

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday June 11, 2019**

Charles Burke, Board President, called the meeting to order at 7:36 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

MINUTES OF BOARD MEETING:

The May monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved, seconded by Whitney Barrat and approved.

The Public Budget hearing meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be approved as approved, seconded by Dierdra Clark 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>June Vouchers</u>	
Health Care	\$47,746.60
Contractual	\$80,036.83
Materials	\$25,696.48
Gifts and Donations	\$9,174.36
Grants	\$214,837.58
Various	\$8,945.30
Total:	\$386,437.15

WLS REPORT:

Francis Okelo provided the following update:

+ The WLS Board continues to be satisfied with the administration and management of WLS, including the use of the financial resources. The Board approved the proposal to invest part of the funds in the WLS current account, considered to be idle and unlikely to be used in the near term.

+As regards the Census 2020, the Board was informed that the American Library Association (ALA) and the Georgetown Center on Poverty and Inequality had recently released a new publication, LIBRARIES' GUIDE TO THE 2020 CENSUS. The report provides a clear and thorough informational overview of the anticipated challenges faced by public libraries when working with their community partners to support the 2020 Census, The publication is worth reading by the libraries as they prepare for their role in the Census next year

+ The Board was briefed about the current state of progress in the implementation of the ILS Evergreen. The Board noted with some concern that several libraries continue to experience problems with the system, and expressed the hope that WLS and the libraries concerned would take the necessary steps to address and resolve those persistent issues as expeditiously as possible.

#### PRESIDENT'S REPORT:

Chuck Burke thanked the residents for their overwhelming approval of the library FY 2019/20 Budget proposal. He also indicated that the oath of office would be administered to Whitney Barrat and Beth Acocella at the July meeting. Lastly, he thanked retiring Trustee Corey Galloway for his service to the New Rochelle community.

#### 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 first phase of the project is complete with the opening of the new Circulation desk/back office. The next phase will witness the installation of the materials anti-theft system, security gate, guard station, patron self-check-out kiosks, patron holds retrieval area and new bulkhead/signage.

+ 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. The Foundation has agreed 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. Planning is ongoing regarding the identification and ordering of the various elements that comprise this project.

+ HCL Furnace/Boiler Replacement Project: In August 2018, our library submitted a FY 2018/19 New York State Construction Grant 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.

+ EDAP Grant: Through the sponsorship of Senator Andrea Stewart-Cousins, our library submitted our New York State Economic Development Program (NYS EDAP) \$100,000 grant proposal for the Gateway Project. We are still in the process of providing additional information or clarification regarding our application per the requests of our DASNY contact. Details relating to the approval and distribution of the grant is still uncertain at this time.

+ Rotary and Lions Grants: Tom reported that the Rotary Club of New Rochelle donated \$1,000 for the upcoming Friday Night Teen Programs – and the New Rochelle Lions Club donated \$500 for the same programming effort.

+ Library Election: On Election Day, May 21<sup>st</sup>, our library budget successfully passed by a large plurality of New Rochelle residents with 72.4% voting to adopt the FY 2019/20 budget as submitted. The Board of Library Trustees saw the return of incumbent Whitney Barrat as well as the election of candidate Beth Accocella. Both Whitney and Beth will serve 5 year terms beginning in FY 2019/20. Thanks were expressed for the work of retiring Board member Corey Galloway.

+ Library Trustee Calendar of Meetings: Dierdra Clark moved that the draft FY 2019/20 Library Trustee Calendar of Meetings be approved as amended, seconded by Whitney Barrat and approved.

+ Annual Report: Our library's annual report of organizational information, service activity and financial accounting as submitted to the State of New York under the auspices of the Westchester Library System was reviewed by the Trustees. Chuck Burke moved that the annual report be approved, seconded by Dierdra Clark and approved.

+ Teen Friday Night Programs: Our library, in partnership with the New Rochelle Youth Bureau and other civic organizations will sponsor a series of Friday night teen programs (July 19<sup>th</sup>, 26<sup>th</sup>, August 2<sup>nd</sup>, 9<sup>th</sup>, and 23<sup>rd</sup>) in our otherwise closed facility. Staffed by library and Youth Bureau employees (along with Mentors in Blue police participants) a variety of programs will be scheduled in our theater, meeting room and lobby areas. Attendance will be limited to 50 pre-registered teens with only New Rochelle residents able to participate.

+ Friends of NRPL: Tom highlighted the wonderful "recent" success of the Friends by highlighting their granting to our library of over \$600,000 in financial support with funding provided primarily by the (inexpensive/modest) sale of books and other library

materials to our community. Chuck Burke suggested that Community Relations create a press release celebrating this extraordinary accomplishment. The Friends will hold its next Board meeting on July 17th with its monthly book sale scheduled for July 12<sup>th</sup> and 13<sup>th</sup>. + NRPL Foundation: The Foundation 25<sup>th</sup> Anniversary May 9<sup>th</sup>. Gala was characterized by all in attendance at the event as a smash success! Over 400 Foundation supporters' gathered together to reflect on the extraordinary accomplishments of our Foundation and Partnership for the Huguenot Children's Library 'founders' as well as our library's bright future due in part to the tireless advocacy and financial support of this organization. The next Foundation Board meeting is scheduled for June 18<sup>th</sup>.

Tom reviewed the FY 2019/20 Foundation Grant request with the Library Board.

Dierdra Clark moved that the Grant request be approved, seconded by Chuck Burke and approved.

#### PERSONNEL REPORT:

Chuck Burke moved that upon the recommendation of the Director, the Board of Trustees do hereby accept the resignation of Librarian Phillip Poggiali, effective May 19, 2019, at a salary of \$25.87 per hour, seconded by Dierdra Clark and approved.

#### BUDGET COMMITTEE:

No report was made.

#### BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois reported that Buildings & Grounds Committee/CROC Building Audit RFP bid analysis remain on hold pending a meeting with the Committee and its CROC advisors. Such a meeting is expected to occur in late June/early July 2019.

Tom Geoffino reported that the elevator is functional as of May 23<sup>rd</sup>. The vendor agreed to underwrite the expenses related to this long and challenging effort but other expenses were incurred not directly related to the repair of this equipment. After consultation with our litigation attorney and elevator consultant, our library was given the advice to not pursue any legal action to recover these costs as the expenses were incidental and under the threshold of the likelihood of actually recovering the incidental expenses as well as the legal and consultant fees incurred in the pursuit of this goal. It was the sense of the Board to accept this advice and no longer consider this matter.

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

Committee Chair Daniel Bonnet was absent but Tom Geoffino reported that the library was ready to showcase a series of numerous and amazing summer programs for people of all ages. The theme this year will be "Explore the Seven Seas!" The perennially popular Summer Reading Game will be available once again for our younger patrons – with Teen

and Adult summer reading efforts will also be in play for our more “mature” library users.

#### NEEDS ASSESSMENT COMMITTEE

The selection process for the engagement of the consultant is pending until after the conclusion of May 21<sup>st</sup> Library Trustee election.

#### PERSONNEL COMMITTEE:

No report was made.

#### POLICY COMMITTEE:

Chair Yadira Ramos-Herbert reported that the Policy Committee met and made the following recommendations for board action:

- + New Rochelle Public Library Trustee Vacancy Policy: Yadira Ramos-Herbert moved that the Trustee Vacancy Policy be adopted, seconded by Chuck Burke and approved.
- + Elimination of Overdue Fines for Children and Young Adult Material: Yadira Ramos-Herbert moved that the following policies be approved (dependent upon WLS’s ability to carry out these Evergreen/ILS changes), seconded by Dierdra Clark and approved.
  - A) For the Summer 2019 (starting when the summer reading program begins through the first day of school for the City School District of New Rochelle), a waiver of late fees for children’s materials checked out on a cardholder who is aged 4 to 18 years.
  - B) For the Summer 2019 (starting when the summer reading program begins through the first day of school for the City School District of New Rochelle), adults receive a grace period of 7 consecutive calendar days. During this grace period, overdue fines will not be assessed.
- + Sexual Harassment Policy: The Board agreed in principal to adopt the policy as recommended by the State of New York but requested Tom Geoffino customize the document in order that the names and positions of appropriate library staff be represented in the approved document. Tom will furnish this updated document to the Board prior to the July Board meeting with the Board taking action at this meeting to approve the updated policy.
- + Fund Balance Policy: The Committee chose not to adopt a policy per se but to recommend the Board informally endorse the follow practices:
  - 1) Determine if the Fund Balance amount is within the 12-16% of the operating budget. Given this determination, the Board (with the help of library administration) must estimate the number of months of operating expenses an amount in this range would fund.
  - 2) The Policy Committee recommends that the monthly financial disclosure documents provided during the monthly library meeting should include a “line-item” reflecting

the amount of money in the Fund Balance as well as the corresponding percentage of the total operating budget this amount represents.

- 3) If the amount is over 16% the Finance Committee should meet to discuss ways to spend the income in a manner that is consistent with best practices and legal obligations. If the amount falls under 12% the Finance and/or Budget Committee(s) should meet to discuss the cause and ways to ensure the fund balance returns to a minimum of 12%.

Conversation ensued regarding the Board's interest in creating a policy (in tandem with our Foundation Board) codifying the collaborative process the Library and the Foundation needs to follow in relation to capital projects as directly sponsored by the Foundation. Process and details are yet to be determined but Whitney Barrat volunteered to organize and lead this effort.

#### SPECIAL PROJECTS:

Tom Geoffino reported on the status of the Foundation sponsored Memorial Highway Courtyard Construction Project. He indicated that the Foundation (with support from Library Administration) has obtained tentative support from Senator Stewart-Cousins and Representative Paulin for legislative grants to fund this project. The Foundation is planning to engage the services of a landscape architect in order to begin the design process as well as the services of a land surveying firm commissioned to conduct a topographic survey of the site in question.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

Chair Chuck Burke reported on the Tom Geoffino's listing of items to be funded through the proposed expenditure of Fund Balance monies. The amount of funding needed to underwrite these efforts (as requested by library administration and staff) total \$187,500. The list includes: 2<sup>nd</sup> floor carpeting, replacement library van, Needs Assessment consultants fee, Building Assessment consultants fee, IT Upgrade-Phase 2 and Staff ADA furniture. After much discussion, the Board asked Tom to present additional details about the replacement library van and the 2<sup>nd</sup> floor carpeting at a future meeting. Chuck Burke moved that the following items be approved for funding through the expenditure of Fund Balance monies:

+ Needs Assessment consultants fee (\$50,000), Building Assessment consultants fee (\$15,000), IT Upgrade-Phase 2 (\$26,000) and Staff ADA furniture (\$15,000) seconded by Yadira Ramos-Herbert and approved.

#### PUBLIC DISCUSSION:

The following individuals spoke during this time:  
Dorothy Oliver doliver162@yahoo.com  
Monique Evillard 260 Centre Avenue  
Marjorie Sachs 14 Lakeside Drive

The meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Yadira Ramos-Herbert  
Secretary