

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday January 9, 2020**

Dierdra Gray Clark, Board President, called the meeting to order at 7:36 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

MINUTES OF BOARD MEETING:

The December monthly meeting minutes were reviewed by the Trustees Dierdra Whitney 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>January Vouchers</u>	
Health Care	\$53,436.56
Contractual	\$103,327.16
Materials	\$14,259.89
Gifts and Donations	\$13,441.44
Workers Comp	\$2,088.70
Various	\$2,402.15
Total:	\$188,955.90

WLS REPORT:

Francis Okelo had no report as the WLS Board is still away on Holiday Break.

Tom Geoffino reported that WLS President Sean Ryan and New Rochelle WLS Representative Francis Okelo toured our library on December 19th. Sean and was

impressed with our busy patron activity as well as the many recent facility improvements, as highlighted our library's status as the most successful WLS library in obtaining NYS Library Construction Grants. Francis Okelo also indicated that the many WLS Evergreen online catalog deficiencies, through numerous staff interactions, were discussed with Mr. Ryan.

PRESIDENT'S REPORT:

President Dierdra Clark announced 10 candidates declared their interest in filling the temporary vacant Library Trustee position. Interviews for all interested candidates will be conducted on January 23rd with a decision to be made at the February 13th Board meeting.

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 still 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. The vendor proposals are expected to arrive in early February with staff reviews to follow. We are hopeful to begin the ordering process by late February.

+ 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 is still on hold pending contact with our newly assigned EDAP contact.

+ Friends of NRPL: The Friends have allocated over \$96,000 to our library in 2019. The Friends will hold its next Board meeting on February 26th with its book sale scheduled for February 20th -22nd.

+ NRPL Foundation: The Foundation Board will hold its next meeting 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 approve the appointment of Archivist David Rose, effective January 2, 2020, at an annual wage of \$66,589, seconded by Whitney Barrat and approved.

Tom Geoffino reported that the New Rochelle Civil Service Department is working on posting the vacant Huguenot Children's Librarian II position (qualified internal

candidates only for this promotional opportunity) as well as the vacant hourly Library Circulation Clerk position. It is hoped that the positions will be filled by late February 2020.

BUDGET COMMITTEE:

Chair Beth Acocela reported that the Budget Committee is planning to meet on January 22nd 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) continues to make progress regarding the Library Building Audit for both Main and HCL facilities. The Committee now expects to meet with APS prior to the February Library Board meeting with the goal of providing an executive summary for Board consideration at its February 13th meeting. At that same meeting, Roofing Consultant Russell Watsky (and his consulting architect) will present his report regarding his firm's analysis of the HCL roof and the issues related to its replacement.

COMMUNITY RELATIONS, FOUNDATION, AND FRIENDS COMMITTEE:

Chair Daniel Bonnet reported on the following community and library programing highlights per Community Relations Coordinator's written report below:

When schools are out, the library is in full swing, and this past Holiday Vacation was no exception. Over 700 participants enjoyed live performances, films, craft workshops and Mexican Dance classes. The finale was our annual Three Kings Day event which included a performance by the Calpulli Mexican Dance Company, our long-time partner, and the children who had taken the classes. The theater was filled to capacity for the event and, unfortunately, several dozen people had to be turned away. The classes and the event were sponsored by the New Rochelle Downtown Business District, which has funded "BID Family Days" such as this since 2006. We are hopeful that this partnership will continue in 2020.

Regular weekly programs have resumed. The Children's Department continues to add successful programs, and to receive praise for the quality of these programs, Programs for babies, in particular, have struck a community cord. In the Teen Room, program assistant Luis Briseno has successfully initiated weekly 3-D Printing Workshops.

This month we started a new Civics Class for those preparing for Naturalization tests. The three-session Saturday afternoon classes are taught by an attorney who is volunteering her time.

As always, the full listing of programs, events and services can be seen in our newsletter and on our website, which is in the process of getting a "refresh" with new photos. Our interior and exterior digital signs are also receiving attention.

Coming up: a very exciting month-long exhibition relating the extraordinary story of the Charles Dickerson Fife, Drum and Bugle Corps, which was researched and written by

Professor Robert Wechsler. Working with Barbara on a volunteer basis, he has done an excellent job capturing the 90-year history of the Corps. Black History Month programs will carry the music theme – and will include our annual Bokandeye Dance and Drum classes and performance, documentaries on gospel and on swing, and a performance by the Youth Tap Ensemble along with other February vacation programs. Mark your calendars: the big culmination will be on Sunday, February 23, when the Harlem Blues and Jazz Band gives a performance, followed by a Celebration Reception honoring the jazz musicians and members of the Charles Dickerson Fife, Drum and Bugle Corps.

Last item: We are hosting the Middle School Science Research Fair this Saturday, from 2 pm – 6 pm. The science displays entered in the competitive event will be on display in the lobby until next Friday.

Daniel also highlighted the newly created RXR Community Building Fund, managed by the Westchester Community Foundation on behalf of RXR, designed to provide assistance to programs that enrich the lives of young people in the City of New Rochelle. Multiple grant opportunities exist with many organizations, including his employer Westcop (and our library), will likely apply for grants for programs intended to assist New Rochelle youth. The deadline for applications will be mid-February with grant awards announced in Spring 2020. Much discussion ensued.

FINANCE, TREASURY AND AUDIT COMMITTEE:

No report was made

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

No report was made.

SPECIAL PROJECTS:

Committee Chair Whitney Barrat reported that the revised Needs Assessment proposal from the selected consultant Public Works Partners will be available to the Committee within the next week. “Next Steps” will follow upon receipt of this document.

Tom Geoffino indicated Badey & Watson completed their topographic survey of the Memorial Highway Courtyard with the drawings and appending documentation forwarded to the Project landscape architect for further review and work. He also confirmed that the new Ossie Davis Theater broadcast system is online and functioning successfully.

PUBLIC DISCUSSION:

Lourdes Font	76 Vaughn Avenue
Joanne Wiesner	70 Locust Avenue
Dorothy Oliver	162 Clinton Avenue
Dan Miller	14 Lakeside Drive
Marjorie Sachs	14 Lakeside Drive

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Daniel Bonnet
Secretary