rochelle Public Library, is a fervent supporter of libraries as an agent of educational, social and cultural enhancement and change.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Vincent Malefitano	9 Fairview Place
Denise Ward	137 Hillandale Drive
Nora LeMorin	36 Clinton Place
Tamara Stewart	5 Overlook road
Lourdes Font	76 Vaughn Avenue

MINUTES OF BOARD MEETING:

The October monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as amended, seconded by Whitney Barrat 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	\$48,259.60
Contractual	\$68,732.50
Materials	\$24,962.61
Gifts and Donations	\$9,590.72
Bond/Capital	\$14,845.00
Grants	\$4,525.00
NYSERS Retirement	\$343,493.00
Petty Cash	\$82.56
Various	\$2,843.76
Total:	\$512,809.75

WLS REPORT:

No report was made.

DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

+ 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. With New York State Grant monies and NRPL Foundation matching monies in place for use, we are actively engaging with our project vendors and subcontractors in order to begin the project in January/February 2019.

+ Main Library 2nd Floor Renovation Project: In August 2018, our library submitted a FY 2018/19 New York State Construction Grant awards in relation to work proposed for the Main Library 2nd Floor Renovation Project. The WLS Board voted to confirm award our library of a tentative award of \$140,000. Given the reduced grant award, we decided to preserve the original scope of the project buy

creating a multi-year phased approach in order to accomplish the goals and objectives of this important effort. The first phase of this reconfigured project will allow us to establish a new and enhanced Spanish Language area, renovated social service area (Handelman Business Opportunity Center, Help Room, Tutoring Room), Teen Room, Local History Room and retrofitted LED lighting. We will need to provide a match of \$78,000 in order to qualify for this award. On October 2nd, the WLS Board of Directors voted to approve our grant. 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 2019.

+ HCL Furnace/Boiler Replacement Project: In August 2018, our library submitted a FY 2018/19 New York State Construction Grant awards in relation to work proposed for the Huguenot Children's Library Furnace/Boiler Replacement Project. The project cost is \$11,500 with our grant request for \$8,625 in total. WLS has notified our library of a tentative award of \$8,625. We will need to provide a match of nearly \$2,875 in order to qualify for this award. 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 2019.

+ Friends of NRPL: The Friends will hold its Holiday Party/ Board meeting on November December 12th with its extremely popular Holiday Book Sale scheduled for December 6th, 7th and 8th.

+ NRPL Foundation: The Foundation is moving forward in relation to planning for its 25th Anniversary Gala scheduled for May 9th. More details will be shared in the future. The next Foundation Board meeting is scheduled for November 19th

PERSONNEL REPORT:

Tom Geoffino reported that interviews are ongoing for the newly reconfigured Social Media Videographer Coordinator position. A strong pool of candidates has created a challenging decision-making process but we anticipate a decision in the near future.

Interviews for the vacant Librarian 3 (Children's Library Head) position are scheduled to begin on November 15th.

The Community & Services Support Specialist position will be voted upon by the Civil Service Commission on November 20th. We are hopeful that Civil Service will post this newly created position in December.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois provided an update regarding the upcoming (November 30th) Buildings & Grounds/CROC Committee meeting. She indicated that she had met with Tom Geoffino previously and together set the Committee agenda with the major focus of the meeting to be devoted towards a review of the WASA 2010 Library Building Audit and the infrastructure work since accomplished in relation to the Audit recommendations.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Committee Chair Daniel Bonnet reported on the numerous and diverse cultural, educational and recreational library programs currently available to our community. He highlighted the variety of efforts undertaken in the City on behalf of our teen population. Also discussed were Holiday donation

opportunities to assist struggling individuals and families. Sarah Langlois provided an update regarding preliminary planning efforts to honor the Partnership for the Children's Library founders.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Chair Corey Galloway reported on the Committee's work in gathering information regarding the financial situation (and functionality) of our library. He highlighted his discovery of the library's current insurance valuation. Corey also recommended that the Library Board institute a new policy requiring at least one Budget or Finance Committee member signature on each expenditure warrant. Corey Galloway moved that at least one Budget or Finance Committee member signature must be obtained on each expenditure warrant, seconded by Dierdra Gray Clark and approved.

NEEDS ASSESSMENT COMMITTEE

Committee Chair Corey Galloway reported that the Committee has created a draft RFP that calls for engaging the services of a consultant whose responsibilities will include functioning as a facilitator and providing general assistance to the Committee in its efforts to create a "transformational summit" that will engage all sections of the community in a meaningful conversation regarding our library and its relevance and value to New Rochelle. The Committee is recommending that \$10,000.00 be allocated for this effort and is hoping to see this effort underway in April 2019 with an expected completion date of this endeavor by July 2019. Much discussion ensued relating to the need to engage the services of a consultant given the ongoing input submitted to the Library Board and staff by patrons and residents. General consensus indicated that this proposed project was necessary as feedback, opinions and points of view needed to be gathered in a systematic and thorough approach with all segments of the community allowed the opportunity speak and be heard.

PERSONNEL COMMITTEE:

Chair Dierdra Clark provided an update regarding the Personnel Committee and its schedule in relation to the evaluation of the Library Director and his performance. Board members have submitted their evaluation forms with the evaluation to be shared with the Director prior to the December meeting as well as the findings to be shared with the Board as a whole during the December Board executive session meeting.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

Chair Whitney Barrat reported that she (along with Tom Geoffino) are waiting upon a final decision relative to the prospective donation of 3 pieces of sculpture to our library. Discussion ensued regarding potential locations of the sculpture as well as circumstances surrounding donation stipulations and donor recognition. Additional news will be shared as appropriate.

Daniel Bonnet reminded Board members, and Tom Geoffino, that the "Undoing Racism" workshop was scheduled at New Rochelle High School on Saturday, November 17th and Sunday, November 18th.

The meeting was adjourned at 9:06 p.m.

Respectfully submitted,

Yadira Ramos-Herbert
Secretary