



BOARD OF TRUSTEES MEETING MINUTES
Thursday, August 8th, 2024
New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board President Lucille Renwick called the meeting to order at 7:45 p.m.

BOARD MEMBERS

Lucille Renwick, President
Corey Galloway, Vice President
Rhiannon Navin, Incoming Secretary
Tatiana Infante
Vera Salter
Nancy Weinberger

ADMINISTRATION

Joslyn Bowling Dixon
Jean Manning
Yesika Torres
David Mener, WLS Representative

MINUTES OF THE BOARD MEETING

The minutes from the June 11 and July 23 board meetings were reviewed by the Trustees.

President Lucille Renwick moved to approve the **July 11 board meeting minutes**, seconded by Corey Galloway and approved unanimously.

President Lucille Renwick moved to approve the **July 23 board meeting minutes**, seconded by Tatiana Infante and approved unanimously.

EXECUTIVE SESSION

At 7:48 p.m., Lucille moved that the Library Board convene an Executive Session for the purpose of personnel issues. Seconded by Corey Galloway and passed unanimously.

At 7:58 p.m., Lucille reconvened the public board meeting.

WLS Report

WLS Representative David Mener provided the following updates from the WLS Director:

Recent Payments of NYS Funds for Local Library Support Aid (LLSA)

WLS recently sent payments to all eligible libraries for the final 10% allocation of 2023 LLSA, the first 90% of 2024 LLSA, and the 2024 "I Love My Library" funds (for summer reading).

Public Library Construction Aid – Application for 2025 Project Cycle Due August 23, 2024. As part of this year's New York State budget process, \$2,277,297 has been allocated to WLS to support public library construction projects for the 2025 project cycle. Interested libraries must submit their applications to WLS for system review by Friday, August 23, 2024. Projects may

begin as early as July 1, 2024, in anticipation of receiving the aid, but the projects cannot be completed before the system due date of August 23, 2024. All 2025 projects must be completed no later than June 30, 2030.

The primary WLS contact for public library construction aid projects is Dana Hysell and she can be reached at dhysell@wlsmail.org or 914-512-3702.

Corey Galloway asked if this grant was available last year. Jean Manning, Administrative Assistant to the Director, answered that it was and that the NRPL won two grants, one for the main library and one for HCL. We're still awaiting the funds.

Lucille Renwick asked how long it typically takes for the funds to be released. Jean Manning answered that the funds typically come in September/October.

President's Report

Lucille recounted the special meeting on July 23, during which the board interviewed candidates for Library Director. Lucille was pleased to announced the hiring of a new library director and she presented the following resolution to be approved by the board:

"Be it resolved that the board hereby authorizes its President to affirm the employment terms of Library Director Eugenia Schatoff as stated in an offer letter issued on behalf of the library dated July 24, 2024, and signed on July 25, 2024, as presented to the board at this meeting conditioned upon the continuing eligibility of Ms. Schatoff to serve as a provisional employee under the laws and rules governing civil service employment, and be it further resolved that Ms. Schatoff's employment shall commence on October 1, 2024."

The resolution was seconded by Nancy Weinberger and passed unanimously.

Lucille announced the resignation of the current Interim Director, Joslyn Bowling Dixon, whose last day would be August 30, 2024. Lucille read a resolution to accept the resignation:

"Be it resolved that the board hereby accepts the letter of resignation of Interim Library Director Joslyn Bowling Dixon, effective close of business on August 30, 2024."

The resolution was seconded by Vera Salter and passed unanimously.

Lucille explained that while the board will be looking for another Interim Library Director for the time in between Joslyn's resignation and the start of new Director Eugenia Schatoff, the board needs to ensure certain checks and balances are in place. Lucille presented three resolutions to accomplish this:

"Be it resolved that effective September 3, 2024, the library records access officer shall be Lucille Renwick, Board President, and its records appeals officer shall be Corey Galloway, Vice President, pending further action by the board."

The resolution was seconded by Tatiana Infante and passed unanimously.

"Be it resolved that Jean Manning is hereby designated as purchasing agent for the library as of September 3, 2024."

The resolution was seconded by Rhiannon Navin and passed unanimously.

"Be it resolved that the Board President is hereby designated as the signer of claims and

warrants, along with any other two members of the Board, from September 3, 2024, until September 30, 2024, whereafter the President shall be replaced by the new Library Director.”

The resolution was seconded by Rhiannon Navin and passed unanimously.

Lucille reported the official submission of the committee assignments. There are seven committees and each year, each Board member chairs one committee and serves on two more. Lucille made a motion to approve the committee assignments as submitted. The motion was seconded by Vera Salter and passed unanimously.

Director's Report

Joslyn thanked the Board for the opportunity to work for the NRPL.

Operations

A.Old Business

1.Window Repair on Lawton Street side was completed on July 19th for a total cost of \$9,672.21.

2. Air Conditioner: The air conditioner is performing at 62%. Joslyn reported that the option of applying for the community block grant was explored, but an application proved impossible because of the library's lack of 501(c)(3) status. Joslyn acknowledged that Vera Salter sent a grant option that we could further review. Joslyn reported that some connections to state elected representatives were made and that Rhiannon Navin would continue to explore them.

3. Bathroom Incidents: There haven't been any bathroom incidents in two weeks. During the last two weeks in July, the men's bathroom was opened later in the morning, at around 11 a.m., and staff was more vigilant. There was one more incident in late July that was observed by staff and the person in question was asked not to enter the library again.

B.New Business

1. New York State Construction Grant: For 3rd floor updates and roof repairs for the total amount of \$300,915.40. If successful in securing the grant, a 25% match by the Library Foundation will be needed (\$75,228.85.)

Lucille made three separate motions regarding the New York State Construction Grant:

1. Motion to agree to the assurances as stipulated by the New York State Education Department in relation to the New York State Library Construction Grant applications for the New Rochelle Public Library Main 3rd floor, phase 3, bathrooms, kitchen, dining area and roof extension replacement. The motion was seconded by Tatiana Infante and passed unanimously.
2. Motion to submit the Smart Growth Impact Statement as required by the New York State Education Department in relation to the New York State Library Construction Grant applications for the New Rochelle Public Library Main 3rd floor, phase 3, bathrooms, kitchen, dining area and roof extension replacement. The motion was seconded by Corey Galloway and passed unanimously.
3. Motion to declare that the New Rochelle Public Library Main 3rd floor, phase 3, bathrooms, kitchen, dining area and roof extension replacement qualifies as State Environmental Quality Review Act (SEQRA,) Type 2 actions, thus classifying the proposed restorations and use of the above land as requiring no further review under SEQRA, and its implementing regulations. The motion was seconded by Rhiannon Navin and passed unanimously.

Personnel

None to report for July

COMMITTEE REPORTS

Budget Committee – Nothing to report

Buildings & Grounds/CROC Committee – Nothing to report

Community Relations Committee – NRPL Trustee Nancy Weinberger spoke about some highlights from the following programs/events in July/August:

Highlights of NRPL Community Events Include:

The International Music and Dance Festival continues to be popular with patrons. Performances are well attended with an average audience of 85 each week.

The Village Light Opera concert, now in its second year, is the only weekend performance in the summer, and drew a crowd of 100.

Our Summer community outreach events have been a great opportunity to connect with the community. Taste of Union was particularly busy, with nearly 300 visitors to the NRPL table. Teen Fest this past weekend was a smaller event, drawing about 75 visitors.

NRPL will also have a presence at the City's Backpack Distribution event on 8/16. In addition, the Fall Children's program flier, and a NRPL pencil will be included in each pack.

Our new Open Sewing program, where patrons can come in and use the NRPL sewing machines on site, has been a great success. We have a wonderful volunteer on site to help sewists with their projects. This weekly program will continue in the fall. We are hoping to add another volunteer to assist.

In addition to Community Events, the BTOP Help and Learning Center continues to be an important resource for NRPL residents. Patrons are seeking digital navigation assistance with online services of Social Security and NYS benefits including: SNAP, unemployment, credit reports, cooling assistance benefits and digital learning.

Finance Committee – Nothing to report

Personnel Committee – Nothing to report

Policy Committee – Nothing to report

Special Projects Committee – Nothing to report

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 8:34 p.m., with a motion by Lucille Renwick, seconded by Corey Galloway and unanimously approved.

Respectfully submitted,
Rhiannon Navin, Secretary

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