

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

Charles Burke, Board President, called the meeting to order at 7:35 p.m.

BOARD MEMBERS

Charles Burke, Jr, President
Dierdra Gray Clark, Vice President
Yadira Ramos-Herbert, Secretary
Whitney Barrat
Daniel Bonnet
Sarah Langlois
Beth Acocella

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

NEW BUSINESS:

Swearing in of Newly Elected Board Members:

Whitney Barrat (term of office expires June 30, 2024) and Beth Acocella (term of office expires June 30, 2024) were sworn in by Board President Chuck Burke.

Chuck Burke shared the new Library Board Committee assignments for Library Trustees. He indicated that each Board member will be assigned to serve on 3 separate Committees and will also function as Board Committee Chair. Assignments were made relative to particular Board members strengths and interests but changes to assignments may occur if circumstances allow.

OLD BUSINESS:

MINUTES OF BOARD MEETING:

The June monthly meeting minutes were reviewed by the Trustees. Chuck Burke moved that the minutes be 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:

July Vouchers

Bond Capital	\$118,056.29
Health Care	\$195,181.87
Contractual	\$121,310.01
Materials	\$7,203.07
Gifts and Donations	\$11,169.61
Grants	\$2,706.25
Various	\$8,945.30
Workers Comp	\$6,289.10
Petty Cash	\$73.89
Total:	\$386,437.15

WLS REPORT:

Francis Okelo provided the following update:

In the last few months, WLS Board has focused on three main areas:

- a. The administration and management of the WLS, i.e., its personnel, the use of its financial and human resources, relations with current donors, including Country and State, based on a regular review of existing audit reports and financial statements, the Board is satisfied with the use of funds and the general running of the organization. For information, WLS organization is headed by an Executive Director and an existing staff of 27 full-time employees, 10 part-time employees and currently 3 fulltime vacancies. The organization has four units: Administration (5 staff); Cataloguing & Interlibrary loans (7 staff); Outreach/External relations (11 staff) and Technology, IT, etc. (13 staff).
- b. Relations with member libraries and provision of technical support to these libraries. Currently, this involves the continuing implementation of the ILS Evergreen, and addressing issues and challenges have arisen in the process of implementing Evergreen, and preparation for participating in the Census 2020.
- c. Consideration of the WLS strategic priorities going forward, in the contest of its basic Mission and Vision statements. The Mission of WLS, it may be noted, is to ensure that all residents have seamless access to excellent library service throughout Westchester County. WLS Vision complements its Mission by seeking to serve as a center of innovation for the Westchester library community, by providing model programs, affordable and easy-to-use information technology, and support services that enable libraries to continuously improve service to their communities.

Tom Geoffino spoke at length regarding the recent significant failures of the WLS-IT Department relative to the migration and status of the new Westchester County integrated public library catalog system, Evergreen. He cited many staff and public functionality failures and with such failures causing direct and negative impact relative to the poor quality of service our staff (and other county public library staff) are often forced to provide patrons. He also highlighted the unanimous motion passed at the County Director's June 20th meeting expressing "extreme

dissatisfaction with [WLS] IT management and the quality of IT services”, and the endorsement “...of the action plan distributed at the June 20th PLDA meeting.”

Furthermore, the motion also “demands a response to the action plan by the July 18 PLDA meeting” and “directs the President and a small group of directors to meet with WLS administration as needed to advance the work on the action plan.”

Tom asked the Board to endorse the Action Plan and the PLDA motion supporting this issue.

The Board tabled the request but agreed to send a letter to Terry Kirchner and Sean Ryan, WLS Executive Director and WLS Board President respectively, supporting the issues as discussed by Tom and presented in the County Directors Action Plan.

ELECTION OF LIBRARY BOARD OFFICERS

The following Board members, as recommended by the Nominations Committee, are nominated to serve as officers in 2019/20.

Dierdra Gray Clark – President

Whitney Barrat – Vice President

Daniel Bonnet - Secretary

Yadira Ramos-Herbert moved that the Board Officers, as recommended by the Nominations Committee, be accepted, seconded by Sarah Langlois and approved.

PRESIDENT’S REPORT:

Board President Dierdra Gray Clark congratulated newly elected Board members Beth Acocella and Whitney Barrat regarding their recent success and welcomed them to the Library Board. Dierdra articulated her commitment regarding the creation of the library’s next Strategic Plan as the current Plan ends in 2021. She requested that the Special Projects Committee to be prepared to take a leadership role in this important effort.

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 is now underway with the completion of the installation of the materials anti-theft system and security gate. Still awaiting completion is the installation of the guard station surveillance technology, patron self-check-out kiosks, patron holds retrieval area and new bulkhead/signage.

+ 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. 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.

+ Upcoming New York State Construction Grant Applications: The next set of grant applications will be due for submission on August 21st. It is anticipated our library will apply for an HCL grant (likely to include reconstruction of the 1st Floor/Basement stairway and Basement exterior door) and Main Library grant (2nd Floor Renovation: Phase 2) The Board will convene a special meeting on August 8th to further consider this matter.

+ 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. The process of providing additional information or clarifications regarding our application per the requests of DASNY is ongoing along with the recent reassignment of a new EDAP contact. Details relating to the approval and distribution of the grant is still uncertain at this time.

+ 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 19th, 26th, August 2nd, 9th, and 23rd) 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: The Friends will hold its next Board meeting on July 17th with its monthly book sale scheduled for July 12th and 13th.

+ NRPL Foundation: The Foundation Board met on June 18th and agreed to fully fund the Library 2019/20 \$156,200 Grant request. Among the projects supported are the 2nd Floor Renovation Project, Museum Pass Program, Gallery Lighting Replacement Project, Children's furniture and literacy computers and the 1st Floor Information Desk.

PERSONNEL REPORT:

Dierdra Gray Clark moved that Mariana Lopes, Molly Smith and Reagan Grant be hired as HCL Camp Assistants (for the Summer Fun on the Patio Program) at an hourly wage of \$12.00, seconded by Whitney Barrat and approved.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois reported that Buildings & Grounds /CROC Committee recommended that the Library engage the services of Architectural Preservation Services for the purposes of providing a Building Audit (per their proposal in response to the Library RFP) for the Main Library facility. Whitney Barrat moved that library engage the services of Architectural Preservation Services (APS) for a Building Audit (per the terms of the APS proposal and the pending AIA Contract) at the amount of \$42,500 (with the funding to be taken from the Fund Balance.)

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Committee Chair Daniel Bonnet highlighted the 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.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made

NEEDS ASSESSMENT COMMITTEE

No report was made.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

Tom Geoffino reported the Memorial Highway Courtyard Construction Project continues to achieve slow progress. Grant documentation in collaboration with our legislative delegation (Senator Stewart-Cousins and Representative Paulin) has been submitted for consideration. 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.

PUBLIC DISCUSSION:

The following individuals spoke during this time:
Marjorie Sachs 14 Lakeside Drive

The meeting was adjourned at 9:04 p.m.

Respectfully submitted,

Yadira Ramos-Herbert
Secretary