



BOARD OF TRUSTEES MEETING MINUTES
Thursday, January 9, 2024

New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board President Lucille Renwick called the meeting to order at 7:31 p.m.

BOARD MEMBERS

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

ADMINISTRATION

Eugenia Schatoff
Jean Manning
Yesika Torres
Dr. David Mener, WLS Representative

MINUTES OF THE BOARD MEETING

The minutes from the December 12 Board meeting as well as the December 30th Special Board Meeting were shared ahead of the meeting and reviewed by the Trustees. Lucille Renwick made a motion to approve the minutes from the December 12 Board meeting, seconded by Corey Galloway and approved unanimously. Lucille Renwick made a motion to approve the minutes from the December 30 Special Board meeting, seconded by Vera Salter and approved unanimously.

WLS Report

WLS Representative Dr. David Mener had no report to share as WLS was on Holiday break in the month of December.

President's Report

Board President Lucille Renwick reported that the Board held its third board retreat with the purpose of strategic planning for the new year.

Director's Report

Director Eugenia Schatoff shared an update on the tremendous effort that has gone into the ARPA grant Children's Garden project. Since her start in October, Eugenia was able to move the project forward and create the specifications drawings, publicly post the project, conduct a public bid process, complete interviews and insurance views and contracts by the deadline of December 31. It was a truly collaborative and herculean effort. Eugenia looks forward to going into the next phase of the project, which is discussing the memorandum of understanding that is being developed together with the Foundation and ideally, the work will be conducted over the summer. The Children's garden will provide a beautiful new space for additional programming. Eugenia is grateful for the work that the members of the Foundation and the Board of Trustees have done to make this project happen.

Eugenia reported that the next day, she will be conducting a tour with Barbara Davis and the

City Manager on the extraordinary history of New Rochelle.

The library's first staff development session will be conducted the following week. It will begin with the first regularly scheduled general staff meeting, there will be a visit from the assistance program and a review of the new reconsideration policy, and there will be a safety drill.

Eugenia also reported on a piece of new business: A new internal credit card policy was implemented. Employees who make use of the library's credit card must sign an agreement and acknowledgement form. Eugenia asked the Board to approve the first employee agreement. Going forward, these agreements will be signed regularly as part of the library's annual schedule.

Lucille Renwick made a motion to approve the annual credit card agreement with employee Rio Aucena seconded by Tatiana Infante.

Fela Cortés asked for clarification if the Board needed to approve an agreement every time an employee uses the credit card. Eugenia confirmed that it is best practice when it comes to financial decisions, every time a signatory is added to checks or bank accounts, or anytime access to financial processes or controls is adjusted, that is something that is supported through a Board motion.

Tatiana Infante asked if the agreements should be signed at the beginning of the calendar or the fiscal year. Eugenia explained that right now, employee agreements are signed as the need arises and moving forward they will be signed at the beginning of each fiscal year.

Fela Cortés asked if each employee agreement will have to be signed each year. Eugenia explained that ideally there will be a full list to be approved vs individually.

The motion passed unanimously.

COMMITTEE REPORTS

Budget Committee – Chair Rhiannon Navin reported that the committee will hold their first meeting on January 10th at 2pm.

Buildings & Grounds/CROC Committee – Chair Corey Galloway reported on the following topics:

- Discussing the following studies and how to proceed:
- Roofing Study
- Windows Study
- ARPA Grant approved by the board prior to the new year
- MOU drafted to work with the Foundation, Library, Contractor, Project Manager and Architect
- Search for a Facility Manager

Community Relations Committee – Committee Member Tatiana Infante reported that the Community Relations Committee is scheduled to meet on January 29.

Finance Committee – Chair Vera Salter reported that the committee met on December 13. They met with two representatives of accounting firms, Dorfman Accountants and Advisors and Baldessari & Coster LLP, as well as Robert Calouri, the CFO of the Westchester Library System. The finance committee was given advice on best financial practices to implement for the committee to fulfill their fiduciary responsibilities. Vear reported that Corey Galloway expressed his concern at the lack of an accurate fund balance statement, affecting financial planning. The possibility of hiring a bookkeeper was discussed as well as which accounting software to utilize moving forward. The committee discussed the hiring of a temporary treasurer, to be further discussed with the personnel committee. Director Eugenia Schatoff will proceed with the recruitment process of a bookkeeper position through the civil services commission. The committee met with three temp agencies recommended by WLS about the hiring of a temporary treasurer and will report soon on potential candidates.

Board President Lucille Renwick mentioned that it will be a new practice to receive reports from a treasurer at the Board meetings.

The committee will meet again on January 26.

Personnel Committee – Committee Chair Lucille Renwick reported that the committee met on December 30 to discuss the library's paid family leave to make sure the library is in compliance with proper procedure. This will be further discussed at the next committee meeting along with a recommendation for a resolution for the Board.

Corey Galloway asked that since the treasurer's compensation is coming from the library's budget, the treasurer will report to the Board of Trustees. This was confirmed by Lucille and Eugenia.

Policy Committee – Committee Chair Fela Cortés reported that the policy committee met on December 23. The Special Projects Committee has joined the policy committee to assist with the workload. Several policies were discussed, three of which are now with the library's attorney for review. The committee will meet again on January 27.

Special Projects Committee – Committee Chair [Tatiana Infante](#) reported that the Special Projects Committee is meeting with the Policy Committee to assist.

Jean Manning reminded the Board to approve the wage increase for the ten pages. Lucille Renwick made a motion to approve a ten-cent hourly wage increase for all employed ten pages (Natalie Damian, Dawn Denicolo, Deara Johnson, Urania N Moraga, Evelyn Ochoa, Rocco Onorino, Malak Ouammou, Rehan Paracha, Mia Rossi, Leena Anu Varghese) to bring them up to minimum wage, effective January 1, 2025, seconded by Rhiannon Navin. Motion passed unanimously.

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 7:57 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.