

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Thursday September 12, 2019**

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

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino  
Jean Manning  
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

MINUTES OF BOARD MEETING:

The July monthly meeting minutes were reviewed by the Trustees Dierdra Gray Clark moved that the minutes be approved, seconded by Whitney Barrat and approved.

The August monthly meeting minutes were reviewed by the Trustees. Dierdra Gray Clark 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>September Vouchers</u>	
Bond Capital	\$118,056.29
Health Care	\$53,569.33
Contractual	\$40,793.92
Materials	\$23,686.59
Gifts and Donations	\$14,405.31
Grants	\$4,318.64
Various	\$2,411.86
Workers Comp	\$4,163.40
Total:	\$143,349.05

## WLS REPORT:

Francis Okelo made no report as the WLS Board has not met since the onset of summer. He expects to provide a full report regarding of WLS activities at the October Board meeting.

Tom Geoffino reported that Terry Kirchner and Sean Ryan, WLS Executive Director and WLS Board President agreed to encourage the WLS Board to authorize an RFP in order to employ a consultant specifically tasked to study the Evergreen ILS and the structure, and functionality of WLS IT Department as well as make recommendations regarding Best practices/future steps in relation to these issues. Personnel changes include the transfer of IT Director Rob Calouri to another place in the WLS organization and promotion of IT employee Wilson Arana to the position of IT Director along with the installation of a new Help Desk system for the creation, tracking and resolution of WLS member library complaints.

## PRESIDENT'S REPORT:

Board President Dierdra Gray Clark discussed the proposed new mixed use development "11 Lawton Street." This initiative calls for 2 significantly sizable buildings (22 story and 47 story facilities) adjacent to our Main Library facility. Dierdra articulated great concern regarding this project relative to its impact on our library (and Ruby Dee Library Green), especially in relation to issues tied to sun/shadow, wind, parking and traffic. On September 24<sup>th</sup>, the Library Board/Director will have the opportunity to visit the City Development offices in order to examine the documentation as submitted by the 11 Lawton Street developers and discuss the project with a Development staff member. September 20<sup>th</sup> will witness a City Planning Board meeting with the approval of this project slated for consideration. Dierdra recommended that the Library Board/Director "team" attend this meeting in order to make a public statement regarding this project and its likely impact on our library. Much discussion ensued.

Dierdra also announced the creation of an ad hoc Committee (consisting of Chuck Burke, Beth Acocella and Tom Geoffino) to work and partner with our Foundation regarding future large scale initiatives. Also highlighted was the Foundation's next prospective fund raising effort (City Wide Scavenger Hunt!) scheduled for late May 2020. More details will be shared as available.

## 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 2<sup>nd</sup> Floor Renovation Project-Phase 1: 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. The New York State Library has confirmed the grant award. The initial payment has not yet arrived but we have begun the process to install the new system in anticipation of the imminent arrival of the grant. In the meanwhile, 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. The New York State Library has confirmed the grant award. The initial payment has not yet arrived but we have begun the process to install the new system in anticipation of the imminent arrival of the grant.

+ Main Library 2<sup>nd</sup> Floor Renovation Project - Phase 2: In August 2019 our library submitted FY 2019/20 New York State Construction Grant awards in relation to work proposed for the Main Library 2<sup>nd</sup> Floor Renovation Project: Phase 2. This Project will, in total, cost \$377,583.04. We are seeking a \$283,187.28 grant in order to accomplish this goal which is  $\frac{3}{4}$  of the cost attached to this project. The remaining \$94,395.76 fee will be allocated from our Fund Balance monies as well as our library's Foundation fundraising and other grant possibilities. We expect to start this project in September 2020 and complete the work in April 2021. At this point in time, the grant application is pending with a recommendation to made by the County Directors Grant Committee on September 19<sup>th</sup> and confirmation on September 24<sup>th</sup> at the WLS Board of Directors meeting. Phase 2 will include: replacing and/or adding our Information Desk and computer workstation furniture (adding public computers and a computer/scanner), desk and carrels (adding power and chairs too...), numerous shelving units (and adding end panels to the stack shelving units), guard station as well reorganizing the Microform area (and adding a microform e-image printer) and creating a newly established Business Center and Periodical / Newspaper / Charging area. Also included will be new carpeting, room painting, and electrical and low voltage services.

+ HCL Stairway Replacement Project: In August 2019 our library submitted FY 2019/20 New York State Construction Grant awards in relation to work proposed for the

Huguenot Children's Library 2<sup>nd</sup> Floor Renovation Project. This project will, in total, cost \$12,500. We are seeking a \$9,375 grant in order to accomplish this goal which is ¾ of the fee attached to this project. The remaining \$3,125 fee will be allocated from our FY 2020/21 operations budget. We expect to start this project in September 2020 and complete the work in April 2021. At this point in time, the grant application is pending with a recommendation to be made by the County Directors Grant Committee on September 19<sup>th</sup> and confirmation on September 24<sup>th</sup> at the WLS Board of Directors meeting. The HCL Stairway Replacement Project is relatively straightforward and will provide for the replacement of the (unsafe) stairway connecting HCL 1<sup>st</sup> floor with its lower level.

+ 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 continues to be uncertain at this time.

+ Summer Activities/Success: Tom briefly highlighted the significant success of our summer reading efforts for children as well as the extremely popular programming for all segments of population – juvenile, teen and adult. He deferred to the Community Relations Committee Chair for more detailed information.

+ New Rochelle Street Fair: Our library participated once again in this annual event and achieved a very positive outcome. Our booth saw 174 visitors with 76 questions asked/answered along with 17 new library cards award to residents.

+ Friends of NRPL: The Friends will hold its next Board meeting on October 9<sup>th</sup> with its monthly book sale scheduled for October 4<sup>th</sup> and 5<sup>th</sup>.

+ NRPL Foundation: The Foundation Board will hold its first meeting of FY 2019/20 on September 16<sup>th</sup>. The next Cocktails and Conversation will take place on September 26<sup>th</sup>. The program focus will be local authors C.J. Farley, Karen Dukess and Amy Bass.

#### PERSONNEL REPORT:

Dierdra Clark moved, that upon the recommendation of the Director, the Board of Trustees do hereby accept the retirement of Librarian I Kofi Addo-Nkum at an annual salary of \$66,589 effective August 1, 2019, seconded by Daniel Bonnet and approved.

Dierdra Clark moved that upon the recommendation of the Director, the Board of Trustees do hereby accept the resignation of Library page Cassandra Chen, effective July 20, 2019, at a salary of \$12.00 per hour, seconded by Yadira Ramos-Herbert and approved.

Dierdra Clark moved, that upon the recommendation of the Director, the Board of Trustees do hereby approve the appointment of Malak Ouammon to the position of Library Page, effective July 20, 2019 at a salary of \$12.00, seconded by Whitney Barrat and approved.

Dierdra Gray Clark moved, that, upon the recommendation of the Director to hereby accept the resignation on August 16th at an hourly wage of \$12.00, seconded by Yadira Ramos-Herbert and approved.

Tom Geoffino reported that the newly created Archivist position will be reviewed by the Civil Service Commission at its September 16<sup>th</sup> meeting. If approved, we will move forward

**BUDGET COMMITTEE:**

No report was made.

**BUILDING AND GROUNDS COMMITTEE:**

Chair Sarah Langlois reported that Library Attorney examined the draft AIA Library/Architectural Preservation Studio (APS) Building Audit contract and found it satisfactory with just a few minor issues requiring further consideration. Sarah indicated she would meet with Tom Geoffino in order to work towards clarifying this matter. The issue of the inclusion of the site survey was raised (per the request of our Foundation) with Dierdra Clark encouraging Sarah, Chuck Burke and Beth Acocella to work with the Foundation regarding this request as well as other future capital projects. Tom indicated that he has asked APS, per Committee request, to create an addendum proposal for the inclusion of indoor air and water quality testing.

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

Committee member Sarah Langlois provided an update regarding the progress of the Coloring Book Project (designed to benefit the Huguenot Children's Library.) Much discussion ensued.

Chair Daniel Bonnet highlighted the extraordinary activity this past summer. The programming statistics are as follows:

Total number of children's programs: 250	Total Children's Attendance; 5,562
Total number of teen programs: 74	Total Teen Attendance: 386
Total number of adult programs: 161	Total Adult Cultural Attendance: 4,168
<b>GRAND TOTAL # PROGRAMS: 485</b>	<b>GRAND TOTAL ATTENDANCE:</b>
	<b>10.116</b>

Total Children's Attendance at HCL Patio Program: 1,809.

Total Adult Attendance at HCL Patio Program: 1,244

**GRAND TOTAL ATTENDANCE: 3,053**

Our Juvenile Summer Reading Game (Theme was *Explore the Seven Seas!* was an equally impressive enterprise with 9643 books read by 704 children (and supported by 461 families.)

Daniel provided additional details regarding summer programs such as 4-Day Thematic Programs, ‘In Search of Earth’s Secrets’ exhibit and the International Music and Dance Series as well as our upcoming children and juvenile programs.

#### FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made

#### PERSONNEL COMMITTEE:

Chair Dierdra Clark reported that the Committee will begin meeting relative to the expiring Collective Bargaining Agreement. The library union has indicated an interest in beginning negotiations in January 2020

#### POLICY COMMITTEE:

Tom Geoffino provided an update regarding the recently adopted Immigration Enforcement Policy. He indicated that the Library attorney opined that this policy was viable but staff could not impede ICE personnel if they chose to visit our library in search of illegal individuals. However, requests to access library records would require a subpoena. Much discussion ensued. Tom also indicated that the Board would be asked to create a patron credit card usage policy in the wake of the establishment of patron self-checkout kiosks. He also asked the Committee to consider making permanent the pilot project that eliminated late fines for the return of juvenile materials.

Yadira Ramos-Herbert moved the Board approve the Sexual Harassment Policy (per the requirements of the State of New York as amended by the Policy Committee), seconded by Daniel Bonnet and approved.

#### 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 with no formal decision as yet made regarding the applications. 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.

Tom reported that installation of broadcast equipment in the theater (made possible by the PEG grant as sponsored by the City of New Rochelle) is scheduled to begin in late September. He also indicated that the Needs Assessment project will be considered by the Committee in the near future with no specific date yet established for this meeting. Tom declared that VAEARTS, the organization tasked with the management of the soon to be established community “Black Box” theater, will attend the October Board meeting and make a brief presentation regarding its plans regarding this venue.

Finally, Tom reported that the Norman Rockwell Museum (NRM) has requested that our library loan the Rockwell “Land of Enchantment” for an upcoming (June 2020 thru September 2020) exhibit at its Stockbridge, MA facility. The Board has posed a series of questions regarding this potential transaction and requested Tom report back to the Committee with NRM’s responses. A final decision regarding this matter will be made by our Board after this information has been made available.

**PUBLIC DISCUSSION:**

No individuals spoke during this time:

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

Respectfully submitted,

Daniel Bonnet  
Secretary