



**BOARD OF TRUSTEES SPECIAL MEETING
MINUTES
Monday, December 30, 2024
Zoom Meeting**

BOARD MEMBERS

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

ADMINISTRATION

Eugenia Schatoff

With the full board present, Board President Lucille Renwick called to order, at 1:03pm, the meeting to conduct special business related to AIA contract concerning the ARPA grant for Children's Garden at the Main Library.

The Buildings and Grounds Committee Chair Corey Galloway sent to the Board ahead of time the background information and all necessary documents, including the grant's details and the roles of the foundation, library, and professionals involved. Corey emphasized that the project is being overseen by the library, but the funds are being managed by the New Rochelle Public Library Foundation. The NRPL is playing the role of project manager. Underneath the project manager is the construction manager, the general contractor, and the architect.

Corey explained that the contract needs to be signed before the end of the year. and that the Foundation, not the library, will be responsible for payments. Ultimately, the Foundation is responsible for many aspects of federal compliance for the grant because these are federal monies.

Tatiana Infante asked for clarification that the project concerns the Children's Room at the Main Library and Library Director Eugenia Schatoff confirmed this.

Library Director Eugenia Schatoff added that this project is a great success of collaboration and teamwork. The library has been working very closely with the Foundation on the actual project. Director Schatoff will be on site and working with all the professionals.

The Library will establish a memorandum of understanding (MOU) with the Foundation to outline roles and responsibilities.

Board President Lucille Renwick Lucille thanked Director Schatoff for stepping in and helping the Foundation and the library to make move the project forward to a contract in time.d.

Corey Galloway presented a resolution dated 12/30/2024, Topic: **AIA Contract - ARPA Children's Garden Project**

RESOLVED, that the Board of Trustees of the New Rochelle Public Library hereby amends its proceedings and ratifies that the following:

WHEREAS the New Rochelle Public Library Foundation (the "Foundation") has secured an American Rescue Plan Act sub-award ("ARPA Funding") from the City of New Rochelle; and

WHEREAS the Foundation wishes to direct the ARPA Funding into a "Children's Garden" Project (the "Project") located at the premises of the New Rochelle Public Library (the "Library"); and

WHEREAS the ARPA Funding has precise requirements as to the manner of expenditure, including that there be no assignment, delegation, or further sub-award without express consent from the City;

BE IT RESOLVED that the Library shall enter into the contract between the Foundation and the contractor awarded the contract (the "Construction Contract") as "Site Owner", to ensure the proper permissions to enter the Library premises are granted to the contractor, to confirm that no payment shall be owed from the Library, and to ensure the benefit of the required insurance, hold harmless provisions, and indemnification covers the Library, its Board, agents, and employees; and

BE IT FURTHER RESOLVED that the Library Director is authorized to sign the Construction Contract to signify the consent of this Board; and

BE IT FURTHER RESOLVED that no work shall commence until the Library has received a fully executive Construction Contract, and the required certificates of insurance; and

BE IT FURTHER RESOLVED that the Library shall propose a Memorandum of Agreement ("MOA") to the Foundation regarding a process of project management and joint management of documentation, to ensure a smooth, compliant, efficient, and properly documented process, with a goal of such MOA being finalized by the end of January, 2025.

Lucille Renwick made a motion for the Board to approve the signing of the AIA contract for the NRPL to work in conjunction with the Foundation to move the Children's Garden project forward. Fela Cortés seconded the motion.

Fela Cortés asked for clarification that minor changes still needed to be made to the contract can be made after contract approval. Director Schatoff confirmed that the contract will be sent to the architect after today's approval, who will input the library's and Foundation's changes, including some typos, change of zip code, etc.

Nancy Weinberger asked for clarification about the tanks located close to the ground's surface and Director Schatoff confirmed that the tanks are not currently functioning tanks and that they serve no purpose. The Foundation had originally explored not just filling in the tanks in place, but removing them altogether, and had allotted an extra \$25,000 for tank removal. They have planned for the contingency wherein if ultimately, it's not possible to fill in the tanks in place, they can cover a full extraction and removal of tanks.

Tatiana Infante asked how the children's program will be affected by the construction. Director Schatoff confirmed that the programs will continue, but some adjustments will have to be made because the room's doors will have to be replaced. But this part of the project will be scheduled to keep the impact on the children's programming to a minimum.

The Board voted unanimously to pass the motion.

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 1:21 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.