



## BOARD OF TRUSTEES MEETING MINUTES

Thursday, July 11, 2024

New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board Vice President Corey Galloway called the meeting to order at 7:32 p.m.

### BOARD MEMBERS

Corey Galloway, Vice President  
Lucille Renwick, Secretary/Incoming President  
Rhiannon Navin, Incoming Secretary  
Tatiana Infante  
Fela Cortes  
Vera Salter, Incoming Board Member  
Nancy Weinberger, Incoming Board Member

### ADMINISTRATION

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

### OATH OF OFFICE FOR INCOMING BOARD MEMBERS

Vice President Corey Galloway administered the oath of office to new board members Vera Salter and Nancy Weinberger.

### NOMINATING COMMITTEE

Committee Chair Rhiannon Navin reported on the deliberations of the nominating committee, which consisted of herself, Tatiana Infante, and Fela Cortes, and shared the committee's recommendation to nominate Lucille Renwick as new Board President, Corey Galloway as Vice President, and Rhiannon Navin as Secretary. Rhiannon Made moved to accept the committee's recommendation, seconded by Fela Cortes and approved unanimously.

### MINUTES OF THE BOARD MEETING

The minutes from the June 13 board meeting minutes were reviewed by the Trustees.

President Lucille Renwick moved to approve the **June 13 board meeting minutes**, seconded by Rhiannon Navin and approved unanimously.

### WLS Report

WLS representative David Mener provided the following report:

**2024 Westchester County Budget** did not fund WLS to the level that was anticipated with an expected shortfall of \$157,175 (10% below budget) for the year. These funds were initially designated for special projects that will be re-organized.

WLS is proposing to potentially replace all public computers installed at member libraries in 2024 versus replacing all 400 PCs over the course of 2024-2026 due to anticipated increases in costs of PCs, Monitors, and Software. WLS Board of Trustees continues to consider request of

\$277,100 to be added to the 2024 Operating Budget if the requested were to be completed in 2024. Member libraries are charged \$900 per device per year, which includes maintenance of hardware, help desk support, productivity software (example, MS Office) and cybersecurity; this price is anticipated to increase to \$1100 per device per year in 2025.

Fela asked if these are public-facing computers. David confirmed they are. Fela asked if the computers have reached the end of their lifespan and David explained that computers have to be replaced regularly because they become more difficult to maintain.

David asked if the NRPL has a preference as to when our computers should be replaced. Lucille responded that there will be a meeting with the leadership team this week and that she would raise the question.

### President's Report

New Board President Lucille Renwick welcomed the two new board members, Vera Salter and Lucille Renwick. She reminded the board of the importance of supporting the library's mission as a vital community center and resource with the aim to improve the life of every resident of New Rochelle and to encourage learning in all stages of life while protecting intellectual freedom and providing fair and equal access to information.

Lucille pointed out that all board members had in front of them the latest (2023) version of the New York State Trustee Handbook and she encouraged them to utilize this important resource.

Lucille reminded the board members that a conflict of interest form was sent to them electronically and asked that all board members should sign the form at the end of the meeting.

Lucille spoke about the board's committees. Committee assignments are updated each year. Each board member chairs one committee and serves on two others. Lucille will be in touch about the assignments before the next meeting.

Lucille spoke about the calendar of the 2024/2025 meeting dates and pointed out one change concerning the August 8th meeting. Due to another library event, library staff requested a board meeting start date of 7:45pm (vs. 7:30pm.) Lucille moved to approve the 2024/2025 board meeting schedule with the noted change to the August 8th meeting, seconded by Corey Galloway, and approved unanimously.

### Director's Report

#### **Facilities**

##### **Window repair**

- Second floor window has been ordered and is on its way. Cost of replacement will be just under \$10,000.
- Rhiannon asked if the final cost included the insurance deductible. Joselyn replied that it was not applied so it could potentially be used for another project.
- Rhiannon asked if the money came from the building contingency fund of \$13,000 mentioned by Jean at the previous meeting and Joselyn confirmed that it did.

##### **Air handler/HVAC issue**

- The air handlers need to be replaced/improved.
- Follow-ups with Sen. Natalia Fernandez concerning the promised \$15,000 have so far not yielded a response.
- Lucille asked what a plan B would be to cover the potential costs of a repair. Joselyn answered that Rob Florin, facilities manager, has received an estimate from Carrier for

smaller-scale repairs. The estimate is about \$80,000. Joselyn currently does not have a plan B to pay for this. have a monthly contract with them.

## **Current Operational Status**

### **Upcoming grants – NYS construction grant for 2025.**

- The overall grant is about \$10M for all NYS libraries. The Westchester County portion of the grant will be \$2M, to be spread among all libraries. Libraries must submit a list of projects for consideration for the funding, and there is a matching requirement. Need to get estimates together. Recommended projects (for infrastructure improvements):
  - 2nd floor bathroom and staff room, includes carpet and furniture.
  - This year's project list will not include updates to the Huguenot Children's Library or the Children's area of the main branch. This year's wish list was developed with input from the staff.
  - Joselyn has construction estimates and next month she will ask for a resolution.
  - Will ask for the NRPL Foundation for its support.
- Lucille asked about the number of estimates that have been received for each project. Joselyn responded that only one estimate is needed for the purpose of submitting for the grant. Once the actual projects are moving forward, multiple estimates will be requested.
- Corey asked if the HVAC system has gone down yet. Joselyn confirmed that it has not yet gone fully down, but the air handlers are currently running at 60% capacity.
- Rhiannon asked if there are any resources that could be explored with the City/County/State since the NRPL is a designated cooling center for the city. Joselyn confirmed that she would.
- Fela asked about an immediate partial repair through Carrier, which Joselyn confirmed would be preferable over not taking any action at all, but it's still a funding issue.
- Vera suggested exploring energy efficiency grants to help cover the costs.

### **Security Contract**

- New contract for our security personnel has to be negotiated.
  - Currently weekly hours: 136. Total cost \$3,912.28. Annual total hours: 7,072. Total cost \$203,438.56.
    - Hourly wage for a security officer: \$18, billed to NRPL: \$26.
    - Hourly wage for a supervisor: \$22.25, billed to NRPL: \$32.49.
    - Hourly wage for a supervisor/overtime: \$33.38, billed to NRPL: \$48.73.
  - New contract asks for a \$10,000 increase (4.5%) for the fiscal year for a total of \$213,915.52. To stay slightly above minimum wage for the security officers..
    - Hourly wage for a security officer: \$19, billed to NRPL: \$27.74.
    - Hourly wage for a supervisor: \$23.25, billed to NRPL: \$33.95.
    - Hourly wage for a supervisor/overtime: \$34.88, billed to NRPL: \$50.92.
  - Corey moved to approve the new security contract with the discussed changes, seconded by Rhiannon, and approved unanimously.

### **Personnel Report**

- Librarian I Annick Rodriguez retired on 5/31/2024. Her annual salary was \$72,426.96. Rhiannon moved to approve the retirement of Annick Rodriguez, seconded by Tatiana, and approved unanimously.
- Part-time summer staffer was hired at HCL Riana Ann Binu, start date 7/8/2024, with an hourly wage of \$16/hour. Rhiannon moved to approve the temporary employment of summer staffer Riana Ann Binu, seconded by Nancy, and approved unanimously.

- The ten NRPL library pages, plus one currently vacant position, as non-union employees, should receive a 2.5% (\$.40/hour) wage increase, in line with the union increases, totaling about \$2k/year. Lucille moved to accept a 2.5% hourly wage increase for the NRPL pages, retroactive to July 1st 2024, seconded by Vera, and approved unanimously.

#### **Additional Updates**

- Joselyn made the board aware tha archive librarian David Rose has finished three new finding guides for the collections: The Noam Bramson papers, the Body Family papers, and the Board of Education records. He has also spoken with Sylvia Hammer of Hope Community Services about the acquisition of the Hope historical records and records of the Shiloh Baptist Church.

### **COMMITTEE REPORTS**

**Budget Committee** – Nothing to report

**Buildings & Grounds/CROC Committee** – Nothing to report

**Community Relations Committee** – NRPL Trustee Rhiannon Navin spoke about some highlights from the following programs/events in June/July:

- **The Rainbow of Reading with Drag Story Hour on 6/15** was a huge success with 33 *attendees*. The marketing team received over 125 likes on post event photos posted to Instagram and over. Here are some of the post event comments received on social media:

“Thank you @nrpubliclibrary for bringing this to your library! We came from CT to attend and were blown away at how inclusive your library is. The pride display of books was amazing! Both of my kids (7 & 12) loved it and talked about it all weekend. Love Wins ”

“This was a beautiful afternoon. So thankful my children had the privilege to spend time with Angel and hear her message of love and acceptance of all. Love. Will. Win. ”

“These photos are amazing thank you to everyone involved with throwing this event. Really lovely to see this in NewRo. Happy pride all ”

“So awesome!!!! So nice seeing change happen in lil ol westchester! You look amazing @angelelektranyc happy pride month! ”

“This is wonderful! So glad that New Rochelle is so inclusive. Well done!”

- **NRPL Film Series, *Can You Ever Forgive Me?* 6/22 34 attendees, and Jackie Chan’s *Project A*, 7/2, 6 attendees**
- **Juneteenth Concert, Eddie Allen Quintet, 6/14, 73 attendees**
- **Sing Your Heart Out concert (joined by Songcatchers’ Youth Choir), 6/29, 145 attendees**

## **Virtual**

- National Gallery of Art Sculpture Garden Tour (Virtual), 6/12, 12 attendees
- Yankee Stadium: From the (Organ) Bench with Ed Alstrom, 6/20, 8 attendees
- Val-Kill and LGBTQ+: A History, 6/26, 16 attendees

## **Coming up:**

- International Music and Dance Series begins: 7/9 Greek American Folklore concert, 7/16 Gamelon Balinese concert, 7/23 Nanni Assis Brazilian concert, 7/30 Klezmer concert, 8/6 Aszmara Middle Eastern concert, 8/13 Calpulli Final Performance
- Open Sewing continues weekly on Tuesday mornings
- Calpulli workshops begin, 7/11. 3 classes/day (5-7 year olds), 8-13 year olds, 14 - adults. Runs through 8/13 (final performance). This program is funded by Arts Alive Grant from ArtsWestchester

## **Virtual:**

- Learn How to Convert Your Lawn to a Native Plant Pollinator Garden (Virtual), 7/9
- Women and Money Roundtable, 7/17
- The Diversity of Westchester Birds, 7/18

## **BTOP Help & Learning Center Report, July 2024**

The BTOP Help & Learning Center continues to provide essential services to library patrons, with online help with government benefits, food support, recertification for housing and passport/travel matters. Recent federal housing opportunities with Section 8 in New Rochelle prompted a collaboration of space and the Section 8/NR City Hall staff and NRPL, for the one week only, to help with the Section 8 Housing Application process. Many residents visited the library to get assistance and apply for housing.

**Finance Committee** – Nothing to report

**Personnel Committee** – Nothing to report

**Policy Committee** – Fela Cortes reported that the policy committee is working on the programming policy and will have something to report at the next meeting.

**Special Projects Committee** – Nothing to report

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

The meeting was adjourned at 8:29 p.m., with a motion by Lucille Renwick, seconded by Fela Cortes and unanimously approved.

Respectfully submitted,  
Rhiannon Navin, Secretary

**A recording of the meeting can be found on the library's website: [www.nrpl.org](http://www.nrpl.org).**