NRPL BOARD MEETING MINUTES
Thursday, October 9, 2025
New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board President Lucille Renwick called the meeting to order at 7:32 p.m.

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

ADMINISTRATION
Attending remotely: Eugenia Schatoff
Jhenelle Robinson
Yesika Torres
WLS Representative Dr. David Mener

RESOLUTION TO ADOPT AGENDA
Lucille Renwick made a motion to adopt the meeting agenda, as presented prior to the meeting, seconded by Rhiannon Navin, approved unanimously.

MINUTES OF THE BOARD MEETING
The minutes from the September 11, 2025 Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the September 11, 2025 Board meeting, seconded by Nancy Weinberger, approved unanimously.

WLS Report
WLS Representative Dr. David Mener gave his report:

Interlibrary Loan: WLS currently engages with a delivery service provider to facilitate the movement of library materials between member library locations and the WLS office. This service currently operates six days-a-week and is critical to the intra-library loan program. The current contract for delivery service expires on December 31, 2025 and potential vendors are being vetted by WLS.

State Aid for Public Library Construction $44 Million Program
Background: A total of $44 Million was approved for the Public Library Construction Aid Program in the FY2025-2026 State Budget. For Westchester Library System, the allocation of aid available is based on population and totals $2,072,494.

A total of 16 applications were received for this grant cycle. Six applications were recommended at their maximum allocation of 50%, including New Rochelle Library for construction of a new roof for HCL, and upgrade to main and second floor door hardware/access controls, acoustic buffers in Children's room and ADA compliant door handles). The committee members reviewed and approved the construction project

applications on September 15, 2025. Construction is to be completed within 6 years.

New Rochelle Public Library - Huguenot (55%) $ 175,000 (asked) $ 96,250 (approved)
New roof.

New Rochelle Public Library - Main (55%) $ 178,610 (asked) $ 98,236 (approved)
Upgrade main and second floor door hardware and access controls. Install acoustic buffers in the Children's room; ADA compliant door handles.

Evergreen (ILS)
On August 26, WLS launched Unique's Message Bee service for sending available hold notifications by text. Since launch, over 7,000 texts have been sent to library patrons with a 99% success rate.

IT: One of the major projects that the WLS IT department completed this summer was the public computer roll out to participating libraries. The new public computer workstations include the most recent version of Microsoft Office for public use as well as the release of our new unified cybersecurity platform.

Trustee Education Opportunities
October 30, 2025, 6:30 PM-8:30 PM – IN PERSON at WLS Headquarters –
Sustainable Fundraising Strategies! Demystify Incorporating Planned Giving, Designated Funds, and Working with Professional Advisors.

November 18, 2025, 5:00 PM-6:30 PM – ONLINE – Trustee Handbook Book Club –
Next Level Trusteeship: Building an Effective and Impactful Board Culture.

President's Report
Board President Lucille Renwick explained that going forward, the Board will have a new tradition to invite full-time Library staff to the Board meetings when their employment appointments have been approved. Lucille welcomed Michael Abbruzzi, Sandra Perez, and Marta Santiago, who have all been recently promoted. Lucille thanked them for their hard work for the Library and congratulated them on their promotions.
Lucille spoke about the retirement of a long-term library staff member, Donna Reitano. Donna retired from her position as senior clerk in the circulation department after 25 years of dedicated service to the Library. Donna played a key role in co-managing daily operations at the library. She was known for her reliability, kindness, and her commitment to both her colleagues and library patrons. On behalf of the Board, Lucille thanked Donna for her years of service.
Lucille reported that three new library staff members would be using the library's credit card, Janelle Robinson, Michael Abbruzzi, and James Vasquez. Lucille made a motion for the Board to approve the employee agreements and acknowledgement for their use of the credit card, seconded by Fela Cortés, approved unanimously.

Director's Report
Director Eugenia Schatoff attended remotely and seconded Lucille in welcoming the three newly promoted full-time staff members. Eugenia is glad to have this homegrown, in-house talent that can be rewarded and she is looking forward to working together to continue to improve the Library. Eugenia gave more background on the three promoted staff members:

Michael Abbruzzi has been promoted from Laborer to Maintenance Tradesperson in the Maintenance department, effective Monday, October 6. With 15 years of service, Michael has

consistently demonstrated a strong work ethic, reliability, and commitment to the library's operations. In his new role, he will report to Facilities Director James Vazquez and will assist in supervising and supporting the Laborer team.

Sandra Perez has been promoted to Senior Clerk, effective October 1. In this new full-time position, she will work in both the Administrative and Circulation departments. Since joining the library in May 2021 as an hourly Library Assistant, Sandra has contributed to creating a welcoming and inclusive environment for all patrons. Adding her to partial duties at the Circulation desk, we have another Spanish speaker

Marta Santiago has been promoted to Senior Clerk within the Circulation department, effective October 1. Marta began her career at the library as a Circulation Clerk in October 2013 and has been a key member of the team ever since. Known for her attentiveness to patrons, helpful nature, and strong attention to detail, she brings valuable experience and dedication to her new role.

Eugenia remarked on her recent one-year anniversary as Library Director and expressed gratitude for the collaborative work with the Board and library staff.

Eugenia mentioned the opening of a new account with NYCLASS and the transfer of capital funds into this account at an interest rate of 4%.

COMMITTEE REPORTS

Budget/Finance Committee – Chair Rhiannon Navin reported that the Budget/Finance met on September 24th. The committee discussed the treasurer hiring process. The new job posting has yielded a new batch of candidates. The ad hoc Treasurer Hiring committee will review the resumes and schedule interviews.
Rhiannon reported that the Library's legal counsel, Stephanie Cole Adams, gave an update at the committee meeting on the "Money In, Money Out" presentation given to the Library staff, educating them about money handling procedures and responsibilities.
Rhiannon explained that in addition to the general audit being performed this year, the auditing firm will also conduct an additional internal control audit, during which they will interview every staff member currently handling money.
The committee is scheduled to meet again on October 22, 2025 at 8:30am.

Buildings & Grounds/CROC Committee – Chair Corey Galloway was absent. No report was given.

Community Relations Committee – Co-Chairs Nancy Weinberger and Vera Salter reported that the committee did not meet during the past month, but is working on developing protocols for the work of the committee. The committee is scheduled to meet again on October 27, 2025 at 9am.

Personnel Committee – Chair Tatiana Infante reported that the committee met on September 24, 2025. The primary focus of the meeting continued to be the implementation of the ADP system.
Tatiana introduced a number of resolutions:

RESOLUTION NUMBER**:** 007.2025 10 14

TOPIC**:** Review **and Update** of **Employee** Job **Descriptions**

WHEREAS the Board has instructed the Library's Executive Director to assess operations with an eye to demonstrable compliance, efficiency, and consistency with strategic objectives; and

WHEREAS compliance, efficiency, and consistency with strategic objectives requires clarity in employee job descriptions; and

WHEREAS examination shows that many job descriptions have not been evaluated for accuracy and compliance in many years; and

BE IT RESOLVED that the Board directs the Executive Director to develop and oversee a plan to review and update all Job Descriptions in a manner consistent with all Civil Service and other legal considerations; and

BE IT **FURTHER RESOLVED** that such update shall be coordinated with the ongoing development and implementation of an updated plan for routine employee evaluations.

Tatiana made a motion to approve the resolution, seconded by Vera Salter, approved unanimously.

RESOLUTION NUMBER: **008.2025** 10 **14**

TOPIC: **Compensation** Practices and **Clarification of Overtime Eligibility**

WHEREAS the Board has instructed the Library's Executive Director to assess fiscal operations with an eye to demonstrable compliance, efficiency, and consistency with strategic objectives; and

WHEREAS part of that effort has been to implement use of ADP for the recording of hours worked by employees; and

WHEREAS the implementation of ADP has required the standardization of compensation models for hourly employees; and

WHEREAS in most instances this has helped ensure documentation of compensation consistent with the requirements of the Collective Bargaining Agreement, however, it has also revealed some past practice inconsistent with Board policy and/or expectations;

BE IT RESOLVED that the Board directs the Executive Director identify past inconsistent practice and if correction going forward could result in confusion, issue short clarifications; and

BE IT FURTHER RESOLVED that the first such short clarification shall be a confirmation that the Overtime Pay for summer Saturday work does not apply to Part-Time (non-union) employees.

Tatiana made a motion to approve the resolution, seconded by Nancy Weinberger, approved unanimously.

Tatiana made a motion to approve the consent agenda for personnel resolutions, No. 2025-10 (1 through 7,) according to the recommended action for each item. Vera Salter seconded the motion and it was approved unanimously. The committee will next meet on October 20th, 2025, at 9 am.

Policy Committee – Committee Chair Fela Cortés reported that the committee met on October 6, 2025. Fela explained that four new policies were shared with the Board ahead of the Board meeting:

1. Teen Room Policy (revised from 2017:) Fela made a motion to approve the Teen Room Policy, seconded by Tatiana Infante, and approved unanimously.
2. Partnership Policy: Fela made a motion to approve the Partnership Policy, seconded by Vera Salter, and approved unanimously.
3. Remote Work Policy: Fela made a motion to approve the Remote Work Policy, seconded by Rhiannon Navin, and approved unanimously.
4. Employee Disability Accommodation Policy: Fela made a motion to approve the Employee Disability Accommodation Policy, seconded by Tatiana Infante, and approved unanimously.

The committee will next meet on November 3, 2025, at 9am.

APPROVAL OF CHECKS AND WARRANTS
Rhiannon Navin made a motion to approve

- for the fiscal year 2025/2026: warrant 010, 011, and 012

The motion was seconded by Vera Salter and approved unanimously.

RESOLUTIONS
None

OLD BUSINESS
None

NEW BUSINESS
Lucille Renwick reported that the new service agreement with the Westchester Library System for the time period of January 1, 2026 to December 31, 2026, was shared with the Board ahead of the meeting. The cost of services provided by WLS will be $192,149.84, which is a slight increase from the previous agreement due to a number of hardware and software support systems WLS provides to the New Rochelle Public Library. Lucille made a motion for the Board to approve the service agreement with WLS for the 2026 calendar year, seconded by Tatiana Infante, approved unanimously.
Lucille also provided the closing schedule for 2026 that was also shared with the Board ahead of the meeting:

- Thursday - January 1st - New Year's Day
- Sunday - January 18th - Martin Luther King, Jr. Day

- Monday - January 19th - Martin Luther King, Jr. Day (observed)
- Sunday - February 15th - President's Day
- Monday - February 16th - President's Day (observed)
- Sunday - April 5th - Easter
- Sunday - May 10th - Mother's Day
- Sunday - May 31st - Memorial Day
- Monday - June 1st - Memorial Day (observed)
- Friday - July 3th - Independence Day Saturday - July 4th - Independence Day (observed) Saturday - September 5th - Labor Day Weekend
- Sunday - September 6th - Labor Day Weekend Monday - September 7th - Labor Day Weekend
- Sunday - October 11th - Columbus Day
- Monday - October 12th - Columbus Day (observed)
- Wednesday - November 11th - Veteran's Day
- Thursday - November 26th - Thanksgiving Day
- Friday - November 27th - Day After Thanksgiving Day
- Friday - December 25th - Christmas Day
- Last Sunday opened May 24, 2026
- CLOSED—All Sundays in June, July & August 2026
- Library Fall Sunday Hours start September 13, 2026
- Thursday, December 24—Library closes at 12:00 NOON
- Thursday, December 31 —Library closes at 1:00 pm

Lucille made a motion for the Board to approve the 2026 closing schedule, seconded by Nancy Weinberger, approved unanimously.

PUBLIC TO BE HEARD – No public to be heard.

The meeting was adjourned at 8:13 pm, with a motion by Lucille Renwick, seconded by Tatiana Infante and unanimously approved.

Respectfully submitted,
Rhiannon Navin, Secretary

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