

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday November 4, 2021**

Whitney Barrat, Board President, called the meeting to order at 7:35 p.m.

BOARD MEMBERS

Whitney Barrat, President
Daniel Bonnet, Vice President (absent)
Sarah Langlois, Secretary
Charles Burke, Jr.
Corey Galloway
Beth Acocella
Lucille Renwick

ADMINISTRATION

Thomas Geoffino
Jean Manning
Yesika Torres

WLS REPRESENTATIVE

Francis Okelo

MINUTES OF BOARD MEETING:

The October 14th Meeting minutes were reviewed by the Trustees. Lucille Renwick moved that the minutes be approved, seconded by Sarah Langlois and approved.

WLS REPORT:

WLS representative Francis Okelo made the following report:

- He noted that the Library Trustee training held virtual on Tuesday October 19, 2021 on the Duties and Responsibilities of library trustees and board members was informative and well attended. The relevant certificates of attendance have already been issued to those who took the training. The next training, focusing on the conduct of Library Board Meetings, is planned for Tuesday Nov. 16, 2021. Personnel matters will be the subject of discussion at the last training session scheduled for Tuesday Dec 14, 2021.
- The WLS Board is currently busy preparing its next budget which it plans to formally adopt later this month. The Executive Director's Report for October 2021 has been circulated to the Library Board members. It is a comprehensive and informative report and very much worth reading.
- As this year draws to an end, WLS Board is considering a number of candidates to replace those Board Trustees whose term of service on the Board ends next month, December 31, 2021. Meanwhile, Francis reported he was invited to join the Executive

Committee and to serve as Vice President of the WLS Board of Trustees for a period of one year, beginning January 2022.

PRESIDENT'S REPORT:

Whitney provided an overview regarding the current status of the strategic plan effort. She indicated that the Strategic Plan Committee, PWP and Library Board and staff are busy reviewing the draft versions of the plan and providing input (as well as making recommendations and adjustments) towards the final version. The target date for the completion of the process is early December but Whitney is under the impression that this date is soft and may be pushed back further into December 2021 in order to make certain the plan is complete.

DIRECTOR'S REPORT:

Tom Geoffino reported on the following issues:

+ Library Operations: Staff continues to witness an increasing level of activity taking place in our libraries. In particular, growth in use of our children's, teen and 2nd floor areas as well as computer and Wi-Fi and study room usage is noticeable.

+ Pending NYS Library Construction Grants: The WLS Board voted to approve the WLS PLDA Grants Committee recommendation to fund our 2 NYS Library Construction Grants for Main and Huguenot Children's libraries submitted in late August 2021. The Main Library grant application requests \$342,674 (with a library match of \$114,224) and proposes to provide a significant renovation of the 3rd Floor space (similar in scope to the 2nd Floor Renovation Project) with significant renovations, upgrades and updates scheduled throughout the space. The Huguenot Children's Library grant application requests \$17,813 in grant monies (with a library match of \$5,937) and proposes to replace the 3 poorly performing aged ductless mini splits installed during the successful PHCL 1998 renovation with 3 replacement units. Further analysis by New York State Library and DASNY staff will occur throughout the current fiscal with confirmation likely to be obtained by June 2022. It is estimated that the grant monies will be made available to our library in October 2022.

+ Main Library 2nd Floor Renovation Project - Phase 2: We continue to slowly move forward in the completion of the 2nd phase of this project as the manufacturing and delivery of items have created unanticipated postponements and delays (as a result of the pandemic.) To date, certain furniture and equipment have been installed on our 2nd floor - and all other elements are now on order. Time frames for the delivery of outstanding items are now estimated to be sometime in December.

+ Pending Emergency Connectivity Fund (ECF) Grant Application: Our library was recently notified that it was successful in its application for a grant of \$87,313 (with no matching funds required from our organization.) awarded by this new Federal Government program. ECF seeks to reimburse schools and libraries for the reasonable costs of eligible equipment and broadband connections used to help students, staff, and patrons who otherwise lack access to be able to engage in remote learning. Our grant will allow us to acquire 100 Chromebooks and 50 WiFi hotspots in order to loan out to our

residents. Specific details regarding anticipated arrival of the grant monies are still pending.

+ Library Collaboration with NRSD: We continue to dialog with Superintendent Raymond regarding the temporary closure of NRHS due to the aftereffects of Hurricane Ida. Given this unfortunate situation, the library has offered to work with the School District relative to providing space for students, staff or faculty. We did host a NRSD town hall meeting earlier in October and are planning to host future monthly meetings throughout the remaining academic year. We recently hosted a PTA Council meeting and have issued an open invitation to the council to meet in our library throughout the upcoming academic year. We will continue to look forward to other possible collaborations as they become available.

+ Thanksgiving Parade 2021: The City Thanksgiving Parade is scheduled for Saturday, November 20th. All Library Board members and staff, along with Foundation and Friends Board members have been invited to march and uphold the library banner.

+ Friends of NRPL: The Friends Book Store continue to provide the community with open hours on Tuesdays, Thursdays and Saturdays. The November Holiday Sale was a nice financial success. December 2nd, 3rd and 4th will witness the December Holiday Sale. Currently, donations are being accepted with 2 small boxes/bags allowed per individual.

+ NRPL Foundation: The next Foundation Board meeting is scheduled for January 18th. Its Annual appeal letter is slated to be sent out to its patron base (and the community at large) in early December. Planning is actively underway for the May 12th Foundation Gala event.

PERSONNEL REPORT:

Whitney Barrat made the motion, upon the recommendation of the Director, the Board of Trustees does hereby approve the appointment of the following individuals:

Milton Cobb as Librarian II (Circulation) on November 1, 2021 at an annual salary of \$66,263.

Brian Zamek as Librarian I (Adult Services) on November 1, 2021 at an annual salary of \$55,878

Patricia Perito as hourly Librarian I (Archivist) on November 1, 2021 at an hourly salary of \$26.86.

Seconded by Chuck Burke and approved.

Tom indicated that the second round of interviews for the full time Library Assistant (Circulation) will begin the next week. We believe we have a grouping of strong candidates to consider. The closing of the reposted Assistant Director position occurred earlier in the October but applications are still being held by Civil Service. We expect to move forward with interviews in late November/early December. The newly created Programmer position was approved by the Civil Service Commission in October with position to be advertised next week. We hope to begin interviews in mid-December. We have no information yet from Civil Service regarding the posting of the hourly Laborer position.

BUDGET COMMITTEE:

No report was made.

BUILDING AND GROUNDS COMMITTEE:

No report was made.

COMMUNITY RELATIONS, FOUNDATION, FRIENDS AND HUGUENOT PARTNERSHIP COMMITTEE:

Chair Daniel Bonnet was absent but Tom Geoffino shared the report as submitted by Community Resource Specialist Denise Link in relation to her outreach and social service efforts both in-house and in the community.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Chair Corey Galloway reported the Committee has delayed in making its recommendations regarding the Library's new banking affiliation at the November meeting given the upcoming institutional merge between M & T Bank and People's Bank.

PERSONNEL COMMITTEE:

No report was made.

POLICY COMMITTEE:

Whitney Barrat reported that the Policy Committee continues to consider a variety of issues in play, including the proposal to abolish fines for the late return of material, COVID 19 rules and First Amendment Audits.

SPECIAL PROJECTS COMMITTEE:

Chair Whitney Barrat indicated that the Committee is beginning to contemplate "next steps" upon completion of the Strategic Plan. Issues discussed were the most effective public rollout of the plan as well as its implications in relation to the community. Tom articulated an interest in devising an approach involving staff and Board members to periodically review the document relative to status and impact on the creation of the annual operating budget. This blueprint can only be useful if it is a "living" document and contributes toward the continued success of the library and the community it serves.

PUBLIC TO BE HEARD:

No members of the public made a request to speak

The meeting was adjourned at 8:16 p.m.

Respectfully submitted,

Sarah Langlois
Secretary