

NEW ROCHELLE PUBLIC LIBRARY

BOARD OF TRUSTEES MONTHLY MEETING MINUTES

Thursday February 21, 2019

Charles Burke, Board President, called the meeting to order at 7:40 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Mary Kane Passacreta

WLS REPRESENTATIVE

Francis Okelo

MOMENT OF SILENCE

Board President Chuck Burke called for a moment of silence in memory of the recent passing of longtime Children's Library Head and New Rochelle resident Kathy Cronin.

MINUTES OF BOARD MEETING:

The January monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved, seconded by Yadira Ramos-Herbert 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>February Vouchers</u>	
Health Care	\$89,736.40
Contractual	\$122,703.29
Materials	\$23,503.33
Gifts and Donations	\$12,937.91
Grants	\$14,709.15
Bond/Capital	\$6,000.00
Various	\$2,696.93
Total:	\$292,464.15

WLS REPORT:

Francis Okelo shared the ongoing business of the WLS Board – introduction of new Board members, the untimely and unexpected passing of a distinguished Board member, Sue Neale of Scarsdale, Board By-Law revisions, and various departmental reports Tom Geoffino again detailed the following milestones in the upcoming WLS migration to our new online catalog vendor, Evergreen:

- + February 1st: No more additions of “unique” catalog records till migration
- + February 18th: No more additions of any bibliographic and item records till migration
- + March 10th: No more online circulation of items till migration
- + March 11th – 13th: Current online system disabled till migration
- + March 14th: New WLS Evergreen System “Goes Live”! System functionality restored.

PRESIDENT’S REPORT:

President Chuck Burke reported that he spoke with Seth Pinsky of RXR regarding library concerns specific to RXR’s recent exploration of our adjacent library parking lots. Apparently this activity was related to standard soil/core sampling undertaken by RXR in order to gain additional knowledge regarding the underground composition of soils in the area. Seth Pinsky indicated that no development in those particular areas was imminent but promised that RXR would notify our library if some action/disruption was about to occur in the parking lots.

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 The project is scheduled to begin on March 4th with the engagement of our various our project vendors and subcontractors. We expect to see the major elements of the project to be in place by early April. The library will close for only 1 day (likely to be March 13th) due to the major demolition of the Circulation Desk and the subsequent necessity of its removal from our facility. Yadira Ramos- Herbert inquired about the library publicity plan of action relative to notifying our community about the closure of the library. Tom Geoffino responded that Community Relations was prepared to utilize social media, website notice, e-mail blasts, signage and word of mouth to inform library patrons regarding this matter.

+ 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 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. 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.

+ Coworking Space: To date, no further contact from the New Rochelle Downtown Redevelopment Initiative regarding our Coworking Space grant application status has been forthcoming

+ Friends of NRPL: The Friends will hold its next Board meeting on March 6th with its monthly book sale scheduled for March 1st and 2nd

+ 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. Next "Cocktails and Conversation" March 14th program will feature Dr. Eric Klineneberg and Mayor Noam Bramson discussing the thought provoking topic "How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life"? The next Foundation Board meeting is scheduled for March 18th.

+ Rotary Club of New Rochelle 100th Anniversary Gala: On April 10th, our local Rotary Club will celebrate its Centenary and its philosophy of "Service Over Self" by honoring significant community collaborators including library "family members" Dr. LaRuth Gray, Chris Selin, Kathy Cronin and Tom Geoffino.

PERSONNEL REPORT:

Tom Geoffino announced the impending appointment of Denise Ramirez-Link to the newly created position of Community & Services Support Specialist. Ms. Ramirez-Link has been a valuable hourly staff member in our children's and adult service area for nearly 20 years. No additional information regarding her start date is currently available but Board resolution in support of this personnel action will be taken at the March 14th Board meeting.

BUDGET COMMITTEE:

Budget Committee Chair Chuck Burke reported on the recent Budget Committee meeting re prospective FY 2019/20 library budget proposal. He indicated that 3 budget scenarios (developed by Tom Geoffino and library team in consultation with the Budget Committee) are under consideration. Chuck noted that the highest scenario, Option 3, is a 3.91% increase, but pared down from the 6.07% per the original submission. The other 2 scenarios include: Option 1 – 0% (or flat) and Option 2 – 2% (NYS Tax Cap compliant.) Chuck declared that the FY 2019/20 budget will be adopted at the March 14th Board meeting but promised that all options will be shared with Library Board members far in advance of this meeting.

BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois reported that CROC/Buildings & Grounds Committee draft building audit RFP is still awaiting additional input prior to its posting. Upon completion of this task, the posting will be available on our website and sent to professionals with experience in this sort of work. Sarah also indicated that she is working with Tom Geoffino and HCL Children's Library staff, as well as a landscape architect, regarding potential improvements to the HCL patio space and surrounding spaces in order to honor the Partnership for the Huguenot Children's Library (PHCL) and its founding members. Tom Geoffino provided an update on the status of the nonfunctioning library elevator. The elevator modernization vendor is scheduled to begin their work on Monday, February 25th. Once the first phase is complete, our waterproofing vendor will install a solution to prevent the influx of any future water. The elevator vendor is scheduled to return 2 days later to complete the project and thus restore elevator service to our facility. While Tom Geoffino articulated a certain degree of skepticism regarding this schedule (and the intentions of the vendor), he is remaining cautiously optimistic that service will be brought online in the near future. Nonetheless, Tom promised appropriate action if this schedule falls apart due to vendor artifice.

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 as well as other philanthropic events designed to support the New Rochelle non-profit community. In particular, he highlighted Black History Month program offerings as well as library successes in ongoing February Vacation Week programs, hugely popular AARP Free Tax Help effort and 2 new programs, Zumba and Mahjong.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Committee Chair Chuck Burke indicated that the Finance Committee is planning to schedule a meeting in the near future following completion (and adoption) of the Budget Committee's FY 2019/20 Library Budget recommendation.

NEEDS ASSESSMENT COMMITTEE

Tom Geoffino reported that the Committee RFP (and cover letter) was posted on the library website and was shared with 6 vendors successful and experienced in relation the skill sets necessary for this effort.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

Tom Geoffino reported that the New Rochelle Public Library Foundation is still in discussion stages with the donor regarding the donation of the 3 pieces of sculpture to our library. Further developments will be shared as information is made available.

PUBLIC DISCUSSION:

The following individuals spoke during this time:

Marjorie Sachs	14 Lakeside Drive
George Latimer	County Executive

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Yadira Ramos-Herbert
Secretary