NRPL Board President Whitney Barrat called the meeting to order at 7:31 p.m.

**BOARD MEMBERS**
- Whitney Barrat, President
- Corey Galloway, Vice President
- Lucille Renwick, Secretary
- Rhiannon Navin
- Beth Accocella
- Tatiana Infante
- Fela Cortes

**ADMINISTRATION**
- Joslyn Bowling Dixon
- Jean Manning
- Yesika Torres
- David Mener, WLS representative

**MINUTES OF THE BOARD MEETING**
The minutes from the May 2nd budget meeting and May 2nd regular board meeting minutes were reviewed by the Trustees.

Board President Whitney Barrat moved to approve the *May 2 budget meeting minutes*, seconded by Beth Accocella. Approved unanimously.

Board President Whitney Barrat moved to approve the *May 2 regular board meeting minutes*, seconded by Beth Accocella and approved unanimously.

**EXECUTIVE SESSION**
At 7:34 p.m., Whitney Barrat moved that the Library Board convene an Executive Session for the purpose of discussing a personnel matter, seconded by Corey Galloway and approved.

At 8:25 p.m., Whitney Barrat moved that the Library Board end its Executive Session, seconded by Fela Cortes and unanimously approved.

**WLS Report**
WLS representative David Mener provided the following report.

**From New York State Budget:** The NYS budget library Aid increased to $103.8 million, which is an additional $4.252 million from 2023.

**Public Library Construction Aid:** increased to $44M, which is an additional $10M from last year's budget allocation. *WLS will provide workshops reviewing the construction aid process* on June 25 2-3:30 pm for library directors, trustees and library administrative staff. Applications are due on August 23, 2024.
**Trustee Education Sessions:** Two trustee training sessions
1. Tues., June 18th 5:00-6:30 pm, Introduction to Sustainability as the Newest Core Value (online)

2. Tues., October 15th 5:00-6:30 pm, Governance Structure: The Role of Board Officers and Board Committees,

**Legislative Breakfast Series at area libraries** and local legislative representatives from NYS. The full listing available upon request.

- **Event: Legislative Breakfast Series - Larchmont**
  Date/Time: Monday, June 17, 2024, 9:00 AM - 10:00 AM
  Location: Larchmont Public Library Community Room, 121 Larchmont Avenue, Larchmont, NY 10538

- **Event: Legislative Breakfast Series – Montrose/Hendrick Hudson**
  Date/Time: Wednesday, July 10, 2024, 9:00 AM - 10:00 AM
  Location: Hendrick Hudson Free Library Community Room, 185 Kings Ferry Road, Montrose, NY 10548

- **Event: Legislative Breakfast series - Hastings-on-Hudson**
  Date/Time: Wednesday, July 17, 2024, 9:00 AM - 10:00 AM
  Location: Hastings-on-Hudson Public Library 7 Maple Avenue, Hastings-On-Hudson, NY 10706

Various policy updates approved from the Governance Committee including equal employment opportunities, progressive discipline, internet safety and use, and the employee handbook.

This summer after the June meeting, WLS is not in session for July and August.

**President’s Report**
For the President’s report, Board President Whitney Barrat reflected on her last Board meeting and noted her 6½ years of service on the board, having attended 73 out of the 78 meetings and having sat on almost every NRPL committee. She thanked her past and present colleagues – trustees WLS representatives – library staff and elected officials for their commitment and service to the Library. She noted the meaningfulness of the Board’s work, and committed to being “an enthusiastic library cheerleader.”

Whitney welcomed Joslyn Bowling Dixon, interim Library Director, to her first in-person meeting with the Board. Whitney also highlighted the successful Budget vote and thanked the New Rochelle community for passing the Library’s budget.

**Director’s Report**
Ms. Bowling Dixon thanked Whitney and the board for welcoming her and noted that she is grateful for the opportunity to help and support NRPL during its transition to its new Library Director.

**Current Operational Status**
o **21st Century Arts Alive Grant** – Annual grant received by NRPL. Presented contracts including 21st Century Arts Alive grant and office copier contract for the new service department for the children’s room (60 month term). Interim library director to sign.
  • Calpulli Mexican Dance Company Workshop Series: Five-week summer workshop culminating in a final performance with students and professional dancers. International Music and Dance Series. Will include 3 classes/day for children ages 5-11, teens, and adults. Will run from July 11-August 8, 2024 on Thursdays and culminate in a final performance on August 13, 2024. All performances will be held at New Rochelle Public Library with the final performance in Ruby Dee Park, New Rochelle. Award amount of $5000
  • **Copier contract with Office Dynamics for NRPL Children’s Room** for a 60-month term with a monthly fee of $113 for 100 B&W and 500 color copies. It doesn’t carry over (if copies are not used up in one month.

*Upcoming grants* – NYS construction grant for 2025. The overall grant is about $10M for all NYS libraries. Libraries must submit list of projects for consideration for the funding, and there is a matching requirement. Need to get estimates together. Recommended projects (for infrastructure improvements):
  o Roof replacement over the Ossie Davis theater, which includes the skylights
  o ADA compliance and energy efficient bathrooms and kitchens on the 2nd floor. For the kitchen and room area, includes carpet and furniture., also in the hallway grant.
  o Will ask for the NRPL Foundation for its support.
  o contractors have come through for estimates. Will provide more solid estimates for the July 11 meeting.

*Got eRate funding* – Financial breakdown of the grant and the financial contribution is as follows: total cost of all services, including internet service, basic maintenance, licensing and support amounts to $57,231.01 with the eRate grant funding this amount and the NRPL committing to a matching contribution of $13,577.49

*NRPL Friends* had a luncheon in May recently at the Modern Restaurant to thank the volunteers.

*NRPL Foundation* wish list for NRPL was approved. The disbursements will be in July.

• On June 7, Lynn Greene, Vice-President Elect of the NRPL Foundation was honored for her service to the Library as well as other non-profits in the area at the New Rochelle Council of Community Services (NRCCS) breakfast. NRPL staff also attended the breakfast. Lisa Itzkowitz, NRPL’s Marketing and Communication Coordinator served on breakfast committee, and Denise Link, NRPL’s Community Outreach Coordinator, is currently Vlce-President of the NRCCS 2024 Executive Committee.

**Facilities**

Window repair
  • Second floor window had a crack from months earlier and it’s gotten bigger and needs to be repaired. Rob Florin has received an estimate and we’ll look at 3 estimates where possible. Range for repairs is $14,000 to $20,000. NRPL qualifies for $5,000 for insurance and we can use the fund balance for the remainder.
  • Whitney noted that the policy committee should look for a procurement policy for what amount would require getting multiple estimates/quotes.
  • Jean noted that NRPL has building contingency fund starting in July of $13,000 and the remainder will come from the fund balance.

*Board President Whitney Barrat made a motion* to approve the use of the NRPL building contingency fund ($13,000) to pay for the insurance claim deductible of $5,000 and up to $20,000 (highest quote) and then to use the NRPL fund balance money if the fee to repair the
window goes above the amount in the building contingency. The motion was seconded by Rhiannon Navin and unanimously approved.

**Air handler/HVAC issue**
- The library has 5-7 air handlers. There have been piecemeal repairs over the years. The air handlers are at least 20 years old, if not older. Rusting. Leaking air. They are energy inefficient, etc.
- The air handlers need to be replaced/improved especially as the library heads into the summer months.
- Rob Florin, facilities manager, asked for estimates of costs of what can be done immediately on a smaller scale.
- Want to use Carrier. have a monthly contract with them. We have the warranty and have someone every month. There is a piece we can do right now. it may be around the $20,000 range. We don’t have the estimate yet.
- Sen. Natalia Fernandez reached out to NRPL and would like to give the Library $15,000 for the use on any needed issue. Jean Manning provided NRPL’s information and library administration is waiting to hear back.
- Trustee Rhiannon Navin asked about age of air handlers and the typical life span. Jean Manning noted that several of the air handlers predated the former Library Director (who served for 18 years). Trustee Corey Galloway noted that there is a building report worth reviewing. Trustee Lucille Renwick noted that replacing the air handlers is part of the strategic plan.
- More information on the air handlers will be available during the July meeting.

**Personnel Report**
- Annick Rodriguez retired in early May. The board will provide a resolution during the July meeting.

**COMMITTEE REPORTS**

**Budget Committee** – City voted on the budget. didn’t mention in the presentation that $150,000 of the budget is coming library revenue that is raised through various sources such as room rentals, etc. and the library is responsible for that.

**Buildings & Grounds/CROC Committee** – Meeting scheduled for Friday, June 14 to discuss facility items and high-level institutional next steps for the library.

**Community Relations Committee** – NRPL Trustee Rhiannon Navin provided the following report of some past and upcoming programming.
- Range of community programming as we head into the summer. Help and learning center services continuing into the summer. important change– emergency connectivity fund is coming to a close. this service (free wifi hotspots) for chrome books, iPads, etc., will run out. the devices can still be borrowed, but they will not come with automatic wifi but they will have to be connected to NRPL wifi or to another wifi source.
  - Jean Manning noted that there is a fund from the Foundation of $12,000 that was held back because the emergency connectivity fund kicked in that can now be used to extend the wifi program for at least another year.
- Emergency connectivity fund is coming to a close
- help and learning center continuing with a number of its programs such as job search; notary public services; digital learning classes; ESL classes, etc.
- Usual robust amazing programming in art, film and wellness. Pointed out that as we head into summer, the NRPL is offering a huge range of programming to keep kids’
learning. The summer reading programming starts June 22 from 10-12 with a big kick-off event. This is to keep kids reading during the summer. Log minutes throughout the summer and at the end of the summer, they provide minutes of reading. Programs for tweens to teens. Number of workshops, classes, Wild Wednesdays with the nature center. All details are online at NRPL.ORG.

- Drag Story Hour. June 15. Rainbow of reading. Register for the event.

**Finance Committee** – Nothing to report

**Personnel Committee**

- NRPL Trustee Lucille Renwick noted salary adjustments for Jean Manning are needed as she is the remaining non-union staff member. Typically, salary adjustments for non-union staff members are made each year in June. The Board voted on two adjustments in April 2024 for Lisa Itzkowitz and Tobe Sevush. Jean is the remaining non-union staff member that requires this action.
- Lucille Renwick made a motion to approve a 2.5% annual salary adjustments and increase for Jean to go into effect as of July 2024. Seconded by Corey Galloway and unanimously approved.

**Policy Committee** – Working on the internet and programming policy and will have something to report at the July meeting. Will also look into developing a procurement policy.

**Special Projects Committee** – Nothing to report

Trustee Beth Acocella reflected on her last meeting as a Trustee. Thanked the NRPL community, the Trustees, new & old, who helped her with policies and other work. Hope to continue the relationship beyond the library. Beth also thanked Jean and Yesika for their service and for the opportunity to serve.

**PUBLIC TO BE HEARD** – No public to be heard.

The Board members noted their thanks and appreciation for Beth and Whitney and their service to the Library and to the Board of Trustees. They were presented with gifts and cards.

The meeting was adjourned at 9:15 p.m., with a motion by Whitney Barrat, seconded by Corey Galloway and unanimously approved.

Respectfully submitted,
Lucille Renwick, Secretary

A recording of the meeting can be found on the library's website: www.nrpl.org.