

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday December 13, 2018**

Dierdra Gray Clark, Board Vice President, called the meeting to order at 7:34 p.m.

BOARD MEMBERS

Charles Burke, Jr, President (excused)  
Dierdra Gray Clark, Vice President  
Yadira Ramos-Herbert, Secretary  
Whitney Barrat  
Corey Galloway  
Daniel Bonnet  
Sarah Langlois

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Mary Kane Passacreta

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF BOARD MEETING:

The November monthly meeting minutes were reviewed by the Trustees. Dierdra Clark moved that the minutes be approved as amended, seconded by Corey Galloway and approved.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Daniel Miller	14 Lakeside Drive
Marjorie Sachs	14 Lakeside Drive
Monique Evillard	26 Center Avenue
Dorothy Oliver	doliver162@yahoo.com
Vincent Malefitano	9 Fairview Place
Victor Estrada	41 Lawton Street, #1AA

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:

November Vouchers

Health Care	\$53,573.27
Contractual	\$155,430.02
Materials	\$26,826.65
Gifts and Donations	\$22,199.10
Bond/Capital	\$127,168.22
Grants	\$4,525.00
NYSERS Retirement	\$343,493.00
Petty Cash	\$141.03
Various	\$2,387.76
Total:	\$387,726.05

#### WLS REPORT:

Tom Geoffino reported that Francis Okelo was elected, at the WLS Annual meeting on November 15th, to serve as the New Rochelle representative to the Westchester Library System Board of Trustees.

#### 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 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 by 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 2<sup>nd</sup>, 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 next Board meeting on January 9th with its "Buck a Bag" Book Sale scheduled for January 3th, 4th and 5th. The Friends 2019 Budget was approved on December 12th and will fund a \$60,250 budget that will provide for multigenerational library programs, non-print materials, local history projects and various special projects.

+ 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 January 22nd.

#### PERSONNEL REPORT:

Dierdra Clark moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the hiring of Librarian Phillip Poggiali effective December 2, 2018 at a salary of \$25.87 per hour seconded by Whitney Barrat and approved.

Tom Geoffino announced that Nicolette Fudge has been selected to fill the vacant Social Media Videographer Coordinator position. Ms. Fudge is a New Rochelle native and a (relatively) recent graduate of New Rochelle High School. Dierdra Clark moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the hiring of Social Media Videographer Coordinator Nicolette Fudge effective January 2, 2019 at an annual salary of \$48,530, seconded by Daniel Bonnet and approved.

Interviews for the vacant Librarian III (Children's Library Head) were completed on December 12th. The position was preliminarily offered to one of the candidates and was accepted as such. A formal offer will be extended to the candidate upon the successful conclusion of a background check and employments references.

The Community & Services Support Specialist position was created by the Civil Service Commission on November 20th. To date, the Civil Service Office has not responded to the Library's request to post this position.

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois reported on the November 30<sup>th</sup> Buildings & Grounds/CROC Committee meeting. She indicated that the Committee recommended the Board consider supporting authorization of another building audit (previous audit was completed in 2010) in order to better understand the infrastructure needs (and financial obligations) of capital project improvements/maintenance of our main library facility. Cost of this effort is uncertain but estimates indicate that such an expense may fall between \$30,000 to \$50,000 in total. As a “next step”, Sarah reported that CROC members will create a draft building audit RFP for Committee and Board consideration. Board reaction was positive towards this effort given the current charge of the Needs Assessment Committee requires a sense of future facility costs.

#### 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 his recent attendance at a recent New Rochelle Council of Community Services event and his successful display of his NRPL Trustee name tag. Daniel urged usage of Board name tags at various community events in order to increase library visibility. He also recommended that Board members work toward more participation in Foundation/Friends events/volunteer opportunities as well as ongoing philanthropic support of our advocacy groups. Much discussion ensued. Sarah Langlois indicated that a December 18<sup>th</sup> meeting is scheduled with a landscape architect in order explore potential HCL projects in honor of the Partnership for the Children’s Library founders.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made.

#### NEEDS ASSESSMENT COMMITTEE

Committee Chair Corey Galloway reported that the Committee draft RFP has not been posted yet as it is still being written and formatted for consideration. The document 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 goal of the Committee is to begin the process in April/May 2019 with an expected completion date of this effort in July 2019. Much discussion ensued in relation to the commitment of fully engaging the many points of view (and populations) found in New Rochelle.

#### PERSONNEL COMMITTEE:

Chair Dierdra Clark indicated that the Library Board will meet later (in Executive Session) in relation to the evaluation of the Library Director and his performance.

**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 the possibility of a sculpture garden in the Memorial Highway Courtyard area relative to this donation. Whitney and Tom will further explore this donation and the possibility of a revived and upgraded landscaping for the Memorial Highway courtyard.

**EXECUTIVE SESSION:**

At 9:08 pm, Dierdra Clark moved that the Library Board enter into Executive Session in order to discuss personnel review of the Library Director, seconded by Whitney Barrat and approved. At 9:28 pm, Dierdra Clark moved that the Library Board discontinue its Executive Session, seconded by Daniel Bonnet and approved.

The meeting was adjourned at 9:30 p.m.

Respectfully submitted,

Yadira Ramos-Herbert  
Secretary