



BOARD OF TRUSTEES MEETING MINUTES
Thursday, November 14, 2024
New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board Vice President Corey Galloway called the meeting to order at 7:30 p.m.

BOARD MEMBERS

Corey Galloway, Vice President
Rhiannon Navin, Secretary
Fela Cortés
Tatiana Infante
Vera Salter
Nancy Weinberger
ABSENT: Lucille Renwick, President

ADMINISTRATION

Eugenia Schatoff
Yesika Torres
Dr. David Mener, WLS Representative

EXECUTIVE SESSION

At 7:32 p.m., Corey Galloway announced that the Library Board convened an Executive Session for the purpose of personnel issues.

At 7:56 p.m., Corey reconvened the public board meeting.

MINUTES OF THE BOARD MEETING

The minutes from the October 10 board meeting were reviewed by the Trustees. Corey Galloway moved to approve the minutes, seconded by Tatiana Infante and approved unanimously.

WLS Report

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

The Budget Committee of the Board of Trustees met three times from September through October to arrive at a budget proposal for the 2025 fiscal year focusing on employee compensation, information technology, outreach/delivery/cataloging/fund-raising, and administration departments.

The budget will be formally voted on by the Board for approval at the November 19th 2024 meeting.

Revenue sources are estimated at approximately 7.357 million dollars (39% from New York State, 38% from member libraries, 18% from Westchester County, and 5% other sources.)

Supported Activities are estimated at the following: 58% of the budget for member library services, 24% for direct patron services, 16% for administration, and 2% other services.

WLS is moving through the process of changing to a new cloud-based Interlibrary Loan Management Software from ILLIAD to Tipasa. Newer cloud-based alternative that should improve automation and reporting.

President's Report

Board Vice President Corey Galloway presented one resolution concerning the NRPL's Strategic Plan: "WHEREAS the New Rochelle Public Library Board of Trustees adopted a 2022-2026, five-year strategic plan in 2021 and WHEREAS there were delays with implementations to the strategic plan due to various COVID-19 restrictions, and WHEREAS the library has hired a new Director who began in October 2024, with little time to begin further implementation of the strategic plan, I move that the NRPL Board of Trustees extend the existing strategic plan two years, to conclude in 2028, so that the Board and the Director can implement more of the plan for the betterment of the community and the library."

The resolution was seconded by Rhiannon Navin and passed unanimously.

Director's Report

Director Eugenia Schatoff announced that going forward, a shared Google Drive will be utilized with folders for each board meeting, in which materials for the meetings will be stored prior to the meeting dates. The folders will include the Director's Report, bank reconciliations from the school district's treasurer, individual department reports, and statistical reports.

Because there was some confusion about accessing the Director's Report this time, Director Schatoff highlighted a few items from her report:

Director Schatoff completed her first 30 days at the library and submitted a written report for the Board of Trustees for review.

Director Schatoff has done quite a bit of community outreach and will continue to build relationships. She has continued to meet with staff and meets with every direct report every week. She has begun shadowing the different service desks to observe the points of service and to meet the library patrons.

Director Schatoff has conducted a facilities overview as well as an overview of programs and services. She has done a very deep dive into the budget with the Finance Committee and has reviewed the library's financial practices, policies, and procedures.

The Board members did not have any comments or questions.

COMMITTEE REPORTS

Budget Committee – Nothing to report. The committee will begin meeting early in the New Year.

Buildings & Grounds/CROC Committee – The committee met on October 30th. The committee discussed conducting an infrastructure assessment as well as a facility usage study to determine needed repairs of the facility's infrastructure. The library's facilities generally are functioning fairly well, but not optimally, and a thorough assessment will reveal priorities for needed updates. Director Eugenia Schatoff has highlighted the importance of financial planning to be able to address future repair/update needs. The Committee reviewed the current purchasing policy, as well as current financial procedures when making purchases. The Committee reviewed grant updates and project discussions, highlighting the completion of the fire stop grant and the ongoing work on sound baffle panels. The Committee is preparing to review proposals for the Huguenot bathrooms project, with RFP bids due by November 15th. Additionally, there are two earmarked grants totaling \$175,000 for the south entrance improvement project, but no progress has been made on it.

Action Items:

- * New Rochelle Public Library will determine the next steps for the earmarked funds for the south entrance improvement project.
- * New Rochelle Public Library will conduct a thorough accounting and review of the finances related to past projects.
- * New Rochelle Public Library will meet with the school district and finance committee to discuss financial planning.
- * New Rochelle Public Library will identify and utilize existing data from previous surveys for public engagement.
- * Documents related to the Public Works data to the team for their review and use.
- * New Rochelle Public Library will review and update the purchasing policy to ensure compliance with New York state guidelines.
- * New Rochelle Public Library will review proposals for the Huguenot bathrooms project by November 15th.

Community Relations Committee – The report is now included in the Director's Report. The Committee continues to meet, but has nothing further to report.

Finance Committee – The committee met on October 31st and discussed NRPL's treasury function, which is currently carried out by the New Rochelle school district's treasurer. Director Eugenia Schatoff will meet with the treasurer to determine the current and future role of the school district treasurer. The committee agreed to draw up the job description that outlines the requirements for the treasurer of the library. The committee discussed the need to review independent audits of the library and the need for more detailed financial reports to be received by the Board of Trustees on a monthly basis.

Personnel Committee – Board Vice President reported on behalf of Committee Chair Lucille

Renwick, who was absent, and presented one resolution (Resolution # 2024 11 14-3, dated November 14, 2024:)

BE IT RESOLVED that the Board of Trustees of the New Rochelle Public Library hereby amends its proceedings and ratifies that the Board accepts the hiring of the following employee:

Full Time - Librarian I

James Welch

Annual Salary: \$61,679

Start Date: Oct 16, 2024

Corey Galloway made a motion to pass the resolution, seconded by Vera Salter, and passed unanimously.

Policy Committee – Fela Cortés reported that the Policy Committee held two meetings on October 22 and November 7. The Committee is continuing its review of the library’s full scope of policies and is identifying additional policy needs. During the October 22nd meeting, we discussed the broader classification of policies, including financial, regulatory, operational and By-Laws. The Committee determined that we will utilize a two track process, one that allows us to be responsive to immediate needs and a longer-term track for monitoring policies.

Director Schatoff requested that the committee review the following financial policies and identify if they should be updated or developed. These policies include cash handling, budget, capital fund, investment, expense management, audit/financial reporting, procurement, reserve fund, etc. Director Schatoff also requested that we review policies including the Whistleblower Policy, due to updates to legislation, payroll/timesheet, safety training, hiring and a larger professional development policy.

During the November 7 meeting, the Committee reviewed the Credit Card Policy, Children’s Room Policy and Sexual Harassment Policy.

The Committee updated the **New Rochelle Public Library (NRPL) Policy Regarding Adults in Children’s Room & the Huguenot Children’s Library (HCL)**. The updated policy was shared with the Board prior to this evening’s Board meeting and will be presented for adoption following this report.

The Committee’s next meeting date will be announced shortly.

The Policy Committee proposes that the Board vote to approve the following:

The NRPL Children’s Room and Huguenot Children’s Library (including their technology and restrooms) are intended solely for children (ages 0-12 years) with their caregivers. Adults and teenagers are only allowed in the children’s area and HCL when they are accompanying a child or actively accessing the collections in these areas.

The library reserves the right to ask adults and teens to move to other areas of the building or to leave the Library if they are not assisting children, not accessing children’s materials in order to assist children in their care, or if they are in violation of the Library’s Code of Conduct Policy.

A reference is hyperlinked, which is the Code of Conduct Policy:

[Code-of-Conduct-Policy-Final-2017.pdf \(nrpl.org\)](https://www.nrpl.org/Code-of-Conduct-Policy-Final-2017.pdf)

Fela Cortés made a motion for the Board to approve the **New Rochelle Public Library (NRPL) Policy Regarding Adults in Children’s Room & the Huguenot Children’s Library (HCL.)**

Corey Galloway seconded the motion and it passed unanimously.

Special Projects Committee – Nothing to report

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 8:14 p.m., with a motion by Corey Galloway, seconded by Fela Cortés and unanimously approved.

Respectfully submitted,
Rhiannon Navin, Secretary

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