

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

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

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

MINUTES OF BOARD MEETING:

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

RECOGNITION OF DIMEO FAMILY – THANKSGIVING DAY PARADE FLOAT

Tom Geoffino highlighted the unselfish, civic minded and laborious efforts of the Dimeo Family (Nick and Cynthia and children) to create, construct and maintain the Library's New Rochelle Thanksgiving Day Parade float for the past 4 years. Whitney Barrat moved to express the sincere thanks of the Library Board of Trustees for the Dimeo Family in recognition of their wonderful efforts regarding our successful presence in the New Rochelle Thanksgiving Day Parade, seconded by Daniel Bonnet 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>December Vouchers</u>	
Health Care	\$64,801.53
Contractual	\$47,283
Materials	\$16,340.70

Gifts and Donations	\$26,011.53
Workers Comp	\$2,088.70
Bond Capital	\$117,609.86
Total:	\$274,135.83

WLS REPORT:

Francis Okelo presented the following report:

- At its last meeting for this Tuesday Nov 26, 2019, the WLS Board unanimously adopted its proposed FY 2020 Operating Budget in the amount of \$6.8 million from all sources, representing an increase of about \$58,000 over the 2019 revenue budget. Included in the budget is an anticipated e-Rate funding of \$165,000 but no increase in the member fees for 2020. Budgeted expenses exceed revenues by \$191,200 before depreciation, to be offset by an appropriation in the same amount from the unrestricted reserves, resulting in a balanced budget. The adopted budget also includes a Capital budget appropriation in the amount of \$735,000 from the monies in the Capital account.
- The Mount Vernon Library representative voted against the Budget on the ground that they were not sufficiently involved or consulted in preparation of the Central Library Aid Budget for FY 2020/21 in the amount of \$354,900. The Board took note of her objection and invited suggestions to improving the situation in the future. The 2020 Budget allows for the continuation of current programs and services e.g. Public Innovation and Engagement; Community Conversation; Youth Services; Career and Educational Counselling Services, etc. In view of the anticipated challenges in 2020 associated with the Evergreen and Malware attacks that occurred on 2019, the Budget provides funding for an additional staff person specialized in Evergreen work to act as liaison with the libraries and direct support for the System Librarian. A full-time support technician will be hired to help improve the performance of the IT department.
- Following the end of life of Windows 7 and Microsoft decision to end support for the Windows 7 Operating System, WLS is moving to Windows 10 as the necessary destination. This move would require a total refresh for the public designated computers and the immediate replacement of existing public PCs which will provide patrons county-wide with a consistently faster and more productive usage experience. The software cost of this migration will also include the Microsoft M365 Office bundle.
- WLS plans to elevate the speed and performance of the wireless network at all libraries, and will increase the skill set of the IT department staff. Training will focus on VDI, networking, Evergreen and advanced area of Windows expertise.
- The 2020 Budget will also support initiatives which align with the long-range strategy developed by the WLS Board: a) Vision Labs/Reading for a lifetime, a WLS pilot program aimed at addressing the needs of low vision and visually impaired adults; b) Digital Literacy/Privacy Education focusing on current

issues of digital privacy and the safe use of essential resources and services needed as a digital citizen and consumer; c) Awareness support and Communications strategy: activities in this area will include system-wide and; locally coordinated programs via print, e-newsletters, social media Library Advocacy Day, etc.

- As regards the 2020 Census, WLS plans to hire a Census coordinator to assess and prepare, support and assist member Libraries in the complete count efforts for the 2020 census. Gov Cuomo announced an investment by the State of NY of \$60 million to promote Census 2020 activities statewide. \$40 million of that amount would be devoted to marketing and awareness activities through various statewide agencies, e.g. DMV, while the remaining \$20 million would support efforts by community based organizations, including; libraries, Details for the use of these funds are yet to be released.
- Responses to the three IT audit Requests for Proposal (RFO) have been received and are under review by WLS staff.
- *ONE BOOK WESTCHESTER*, a literacy initiative recently established and sponsored by the Westchester County Executive and WLS has the goal of promoting literacy throughout Westchester County by focusing on local authors who highlight the County's history and celebrate its diversity and shared vision of a better life. This initiative will take place throughout 2020 with events in various location countywide. WLS is currently hosting the *ONE BOOK WESTCHESTER* website which can be accessed at <http://1bookwestchester.org/>.
- In July, Macmillan Publishing announced an eBook embargo on libraries in the US, limiting eBooks lending to them effective Nov 1, 2019. Under its new licensing model, a library may purchase one upon release of a new title in the eBook format, after which the publisher will impose an 8-week embargo on additional copies of that title sold to libraries. Macmillan is the only publisher with this policy – so far. The American Library Association and our Library Directors have protested this embargo and expressed their concerns to Macmillan. The WLS Board has endorsed the call for Macmillan to reverse their library eBook embargo and instructed the placement of an official notice of concern on the WLS website.
- The WLS 60th Annual meeting on Nov 21, 2019 was well attended and a great success, the guest speaker Richard Harwood encouraged the audience to reach out, be more active and involved in the life of their communities. Senate Majority Leader Andrea Cousin-Steward, Assemblyman Steven Otis and the WLS Board President Sean Ryan also addressed the meeting. In his remarks, Ryan, singled out for praise the New Rochelle Public Library and its Director Tom Geoffino for their outstanding performance, adding that NRPL had received the highest amount (1st) of NYS Library Construction Grant [money] of the 38 libraries in Westchester County". He added that, based on what was awarded for the period 2006/7 through 2018/19, NRPL received a total of \$1,309,594, which is almost double the library in the second place. Ryan plans to visit the NRPL on Thursday December 18, 2019 to see firsthand the various

activities and developments taking place at the New Rochelle Library. He will then be hosted to lunch by the Library Director and the WLS Trustee.

WLS Executive Director Terry Kirchner made a brief presentation regarding the many IT challenges his organization and its member libraries have been facing in the previous 9 months. He admitted the situation has been very challenging for all parties and acknowledged the patience of New Rochelle Public Library and its fellow WLS libraries throughout this difficult time period. Terry declared WLS was seeking to go forward with a thoughtful strategy designed to eliminate or mitigate to acceptable standards the issues relating to the poor performance of VDI, lackluster Evergreen ILS outcomes, security and network efficiency and success problems and the entire WLS IT customer service/staff structure. Much discussion ensued with the Library Board and Director affirming its expectations specific to a positive turnaround for WLS IT services to WLS member libraries.

PRESIDENT'S REPORT:

Acting President Whitney Barrat reported that the Library Board Officers met with City officials on November 25th to discuss issues relating to the potential arrival of the 11 Lawton Project and its impact on our library as well as other proposed developments likely to impact our library and its staff and patrons. She indicated that conversations concerning parking adjacent to our Main Library facility were spirited in nature. Nonetheless, she applauded the ability to have ongoing dialogue with the City regarding development issues given the importance of this issue to our organization. Tomorrow will witness another meeting between our Library Board (and Director) and City and Developers regarding the proposed initiative to redevelop the parcels on Main and Memorial Highway.

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. Our library 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 $\frac{3}{4}$ 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.

+ Library Trustee Recruitment: The publicity has been circulated through all library media/web resources. Closing for applications will be January 3, 2020. Daniel Bonnet requested the “advertisement” be modified to allow for electronic submission via e-mail. Interviews for all interested candidates will be conducted in January with a decision to be made at the February 13th Board meeting.

+ Friends of NRPL: The Friends Board, at its December Board meeting, approved our Library grant for \$64,000 in 2020. To date, the Friends have allocated \$92,000 to our library in 2019. The Friends will hold its next Board meeting on January 15th with its book sale scheduled for January 10th and 11th 2020

+ NRPL Foundation: Chuck Burke, Beth Acocela and Tom Geoffino met to review the draft 2020-21 Library grant request. Further work is necessary before it is shared with the Foundation Board and Library Board in early 2020. 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:

Tom Geoffino reported that New Rochelle resident David Rose will assume the responsibilities of the newly created Archivist position on January 2, 2020. A formal resolution will be made at the January meeting.

Whitney Barrat moved that upon the recommendation of the Director, the Board of Trustees does hereby increase the salaries of the pages (see chart below) per the New York State 2020 Minimum Wage Increase regulation, seconded by Daniel Bonnet and approved.

	Old Salary			New Salary	
Ochoa-Ramirez, Estafani					\$13.00
DeNicolò, Dawn			\$12.25		\$13.25
Gayosso Alvarez, Beatriz			\$12.00		\$13.00
Hernandez, Jessica			\$12.44		\$13.44
Ouammou, Malak			\$12.00		\$13.00
Johnson-Smith, DeAra			\$12.20		\$13.20
Klein, Robert			\$12.44		\$13.44
Moraga, Urania N.			\$13.30		\$14.30
Varghese, Leena A.			\$12.00		\$13.00

BUDGET COMMITTEE:

Chair Beth Acocela reported that the Budget Committee is planning to meet in January in order to begin work on the formulation of the FY 2020/21 Budget proposal.

BUILDING AND GROUNDS COMMITTEE:

Tom Geoffino reported Architectural Preservation Studio (APS) is rapidly making progress regarding the Library Building Audit for both Main and HCL facilities. The Committee expects to 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. The services of Roofing Consultant Russell Watsky Inc. have been engaged in order to allow this firm to conduct an analysis of the HCL roof in order to achieve the goal of fully understanding the status of the roof prior to any decisions regarding its replacement. This report will be considered by the Committee and then shared with the Library Board relative to “next steps.”

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Chair Daniel Bonnet reported on the following community and library programing highlights:

- + Census activity in support of the 2020 Census is underway. Our library will provide a location to assist census staff engaged in canvassing the community as well as technology to assist residents providing necessary responses to census survey questions.
- + NY DMV visit to facilitate the provision of licenses for undocumented individuals.
- + Information regarding the upcoming Foundation Scavenger Hunt was shared relative to the photo opportunity on January 9th with Library Board members agreeing to serve as captain of their own separate team.
- + Also detailed was the extensive schedule of library family events, programs and films available during the upcoming Holiday Vacation Week.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

Yadira Ramos-Herbert moved that fines be abolished for the late return of juvenile materials, seconded by Whitney Barrat and approved

Yadira Ramos-Herbert moved that payment of library fees, fines and other assorted library financial transactions through use of credit and bank cards be allowed for the

period of 6 months (with reconsideration to take place in July 2020) with no minimum threshold amount but with a 25 cent surcharge per transaction.

SPECIAL PROJECTS:

Tom Geoffino reported the Memorial Highway Courtyard Construction Project is now moving forward in relation to engaging the services of Badey & Watson 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 operational along with approval as determined by the City of New Rochelle. Chair Whitney Barrat indicated that the Needs Assessment project is still pending but will likely move forward (with Public Works Partners as the consultant) in the near future.

PUBLIC DISCUSSION:

Marjorie Sachs 14 Lakeside Drive

The meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Daniel Bonnet
Secretary