New Rochelle Public Library

NRPL BOARD MEETING MINUTES
Thursday, July 16, 2026
New Rochelle Public Library: Main Library Ossie Davis Theater

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

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

****Please note this meeting includes the reorganization and installation of new officers of the Board of Trustees listed below*****

CALL TO ORDER

Lucille Renwick called the Annual Meeting of the New Rochelle Public Library Board of Trustees at approximately 7:34 p.m. A full board was present with a quorum established.

OPENING ITEMS

Pledge of Allegiance

Mission and Vision Reading The outgoing President, Lucille Renwick, read the mission and vision statements of the New Rochelle Public Library for the Board's reflection:

Mission: *The New Rochelle Public Library empowers our community and transforms lives by supporting learning and discovery through providing access to knowledge, information, and resources; preserving and sharing our cultural heritage; and investing in our community's economic, social, and cultural well-being. The library serves as a community resource dedicated to improving the life of every resident, encouraging learning at all stages of life, protecting intellectual freedom, and providing fair and equal access to information.*

RESOLUTION TO ADOPT AGENDA

Lucille Renwick made a motion to adopt the annual meeting agenda for July 16, 2026. Seconded by Fela Cortes, and adopted unanimously.

RESOLUTION TO ADOPT PRIOR MINUTES

Rhiannon Navin made a motion to adopt the minutes of the June 11th meeting of the NRPL Board of Trustees, which were distributed to the full board in advance for review. Seconded by Vera Salter and passed unanimously.

BOARD ORGANIZATION AND OATHS OF OFFICE

As part of the 2026-2027 board reorganization, oaths of office were administered to the newly elected officers and new trustees.

Officers Sworn In (2026-2027 Term):

- **President:** Rhiannon Navin
- **Vice President:** Vera Salter
- **Secretary:** Nancy Weinberger
- **Finance Officer:** Corey Galloway

New Trustee Term:

- **Lucille Renwick** (term expires June 30, 2031)

New Treasurer:

- **Darin Iacobelli** (Nawrocki Smith, LLP)

At this time, the newly installed officers of the board presided over the remainder of the meeting.

TRUSTEE CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

Rhiannon Navin, President, circulated the Trustee Code of Ethics and Conflict of Interest Policy for all trustees to review and sign. The Board reviewed the official statement from United for Libraries/American Library Association, which was read in full as a reminder to all trustees regarding standards of conduct including:

- *Accountability for library resources and service*
- *Personal commitment to faithful discharge of duties with truth, honor, and integrity*
- *Respectful treatment of colleagues despite disagreements*
- *Compliance with all applicable laws, rules, and regulations*
- *Avoidance of partisan interests, public pressure, or fear of criticism*
- *Prohibition on discrimination and protection of patron privacy*
- *Clear distinction between personal and library positions*
- *Confidentiality of library business*
- *Avoidance of conflicts of interest and personal financial benefit*
- *Non-interference with director and staff management*

Annual Sexual Harassment Prevention Training: Trustees were reminded that mandatory annual sexual harassment prevention training is required under New York State Human Rights Laws. This training will be circulated to the full board and does not count toward the minimum two hours of trustee education mandated by New York State Education Law.

COMMITTEE APPOINTMENTS (2026-2027)

The following committee assignments were officially adopted for the 2026-2027 operating year:

Budget and Finance Committee

- Chair: Corey Galloway
- Members: Vera Salter, Nancy Weinberger

Policy Committee

- Chair: Lucille Renwick
- Members: Fela Cortes, Nancy Weinberger

Community Relations Committee

- Chair: Fela Cortes
- Members: Tatiana Infante, Lucille Renwick

Buildings and Grounds Committee
- Chair: Vera Salter
- Members: Corey Galloway, Fela Cortes

Personnel Committee
- Chair: Tatiana Infante
- Members: Nancy Weinberger, Lucille Renwick

Liaisons:
- New Rochelle Public Library Foundation: President Rhiannon Navin and Fela Cortes
- Friends of the Library: Lucille Renwick
- City Civil Service: Tatiana Infante

**As President, Rhiannon Navin will serve as an ex-officio member of all committees

ADOPTION OF ANNUAL RESOLUTIONS

President Navin presented five resolutions for the Board and administration to conduct business during the 2026-2027 fiscal year.
Resolution 1 – Designation of Depositories: Resolved that M&T Bank and New York Cooperative Liquid Asset Securities System (NYCLASS) be designated as the legal depositories for all monies.
Resolution 2 – Official Newspaper: Resolved that the Journal News be designated as the official newspaper of the New Rochelle Public Library for the 2026-2027 fiscal year.
Resolution 3 – Official TV Station: Resolved that News12 Westchester be designated as the official TV station of NRPL for the 2026-2027 fiscal year.
Resolution 4 – Official Social Media Outlets: Resolved that Facebook and Instagram be designated as the official social media outlets of NRPL for the 2026-2027 fiscal year.
Resolution 5 – Library Attorney: Resolved that the Law Office of Stephanie Adams be appointed as labor and employment counsel and general counsel for NRPL for the 2026-2027 fiscal year.

President Navin made a motion to adopt these resolutions. Seconded by Lucille Renwick, passed unanimously.

REPORTS

Westchester Library System report was presented by David Mener, NRPL representative to WLS.

- **Upcoming events:** Legislators Appreciation Supper on July 21st,This event provides an opportunity to connect with local legislators and discuss library support.
- **Construction Aid:** WLS has received an allocation of $277,297 for New York State library construction aid for the 2027 calendar year. FY 2027 application closing date is 5:00 p.m. Friday, August 21, 2026. New Rochelle has a successful history of obtaining these grants.
- **Westchester Library Road Trip:** WLS initiative inviting residents to explore libraries throughout the County with fun challenges and interactive experiences and development opportunities for staff. Scheduled for September 13 through December 13, 2026.

President's Report

Presented by: Rhiannon Navin, President
The President expressed honor at being elected to lead the Board and thanked colleagues for their trust. She highlighted significant accomplishments achieved in recent years:

Notable Achievements:

- Hired transformational library director Eugenia Schatoff
- Updated board bylaws, passed 23 new policies and comprehensive fiscal policies
- Implemented regular staff trainings & Optimized staff planning
- Hirings including Assistant Director and Assistant Director of Facilities & Operations
- Conducted major facility planning and capital initiatives, including Phase 1 of the children's garden and basement cleanup
- Secured grants including $1.1 million from state legislators for roof repair
- Transitioned to financial independence from school district; conducted first independent audit
- Passed annual budgets with significant margins
- Passed $55 million capital improvement bond

Capital Bond: The approval of the $55 million capital improvement bond to finance the building's aging infrastructure and core systems while revitalizing the library.
Community Engagement: A partner breakfast held the day prior to this meeting was an excellent event involving diverse community representation. This marks a broad community engagement process inviting residents from every neighborhood to participate in shaping the library's future.

Director's Report

Presented by: Eugenia Schatoff, Executive Director

- **New Staff:** Milton David Almodóvar has joined the library as Assistant Director of Facilities and Operations, bringing over 20 years of leadership experience in academic library settings, library operations, system administration, and service delivery.
- **Community Partnership – America 250 Project:** The library partnered with the New Rochelle Downtown BID and the New Rochelle 250 Committee to host the America 250 Wish Project. Patrons, families, seniors, and teens wrote and drew their hopes and dreams for America's future on gallery walls. The wishes will be gathered with thousands of others collected across the country in libraries, museums, and community spaces.
- **Master Facility Plan and Community Engagement:** The library conducted a partner breakfast with leaders from community groups, nonprofits, the city, school district, Friends of the Library, Foundation, New Rochelle Council of the Arts, and other organizations. Professional facilitators Margaret Sullivan Studio and Lothrop Associates led meaningful conversations about the community's evolving needs and the library's future role.
- **Focus Groups and Survey:** Multiple focus groups have been held, including senior focus groups. A community survey is currently available for participation, with respondents eligible to win a gift card. The survey has already received 438 responses and will inform the library's planning.

Treasurer's Report

Presented by: Darin Iacobelli (Nawrocki Smith, LLP), Treasurer
The new Treasurer reported on the transition to independence from the school district and outlined financial reporting processes:

- **Audit Transition:** The firm was previously auditing library claims as part of the New Rochelle School District process and is assisting with the transition to operate as an independent entity. Team member Kyle will assist in the process.

- **Financial Reporting:** Treasure reports will be provided at each monthly meeting with information on budget-to-actual performance, bank reconciliation confirmations, and other financial data needed for informed decision-making.
- **Timeline:** Financial reporting will begin at the next meeting.
- **Board Training:** A board retreat is being planned to provide training on reading and interpreting financial reports, as there are various levels of understanding among trustees.

COMMITTEE REPORTS

Budget and Finance Committee Report

Presented by: Rhiannon Navin, Outgoing Committee Chair

The committee met twice in June (June 25 and July 1) and addressed the following items:

- **Insurance Proposal:** The committee reviewed competitive insurance proposals and recommends moving forward with Utica, which offers:
    - $50,000+ in annual cost savings
    - Participation in a dividend program through a consortium of approximately 70 public libraries across New York State
    - Average 15% annual premium dividends

      Rhiannon made a motion to approve the insurance proposal from Utica, seconded by Tatiana Infante, passed unanimously.
- **Industrial Appraisal:** The library solicited proposals from five firms for an industrial appraisal of the building, furnishings, equipment, and other assets. This appraisal provides:
    - Independent assessment of replacement value
    - Assurance of adequate insurance coverage
    - Updated asset valuations for annual financial audit
    - Accurate reflection of capital assets in financial statements
    - The committee voted unanimously to approve.

      The committee voted unanimously to approve the contract awarded to Industrial Appraisal Company for $9,760 inclusive of all expenses.
- **Treasurer and Financial Advisory Updates:** Monthly financial reports will be submitted by the Treasurer to the Finance Officer and presented to the Board at monthly meetings beginning in August. The library is working with a financial advisory firm regarding the capital bond; the advising firm and library attorney will meet to discuss next steps with school district.

  Next Meeting: July 22 at 8:30 a.m.

Buildings and Grounds Committee Report

Presented by: Corey Galloway, Outgoing Committee Chair

Meeting: June 5 at 8:30 a.m.

- **Children's Garden Phase 2:** The Library Foundation committed $88,000 toward Phase 2, with additional fundraising opportunities being explored. Phase 2 includes native landscaping, new fencing, and bidding will be in the third quarter of this year.
- **Bond and Capital Planning:** The $55 million bond will fall under the committee's oversight and will manage bond anticipation notes and soft cost processes, including hiring professionals. A master facility plan is in process.
- **Financial Reporting:** Monthly bond project financial updates will be incorporated into regular financial reporting, separate from operations reporting to maintain distinctions.

- **Architect Selection:** The committee is targeting to bring in an architect with RFP selection and completion anticipated by January 2027.
- **Master Facility Plan:** Grant schedules and dates are being developed; still in process.
- **Board Education:** The committee will schedule education sessions for all trustees on bond spending processes, bond anticipation notes, and related financial matters.

Community Relations Committee Report

Presented by: Vera Salter, Outgoing Co-Chair (with Nancy Weinberger)
The committee met on Monday, July 6 at 9:00 a.m.; **Attendees:** Vera Salter, Nancy Weinberger, Fela Cortes, Tatiana Infante, Eugenia Schatoff, Kathleen Sowle (Lothrop Associates), and Margaret Sullivan (Margaret Sullivan Studios)

- The Community Partner Breakfast Held the day prior to this meeting, the event achieved excellent participation with diverse representation from organizations and communities across New Rochelle. Margaret Sullivan Studios presented a slideshow on work progress.
- 438 responses have already been received with more expected. The survey assists with planning and decision-making. Multiple focus groups have been held.

The committee is transitioning leadership to Fela Cortes and appreciates the work completed.

Personnel Committee Report

Presented by: Tatiana Infante, Committee Chair
The committee met on June 15, 2026 and received updates on recent hires and progress on civil service postings and will meet again Tuesday, July 20 at 9:00 a.m. A key goal for the upcoming year is strengthening collaboration with the city's civil service office to streamline the hiring process and support efforts to maintain a fully staffed library.

Tatiana made a motion to approve Personnel Resolution 2026 07-11 for the **Consent Agenda** for personnel resolutions as recommended. Seconded by Lucille Renwick, passed unanimously.

Tatiana made a motion for the **Extended Sick Leave Policy:** The Board approves 10 days of extended sick leave without need for further board approval for any employee who has qualified for short-term disability during the same period, upon approval of the director. This resolution enables the Director to respond timely to employee requests without requiring full committee and board review for each instance. Seconded by Fela Cortes, passed unanimously.

Policy Committee Report

Presented by: Fela Cortes, Outgoing Committee Chair
Acknowledgments: The outgoing chair thanked committee members Vera Salter, Tatiana Infante, incoming chair Lucille Renwick, Eugenia Schatoff, and the library's attorneys for their work and guidance. The committee passed 23 policies during the fiscal year.
Policies Reviewed: The committee met on Monday, June 22, 2026 and reviewed the Programming Policy, Tabling Policy, and Facility Rentals Policy revisions. Two policies were brought forward for board vote (circulated to trustees in advance).

Fela Cortes presented the Programming Policy and made a motion to accept the Programming Policy. Seconded by Vera Salter, unanimously approved.

Fela Cortes presented the Tabling policy and made a motion to accept the Tabling Policy. Seconded by Corey Galloway, unanimously approved.

CHECKS AND WARRANTS APPROVAL

President Navin made a motion to approve warrants from the 2025-2026 fiscal year (numbers 47, 48, 49, 50, 51, 52) and from the 2026-2027 fiscal year (numbers 1, 2, 3, 4, 5). Seconded by Tatiana Infante, passed unanimously.

APPROVAL OF 2026-2027 BOARD MEETING SCHEDULE

President Navin presented a preliminary meeting schedule for the 2026-2027 fiscal year. The current plan includes regular board meetings and a second, shorter monthly meeting via Zoom for approval of checks and warrants. **Note:** This schedule is temporary as the Board navigates the financial transition. Further details regarding meeting times and dates will be finalized and distributed.
President Navin made a motion to approve the preliminary 2026-2027 board meeting schedule. Seconded by Corey Galloway, unanimously approved.
Monthly meetings at NRPL have the following dates:

- August 13, 2026
- September 10, 2026
- October 8, 2026
- November 12, 2026
- December 10, 2026
- January 14, 2027
- February 11, 2027
- March 11, 2027
- April 8, 2027
- May 13, 2027
- June 10, 2027

PUBLIC COMMENT

-Vincent Malfetano, resident of New Rochelle

ADJOURNMENT

President Navin made a motion to adjourn the meeting at 8:29 pm. Seconded by Corey Galloway, passed unanimously.

Respectfully Submitted,
Nancy Weinberger, Secretary

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