NRPL BOARD MEETING MINUTES
Thursday, June 11, 2026
New Rochelle Public Library: Main Library Ossie Davis Theater

NRPL Board President Lucille Renwick called the meeting to order at 7:30 p.m.

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

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

Absent: Nancy Weinberger

RESOLUTION TO ADOPT AGENDA
Lucille Renwick made a motion to adopt the meeting agenda as presented prior to the meeting, with a change to include a report from the Nominating Committee, seconded by Tatiana Infante, approved unanimously.

MINUTES OF THE BOARD MEETINGS
The minutes from the May 12th, 2026, Board meeting were shared ahead of the meeting and reviewed by the Trustees. Rhiannon Navin made a motion to approve the minutes from the May 12th, 2026, Board meeting, seconded by Vera Salter, approved unanimously. The minutes from the June 4th, 2026, 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 June 4th, 2026, Special Board meeting, seconded by Corey Galloway, approved unanimously.

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

Public Library Construction Aid

Additional funds reallocated to WLS member libraries: WLS received an additional $78,284 in public library construction aid for the 0386-26 project applications because other public library systems were not able to fully utilize their allocations. 5 library systems were eligible to receive more than a 50% match, including New Rochelle Public Library. New Rochelle Public Library received an additional $ 15,657 with project allocation totaling $ 111,907.

Trustee Education Opportunities
Trustee Handbook Book Club

The 2026 Trustee Handbook Book Club's schedule includes new sessions. These sessions are hosted online and run from 5 PM to 6:30 PM. Register for these sessions at https://midhudson.org/trusteebookclub/.

Wednesday, June 17 2026: Laws and Regulations
Thursday, October 29 2026: Duties and Responsibilities of Key Officer Roles

WLS/RCLS Educational Sessions with Attorney Stephanie "Cole" Adams
WLS has partnered with the Ramapo Catskill Library System (RCLS) to offer additional attorney-led (Stephanie "Cole" Adams, Esq.) online education sessions on a range of topics in 2026.

June 11, 10 AM-12 PM: Supporting Social Services at the Library
This session will review the law, policy, procedure, and practical tips for providing library services while maintaining solid boundaries for those needing help from social service, health departments, and other helping agencies. We will also explore templates and language for developing partnerships with government and NGOs to meet community needs.

August 13, 10 AM-12 PM: Grants and External Funding
This session will review the basic vocabulary, policies, and procedures for compliance, and discuss typical grant requirements. This session will be helpful for those just learning grant writing, and for experienced directors who want to see the latest.

October 29, 10 AM-12 PM: Civil Service
This session will review the basics, review sample policy and procedure language to coordinate compliance with local rules, review legal requirements that can help smooth the relationship, and discuss techniques for using your local Civil Service as either a trusted partner (or at least a baseline competent resource who does not get in the way of timely hiring and promotion).

PRESIDENT'S REPORT
Board President Lucille Renwick thanked New Rochelle residents for voting on May 19. The $55 Million Capital Improvement Bond passed with 72% of the votes cast and the Library Budget gained more than 70% of the votes.
Lucille made a motion to approve the following resolution to certify the election results:

RESOLUTION NUMBER: 2026 06 01

TOPIC: Certification of Results

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

That the board acknowledges receipt of the 2026-2027 trustee election results as certified by the election officials appointed by the District that that Lucille Renwick, as the Library Trustee candidate receiving the highest number of votes cast, is elected to a five-year term commencing on July 1, 2026, and ending on June 30, 2031.

BE IT FURTHER RESOLVED,
That the board acknowledges receipt of the 2026-2027 budget vote results as certified by the election officials appointed by the District In the total amount of $7,665,330.

Fela Cortés seconded the motion and it was approved unanimously.

Lucille reported that the NRPL Foundation has a new Board member, Danica Kazmer, who has a career as worked in change management. Lucille made a motion for the Board to approve the addition of Danica Kazmer to the NRPL Foundation Board.
Rhiannon Navin seconded the motion and it was approved unanimously.

DIRECTOR'S REPORT
Library Director Eugenia Schatoff provided an update on a few recent developments at the Library:

Eugenia explained that as summer begins, patrons may notice several changes on the first floor. The Library created a new flexible program space in the lobby that will primarily be used for children's programming and community events. The new Welcome Desk has been launched, combining circulation and information services into a single service point to make it easier for patrons to get assistance when they enter the building.

These changes reflect the Library's ongoing efforts to make the Library more welcoming, accessible, and responsive to community needs.

Eugenia thanked the community for its support of both the Library budget and the $55 million bond referendum. The successful vote allows Library leadership to begin planning for the future of our facilities.

As the Library moves into the next phase, community engagement will be a major focus. Later this month, the Library will launch a public survey and begin a series of focus groups, interviews, and other outreach efforts to ensure community input helps shape the future of both the Main Library and Huguenot Children's Library.

Finally, planning is underway for our Community Breakfast, which will bring together local leaders, organizations, and stakeholders to strengthen partnerships and discuss the Library's future.

TREASURER'S REPORT
The office of the Treasurer is currently vacant. No report available.

COMMITTEE REPORTS
Budget/Finance Committee – Chair Rhiannon Navin reported that the committee met on May 27th and gave an update on the following topics:

Financial Consultant/Treasurer Update
The committee has previously recommended to the full Board that the Library engage Nawrocki Smith for treasury services and that the Board appoint a member of the Board to serve as Treasurer.

Nawrocki Smith is the firm currently conducting claims auditing services for the School District, and the Library will continue working with them through the new fiscal year and fiscal separation process until such time as the Board is comfortable and confident in the transition.

Under this recommended model, similar to the arrangement used by the Chappaqua Library (one of only four school district public libraries in Westchester), the Board would appoint a trustee as Finance Officer, while Nawrocki Smith would provide treasury services. The Financial Officer would sign checks, while Nawrocki Smith would report directly to them and provide bank reconciliations, budget reporting, check and warrant registers, and related financial documentation for review and approval.

The committee reviewed the engagement letter and proposed fees from Nawrocki Smith. Eugenia and Michael are finalizing the scope with Nawrocki Smith and will assign a time value to the scope.

The NRPL Bylaws have been amended to reflect this treasury model at the Special Board Meeting on June 4, 2026.

Financial Advisor

The contract for a financial advisor to assist the Library with bond options, problem solving, and advocating for the Library with the school district was approved at the previous committee meeting. Now that the bond has been passed, the Library Director will engage with the financial advisor.

Fiscal Policies

The full set of fiscal policies has been finalized by the Library Director and financial consultant, Michael Catanguay, with the help of outside legal counsel. The policies were shared with the full Board ahead of the Board meeting. Rhiannon made a motion for the Board to approve the following resolution to approve the fiscal policies:

WHEREAS the Library has amended its bylaws to create a "Fiscal Officer" trustee position; and

WHEREAS the Library is contracting with a qualified individual to serve as Treasurer per Section 8 of the Bylaws; and

WHEREAS the Library having made such changes, it must adjust its internal controls to reflect the structure;

BE IT RESOLVED that the Board adopts the "Fiscal Policies & Internal Controls" presented, effective immediately; and

BE IT FURTHER RESOLVED that the Board shall seek guidance from its retained accountants, Treasurer, and others to reconsider and amend the "Fiscal Policies & Internal Controls" as needed.

Corey Galloway seconded the motion and it was approved unanimously.

School District Updates

The Library is set to emancipate financially from the school district by the beginning of the new fiscal year, July 1, 2026. The Library Director and her team continue to manage the process.

The committee is scheduled to meet again on June 24th, 2026, at 8:30am.

Buildings & Grounds/CROC Committee – Chair Corey Galloway reported that the Buildings & Grounds Committee met on June 5th, 2026, to review several operational and project updates:

Children's Garden Phase 2 Update
Eugenia Schatoff presented an update on Phase 2 of the Children's Garden project.

Project Scope

The proposed improvements include:

- Installation of a circular river rock pathway to improve accessibility and circulation. Native plantings provided through partnerships with local nonprofit organizations, including Healthy Yards and the Garden Club.
- Installation of a new perimeter fence, estimated at approximately $50,000 and subject to public bidding requirements.
- Outdoor seating opportunities for programs and events.
- Potential installation of outdoor musical instruments with estimated costs ranging from approximately $1,000 to $7,000.
- Exploration of a mural opportunity on the fence facing the parking lot.

Funding

- The Library Foundation has committed approximately $80,000 toward the project.
- Additional grant and fundraising opportunities will continue to be explored for enhancements beyond the base scope.

Schedule

- Construction is anticipated to begin in the fall, following coordination with bond-related activities and facility planning efforts.

Staffing Update

- Eugenia reported that an offer has been extended to the selected candidate for the Assistant Library Director / Facilities Manager position.

Bond Anticipation Note (BAN) Project Discussion

The Committee discussed ongoing activities associated with the approved bond project.

Financial Oversight

Corey Galloway emphasized that costs associated with bond implementation are already being incurred and should be tracked separately from normal operating expenses. These costs include:

- Legal services
- Financial advisory services
- Estimating and consulting services
- Facility planning expenses

The Committee agreed that monthly bond-related expenditures should be reported as part of regular financial reporting moving forward.

<u>Master Facility Plan</u>

It was clarified that the Master Facility Plan is a separate initiative from the approved $55 million bond project, although both efforts are closely related and require coordination. The Committee discussed the importance of tracking all soft costs and consultant expenses associated with both efforts.

<u>Architect Selection Timeline</u>

The Committee reviewed the anticipated timeline for architect procurement.

Target Schedule

- Community presentation of the Master Facility Plan remains targeted for September 2026.
- Selection of an architectural firm is targeted by January 1, 2027.

Members discussed the impact that delays in procurement could have on overall project timelines and future construction costs due to escalation.

Public Engagement

The Committee discussed incorporating public participation into the architect selection process, potentially through presentations by finalist firms and opportunities for community input.

Community Relations Committee – Co-Chair Vera Salter reported that the committee met on June 1st. Representatives from Lothrop Architects and Margaret Sullivan Studios were in attendance. The committee discussed the outreach part of the architectural process, primarily the plan for the community outreach breakfast, planned for July 15th, from 8-10:30am. The invitation for the breakfast went out today. An interactive event is planned with community members and stakeholders to collect their ideas for the future of the Library.
The committee also discussed the community survey, which has been shared with the Board members for input. The survey will be widely distributed.
The committee discussed observations, focus groups, and additional community outreach that Margaret Sullivan Studios is planning.
The committee will meet again on July 6th.

Policy Committee – Committee Chair Fela Cortés reported that the committee met on May 26th. The main focus of the meeting was the amendment of the NRPL Bylaws in sections 5,6, and 8, which were approved by the full Board during the Special Board meeting on June 4th. The updated Bylaws will be posted to the NRPL website. The committee will meet again on June 22nd, at 9am.

Personnel Committee – Chair Tatiana Infante reported that the committee met on May 18th and will meet next on June 15th. Tatiana made a motion to approve the consent agenda for personnel resolutions, No. 2026 06 (1 through 67,) according to the recommended action for each item. Rhiannon Navin seconded the motion and it was unanimously approved.

Nominating Committee– Committee Member Tatiana Infante reported that the committee met on June 10th and is making the following recommendations for Board Officers for the upcoming year, July 1, 2026-June 30th, 2027:

- Rhiannon Navin for Board President
- Vera Salter for Vice President
- Nancy Weinberger for Secretary
- Corey Galloway for Finance Officer

Tatiana made a motion to accept the committee's recommendation, seconded by Corey Galloway, approved unanimously.

APPROVAL OF CHECKS AND WARRANTS
Rhiannon Navin made a motion to approve the consent agenda for checks and warrants for the fiscal year 2025/2026: warrant 043, 044, 045, and 046..

The motion was seconded by Tatiana Infante and approved unanimously.

RESOLUTIONS
None

OLD BUSINESS
None

NEW BUSINESS
None

PUBLIC COMMENT
None

The meeting was adjourned at 8:09 pm, with a motion by Lucille Renwick, seconded byVera Salter and unanimously approved.

Respectfully submitted,
Rhiannon Navin, Secretary

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