

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday October 10, 2019**

Dierdra Gray Clark, Board President, called the meeting to order at 7:35 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

VAEA NEW ROCHELLE ARTS PRESENTATION

Luis Cancel and Ali Cordero Casal, Executive Director and Chairman of VAEA New Rochelle Arts respectively, detailed the history, accomplishments and future goals of their organization. Of particular interest was information shared relating to the prospective establishment of their Black Box theater as well as their art gallery and classroom space. The opening of the theater is expected to occur in December 2020 with the other spaces to follow at some undetermined point in the future. The opportunities for collaboration between our library and VAEA New Rochelle Arts was discussed with both parties resolving to work together in order to better serve the community.

MINUTES OF BOARD MEETING:

The September 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:

| <u>October Vouchers</u> | |
|-------------------------|--------------|
| Bond Capital | \$118,056.29 |
| Health Care | \$5,918.13 |
| Contractual | \$161,483.98 |

| | |
|---------------------|--------------|
| Materials | \$14,339.11 |
| Gifts and Donations | \$31,584.61 |
| Grants | \$4,493.72 |
| Various | \$131.09 |
| Total: | \$217,950.64 |

WLS REPORT:

Francis Okelo presented the following report:

- The WLS Board continues to address the seemingly growing issues and problems being experienced by many libraries following the introduction of the ILS system Evergreen early this year, and to search for expeditious and reliable solution to these problems. The Board noted with much concern the growing frustration with the current situation by these libraries, and their staff and patrons. While a comprehensive solution was being worked on by WLS, the Board urged that the libraries should be promptly assisted in dealing the interim issues and problems being encountered on a daily basis.
- The Board approved the appointment of an IT Audit to assist WLS resolve these problems. With input from the Public Library Directors Association (PLDA) s Request for Proposals (RFP) was created to guide the IT Audit in discussing and possibly identifying the underlying problems and proposing solution’
- Regarding the nagging and ongoing problems with the Virtual Desktop Infrastructure (VDI), the Board was informed that WLS was in discussion with a third party vendor with expertise in the VMware platform, and that corrective actions would be taken based on their findings;
- As regards the Evergreen, the Board was informed that work was ongoing on the acquisition Module. WLS had also started the contract process with Equinox to work on the fixes that were requested by the PLDA ILS/Evergreen Committee;
- The Board noted staffing changes recently made in the WLS to better position it in dealing with the current crisis. For example, the WLS IT was now under the management of Wilson Arana who would supervise the day-to-day activities and tasks of the IT unit.

Tom Geoffino provided additional information regarding the many problems and difficulties experienced by staff and members of the public regarding Evergreen. He indicated that he is a member of an informal group of WLS library directors determined to work towards a solution to this very challenging problem.

PRESIDENT’S REPORT:

Board President Dierdra Gray Clark revisited the proposed new mixed use development “11 Lawton Street.” This initiative calls for 2 significantly sizable buildings (22 story and 47 story facilities respectively) adjacent to our Main Library facility. Dierdra reported the September 20th City Planning Board public hearing witnessed the approval of this project. application despite her statement articulating grave concerns regarding 11 Lawton Street’s impact on library sun/shadow, wind, parking and traffic circumstances.

Dierdra thanked the Library Board and Director for attending this late meeting and physically standing with her during her testimony. “Next steps” in relation to this matter might include conversations with City officials and the 11 Lawton Street developer regarding a variety of solutions to possibly mitigate these challenging issues. Dierdra also strongly encouraged Board members to pass to her along their “visions” of our library and its future.

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 nearing completion with the following final elements remaining to be accomplished - the patron holds retrieval area and new bulkhead/signage.

+ Main Library 2nd 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 2nd Floor Renovation Project. The WLS Board voted to award our library \$140,000 in grant monies. 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 provided the \$78,000 match in order to qualify for this award. We are now in receipt of the initial grant payment and have begun the identification and ordering of the various elements of 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 WLS Board voted to award our library \$11,500 in grant monies. The Foundation has provided the \$2,875 match in order to qualify for this award. We are now in receipt of the initial payment and have scheduled the installation of the equipment for later October.

+ Main Library 2nd 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 2nd Floor Renovation Project: Phase 2. This Project will, in total, cost \$377,583.04. We are seeking a \$283,187 grant in order to accomplish this goal which is $\frac{3}{4}$ of the cost attached to this project. The remaining \$94,395 fee will be allocated from our Fund Balance monies as well as our library’s Foundation fundraising and other grant possibilities. On September 24th, the WLS Board of Directors, based on the recommendation of the County Directors Grant Committee, approved our entire grant

request of \$283,187. Next steps call for the New York State Library confirming the grant award pending Dormitory Authority of the State of New York support. We expect to start this project in December 2020 and complete the work in June 2021. 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 2nd 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. On September 24th, the WLS Board of Directors, based on the recommendation of the County Directors Grant Committee, approved our entire grant request of \$12,500. 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 2020. We expect to start this project in September 2020 and complete the work in April 2021. The HCL Stairway Replacement Project is relatively straightforward and will provide for the replacement of the (unsafe) stairway connecting HCL 1st 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.

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

+ NRPL Foundation: The Foundation Board will hold its next meeting of FY 2019/20 on November 18th. Planning is rapidly moving forward for the City Wide Scavenger Hunt scheduled for May 22nd.

PERSONNEL REPORT:

Tom Geoffino indicated that Librarian 1 job search wielded many strong candidates. The Interview Team unanimously agreed upon a candidate for the vacancy and is expecting to make an announcement regarding this matter in the near future.

Tom Geoffino reported that the newly created Archivist position was approved at the Civil Service Commission's September 16th meeting. The position is now being advertised with a closing date of October 18th. It is our intention to move forward as quickly as possible relative to filling this position.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Chair Sarah Langlois reported that our library and Architectural Preservation Studio (APS) have nearly completed negotiations regarding the few minor issues separating both organizations.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Chair Daniel Bonnet highlighted library staff participation in the NRSD Meet the Teachers Nights. Spanning between September 11th and 26th, staff attended 13 sessions and spoke with 987 individuals, and signed-up 96 adults and 87 children for library cards. Staff also attended the Jefferson back-to-school barbecue and the Trinity breakfast. NRPL coordinated and hosted 8 excellent programs for the New Rochelle Arts Fest on October 5th and 6th. The library saw great numbers of program participants and art viewers those two days. The Children's Room staff has been receiving very positive response to the many new children's programs being offered. Attendance numbers have been excellent. Daniel provided additional details regarding future programs such as Job Fair for 2020 Census Takers (in conjunction with the U.S. Census Bureau), third screening of the documentary Resilience and a continuation of BID Family Market Days through October.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made

PERSONNEL COMMITTEE:

Chair Dierdra Clark reported that the Personnel Committee convened its first meeting relative to the upcoming Collective Bargaining negotiation session. More meetings are expected prior to the beginning of negotiations in January 2020.

POLICY COMMITTEE:

Chair Yadira Ramos-Herbert indicated that the Committee will meet in order to consider the matter of setting policy regarding the circumstances surrounding the use of patron credit/debit card usage.

Tom Geoffino strongly urged that the Committee return to the issue of the elimination of fines for overdue juvenile materials.

SPECIAL PROJECTS:

Tom Geoffino reported the Memorial Highway Courtyard Construction Project continues to slowly move forward. 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. Our library has agreed to engage 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 nearly complete and is awaiting a component on order. He also indicated that the Needs Assessment project is still pending and will be considered by the Committee in the near future with no specific date yet established for this meeting.

Finally, Tom updated the Board regarding the Norman Rockwell Museum (NRM) "Land of Enchantment" loan request. He provided responses to previous Board questions in relation to various NRPL/NRM loan conditions, obligations and responsibilities. The Board articulated satisfaction with the terms as agreed upon by both parties. Whitney Barrat moved that New Rochelle Public library temporarily loan the Norman Rockwell "Land of Enchantment" to the Norman Rockwell Museum per the terms of the loan agreement, seconded by Dierdra Clark and approved.

PUBLIC DISCUSSION:

Dorothy Oliver doliver162@yahoo.com

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Daniel Bonnet
Secretary