



NRPL BOARD MEETING MINUTES

Thursday, August 14, 2025

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
Nancy Weinberger

ADMINISTRATION

Eugenia Schatoff
Jhenelle Robinson
Yesika Torres

RESOLUTION TO ADOPT AGENDA

Lucille Renwick made a motion to adopt the meeting agenda, as presented prior to the meeting, seconded by Nancy Weinberger, approved unanimously.

MINUTES OF THE BOARD MEETING

The minutes from the July 10, 2025 Board meeting and the July 14, 2025 Special Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the July 10, 2025 Board meeting, seconded by Vera Salter, approved unanimously. Rhiannon Navin made a motion to approve the minutes from the July 14, 2025 Special Board meeting, seconded by Fela Cortés, approved unanimously.

WLS Report

No report was given, because WLS Representative Dr. David Mener was not in attendance.

President's Report

Board President Lucille Renwick officially welcomed Jhenelle Robinson as NRPL's new Assistant Director, effective July 16, 2025 and James Vazquez as NRPL's new Director of Building Operations effective June 16, 2025.

Director's Report

Director Eugenia Schatoff seconded Lucille's excitement regarding the new additions to the library's leadership team. Eugenia reported that the permits have been received for the Children's Garden Project and that work on the project would begin soon. The past month was busy with committee work. Eugenia averaged three committee meetings per week with trustees in August.

COMMITTEE REPORTS

Budget/Finance Committee – Chair Rhiannon Navin reported that the Budget/Finance committee met on August 13, at 8:30am. The ad hoc Treasurer hiring committee has interviewed a number of candidates. A frontrunner has emerged and the committee is taking steps to offer an employment agreement to this candidate. A comprehensive draft of suggested fiscal policies/best practices has been received by the library's legal counsel. The committee will work closely with the Treasurer and the Policy Committee to finalize and adopt the policies. The committee is scheduled to meet again on Aug 27, 2025 at 8:30am.

Buildings & Grounds/CROC Committee – Chair Corey Galloway reported that the committee met on August 22 at 8:30am. Corey thanked Library Director Eugenia Schatoff for her leadership and vision, always looking outwardly for new opportunities to raise capitals to improve the library's buildings and grounds.

Community Relations Committee – Co-Chairs Nancy Weinberger and Vera Salter reported that the committee will be meeting in September.

Personnel Committee – Chair Tatiana Infante reported that the committee met twice in the last month, on July 14 and August 12, 2025. The primary focus of the meetings was the implementation of the ADP system. Tatiana made a motion to approve the consent agenda for the personnel resolution # 2025-08 according to the recommended action for item #1. Vera Salter seconded the motion and it was approved unanimously. Tatiana made a motion to approve the resolution # 2025 08 14 regarding payroll practices:

WHEREAS the Board has evaluated current fiscal practices and determined that the strategic objectives and smooth operations of the library work require that they be updated, including payroll practices to start on September 1, 2025; and

WHEREAS it is critical that such updated practices be transmitted clearly to the workforce and the union; and

WHEREAS the Library has confirmed with the Union that certain informational sessions will be help address questions and channel input about the new payroll system;

BE IT RESOLVED that the Board directs the Director to work with the Union to schedule informational sessions in July and August, to review and add to the "FAQ" regarding the new payroll procedures; and

BE IT FURTHER RESOLVED that a member of the Personnel Committee shall attend such meetings to ensure the compliance, efficiency and strategic aspects of the update to the payroll system is reinforced by leadership.

Vera Salter seconded the motion and it was approved unanimously.

Tatiana reported that she attended the ADP staff training session the previous day, which she found to be very informative. The committee will next meet on September 15.

Policy Committee – Committee Chair Fela Cortés reported that the committee met on August 4, 2025. The committee discussed the following policies: Adult Volunteer Policy, Remote Work,

Teen Room Conduct, Records Retention, Sexual Harassment, Staff Education and Freedom of Information Law policies. Fela commended the policy committee members and Director Eugenia for their commitment to revising and creating policy, which as the American Library Association notes, policy is a valuable tool that informs the New Rochelle community about the library's intent, goals and aspirations while encouraging stability and continuity in the library's operations. Fela complimented the library staff for their input and diligent work as they help craft policy and thanked Director Eugenia Schatoff for her tireless work and expertise.

In September, the Policy Committee intends to bring the following policies to the full board: the Sexual Harassment Policy, the Room Rental Use Revision, the Remote Work Policy, Staff Education and Teen Conduct Policy.

Fela made a motion to accept the Freedom of Information Law Policy revision, which was presented in advance to the full board for review. Tatiana Infante seconded the motion and it was approved unanimously.

The committee will next meet on September 8 at 9am.

APPROVAL OF CHECKS AND WARRANTS

Rhiannon Navin made a motion to approve

- for the fiscal year 2024/2025: warrants 057, 058, 059
- for the fiscal year 2025/2026: warrant 002, 003, 004, 005

The motion was seconded by Corey Galloway and approved unanimously.

RESOLUTIONS

Corey Galloway introduced two resolutions for the Buildings & Grounds Committee:

1) Resolution #2025 08 14 #4:

TOPIC: New York State Grant Applications for 2025-2026

Grant# 0386-26-1689 - MAIN - Acoustic, Security, Accessibility Project

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

BE IT RESOLVED: The application and accompanying documents for a public library construction aid award are to be administered in accordance with the requirements of Education Law §273-a, and the conditions outlined in the Assurance letter are duly adopted.

Corey made a motion to pass the resolution. The motion was seconded by Vera Salter and approved unanimously.

2) Resolution #2025 08 14 #5:

TOPIC: New York State Grant Applications for 2025-2026

Grant# 0386-26-1808 - HCL - Roof Project

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

BE IT RESOLVED: The application and accompanying documents for a public library construction aid award are to be administered in accordance with the requirements of Education Law §273-a, and the conditions outlined in the Assurance letter are duly adopted.

Corey made a motion to pass the resolution. The motion was seconded by Tatiana Infante and approved unanimously.

OLD BUSINESS

None.

NEW BUSINESS

None.

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 7:50 p.m., with a motion by Lucille Renwick, seconded by Rhiannon Navin and unanimously approved.

Respectfully submitted,
Rhiannon Navin, Secretary

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