

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday November 14, 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
Charles Burke, Jr
Yadira Ramos-Herbert (Excused)
Sarah Langlois (Excused)
Beth Acocella

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

MINUTES OF BOARD MEETING:

The October 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>November Vouchers</u>	
Health Care	\$94,423.21
NYSERS	\$334,527
Contractual	\$95,848.47
Materials	\$41,356.76
Gifts and Donations	\$11,552.60
Various	\$4,893.81
Workers Comp	\$2,088.70
Total:	\$217,950.64

WLS REPORT:

Francis Okelo presented the following report:

- Many member libraries, including our own, continue to experience a seemingly unending IT issues. These issues essentially consisted in the poor performance of the VDI, security concerns for the current IT system, and the less-than helpful support, communication and general relations between the libraries and the WLS. And the problems seem to be getting worse, frustrating the library leadership, staff and their patrons.
- The WLS Board has also become increasingly concerned and is urgently seeking a rapid and expeditious solution to the situation. The Board approved and IT Audit to look into these issues and advise. It allocated \$40,000 for this purpose. The IT Audit is still to conclude its work.
- The Board discussed the matter at some length, expressing equally grave concerns. It decided to invite the WLS Executive Director Terry Kirchner to meet with it to pursue these matters further. Terry has accepted the invitation and the meeting with our Board is now planned for December 12, 2019.
- The WLS Budget Committee has begun its consideration of a budget proposals for the year 2020. Francis attended this budget meeting and intend to become formally a member of the Budget Committee.
- WLS will hold its 60th Annual meeting Thursday morning, Nov 21, 2019, from 8.30 to 10.00am at the WLS headquarters in Elmsford NY. The Guest Speaker will be Rich Harwood, Founder of the Harwood Institute. This event commemorates the creation and incorporation of the WLS in November 1958, and held its first meeting on November 24, 1959. Members of the NRPL Board were encouraged to attend this 60th Annual Meeting.

Spirited conversation ensued regarding the many problems and difficulties experienced by staff and members of the public regarding WLS's VDI system and the Evergreen ILS. Board members, especially Daniel Bonnet, articulated concerns regarding these problems juxtaposed in relation to WLS's request for budget increases in the IT Department. It is hoped WLS Executive Director Terry Kirchner's presentation at the December Board meeting will provide additional information and better understanding regarding this very challenging situation.

PRESIDENT'S REPORT:

Board President Dierdra Gray Clark announced the resignation of Library Trustee Yadira Ramos-Herbert effective December 31st, 2019. On behalf of the Library Board, Dierdra accepted this resignation and expressed much appreciation regarding the many contributions Yadira made during her tenure. Following Dierdra's restatement of the Library Trustee Vacancy Policy, she announced that the Library would actively advertise this temporary vacancy (appointment to end as of June 2020) via traditional and social media platforms. She asked all interested candidates to submit resumes along with letters of interest to our library under a deadline of January 3rd. Interviews of all interested candidates will follow in January with a vote regarding the temporary appointment to this office to take place at the February 13th Board meeting. Dierdra additionally announced that Library Board Officers would meet with City officials on November 25th to discuss

issues relating to the likely future arrival of the 11 Lawton Project and its impact on our library.

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. The equipment is now in place and approved by City personnel.

+ 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.

+ The State of New York Deferred Compensation Plan: Dierdra Clark moved that the State of New York Deferred Compensation Plan be adopted and made available for all library employees, seconded by Dierdra Clark and approved.

+ Thanksgiving Parade: Once again, our library will participate in the annual New Rochelle Thanksgiving Day Parade on November 23rd. Our (literary themed) float, thanks to the generous efforts of Nick Dimeo and family, will transport library staff and NRPL Foundation and Friends Board members (and their family and friends.) Library Board members will march alongside upholding the library banner.

+ Friends of NRPL: The Friends will hold its next Board meeting on December 11th with its annual and very popular Holiday book sale scheduled for December 6th and 7th.

+ NRPL Foundation: The Foundation Board will hold its next meeting of FY 2019/20 on January 21st. Planning is rapidly moving forward for the City Wide Scavenger Hunt scheduled for May 22nd.

PERSONNEL REPORT:

Dierdra Clark moved that upon the recommendation of the Director, the Board of Trustees does hereby accept the retirement of Librarian I Martha Niero, at an hourly wage of \$27.98 effective October 31, 2019, seconded by Whitney Barrat and approved.

Dierdra Clark moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of Adult Services Librarian I (Teen Services) Rio K. Aucena, effective October 30, 2019, at an annual wage of \$55,325, seconded by Whitney Barrat and approved.

Tom Geoffino reported that New Rochelle resident David Rose will assume the responsibilities of the newly created Archivist position in late December 2019/early January 2020. A formal resolution will be made once the starting date is established.

Tom briefly detailed the recent organizational changes related to Technical Processing and Adult Services supervisors and staff. He also asked the Board to authorize an internal promotion among qualified Librarian I staff members for the proposed Librarian II (Huguenot Children's Library Head) position.

Dierdra Clark moved that upon the recommendation of the Director, the Board of Trustees does hereby approve the creation of a Librarian II (Huguenot Children's Library Head) position, seconded by Daniel Bonnet and approved.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported that our Kickoff meeting with Architectural Preservation Studio (APS) regarding the Library Building Audit took place yesterday (November 13th). Work commenced upon completion of the meeting with a draft report scheduled to be made available to the Committee on January 10th. The Committee will meet with APS prior to the February Library Board meeting with the hopes of recommending the draft report to the Board at its February 13th meeting.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Chair Daniel Bonnet reported on the following library programming highlights:

“BID Family Market Days” concluded with two Fall Festivals that were very well-attended and -appreciated.

All other programs also continue to go well, with strong attendance.

This month the Children's Department is celebrating National Picture Book Month with weekly author visits and activities, each Saturday through 11/23, at 2 pm.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made

PERSONNEL COMMITTEE:

Chair Dierdra Clark reported that the Personnel Committee will begin contract negotiations with library and union staff in January 2020 relative to the upcoming (June 2020) expiring Collective Bargaining agreement.

POLICY COMMITTEE:

Committee member Whitney Barat indicated that the Committee plans to meet in order to consider the matter of setting policy regarding the circumstances surrounding the use of patron credit/debit card usage as well as the issue of eliminating fines for overdue juvenile material.

SPECIAL PROJECTS:

Tom Geoffino reported the Memorial Highway Courtyard Construction Project continues to slowly move forward. Our library has agreed to engage the services of a land surveying firm commissioned to conduct a topographic survey of the site in question. We are hopeful the survey report will be available by late December 2019. 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 complete and is awaiting City of New Rochelle approval. The vendor will provide training once consent from the City has been obtained. Chair Whitney Barrat indicated that the Needs Assessment project is still pending and will be considered by the Committee in the near future but no specific date has yet been established for this meeting. She is hopeful this effort can be linked to the future Library Strategic Plan due to commence in 2021.

PUBLIC DISCUSSION:

Marjorie Sachs 14 Lakeside Drive

The meeting was adjourned at 9:26 p.m.

Respectfully submitted,

Daniel Bonnet
Secretary