

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
Thursday, July 09, 2009**

Thomas Leghorn, President, called the meeting to order at 7:38 p.m. The following members of the Board and Administration were present or excused.

BOARD MEMBERS

Thomas A. Leghorn, President
Gregory T. Varian, Vice President
George K. Walters, Secretary
Haina Just-Michael
Emery Schweig
Quentin Jacobs
Kelly Berkell

ADMINISTRATION

Thomas Geoffino
Anthony Maraglino

LEGAL COUNSEL

Marc Sharff (excused)

WLS REPRESENTATIVE

LaRuth Gray

TRUSTEE SWEAR IN:

1. Gregory T. Varian, Vice President of the Library Board of Trustees swears in newly appointed Trustee Emery Schweig and also re-appointed Trustee Thomas A. Leghorn.
2. It was also voted upon within the Board of Trustees that the following members would uphold the following positions.
 - Thomas A. Leghorn – President
 - Gregory T. Varian – Vice President
 - George K. Walters - Secretary

MINUTES OF JUNE MEETING AND AUGUST MEETING:

The May meeting minutes were reviewed by the Trustees. After some amendments, Thomas Leghorn then moved that the minutes be approved; they were then seconded by George K. Walters, and approved. It was also decided that there would be no August meeting and the next Board Meeting would be on September 10, 2009.

FINANCIAL REPORT:

Tom Geoffino reported that due to the end of the fiscal year and beginning of the new fiscal year there were two separate budgets to be reviewed. For the 2008-2009 budget 91% was used with some accounts that caused concern such as; facility repair and PASNY. Payroll was also a concern, but it was later explained that this was due to the release of an employee and the benefit package that was involved with the employees release. As for the new budget very few expenses were recorded making up 1% of total budget.

STATISTICS

Tom Geoffino indicated that circulation statistics are currently up across the board by over 42,000 loans. Library programming continues to be very popular with full attendance for many programs very common.

EXPENDITURES:

Vouchers previously reviewed by Emery Schweig were found to be in order and co-signed by Gregory T. Varian. Board approved payment of the following vouchers:

<u>July 2009 Vouchers</u>	
Library Materials	\$ 14,781.04
Contractual & Supplies	\$ 89,767.30
Health Insurance	\$ 50,356.53

PRESIDENT'S REPORT

Tom Leghorn welcomed newly elected Board member Emery Schweig to the New Rochelle Public Library committee and also recommended that she take over for Michael Schiffres in his responsibilities such as; Finance Committee and Special Projects.

DIRECTOR'S REPORT:

Wiring Project: Tom Geoffino discussed the progress of contractors involved and that work is being completed ahead of schedule. All vendors are following carefully laid plans and no complaints have been made by staff or patrons.

Lobby Renovation Project: The Lobby Committee has convened and is moving along. In a collaborative effort the Empire State Grant was put together and was sent out. Also Tom Geoffino and Anthony Maraglino will work together to complete and send out the NYS Construction Grant.

Festival Of Books: Tom Geoffino reported that the event was a success and thanked the committee involved along with Barbara Davis and Marilyn Peters. It was reported that some seven hundred and fifty people attended this event even though the weather at the time was a small hindrance.

PERSONNEL REPORT:

Tom Geoffino reported that Roxanne Johnson and Lisa Gasparini-Wilkie are still on leave due to illness. It was also reported that due to budget cuts the position of Assistant Director at the New Rochelle Public Library was eliminated.

BUDGET COMMITTEE:

After their discussion with Tom Geoffino the Budget Committee decided that due to money being left Over from the previous 2008-2009 budget twenty five thousand dollars would be moved from Building Contingency and twenty thousand dollars would be moved from the Telephone account in the Capital Account for future use.

POLICY COMMITTEE:

After meeting on two separate occasions the Policy Committee has adopted the following:

1. Anthony Maraglino will be in charge of putting together a new policy manual that will not only be physical in nature but also electronic.
2. Per the American Library Association the "Bill Of Rights" will be updated and inserted into the policy handbook.
3. It was also voted upon that a new policy would be instated requiring the update of the Policy Manual when required or new policies are warranted.
4. Board members Kelly Berkell and Haina Just-Michael pass policy "Freedom To Read"
5. Committee designated Tom Geoffino as ADA compliance person.
6. Photo Purchasing Policy per the Local History Dept. was discussed and required further review by Board President Thomas Leghorn before being passed.
7. Future Policies to look at and discuss are Internet Policy and Purchasing Policy.

SPECIAL PROJECTS:

Committee chair George Walters discussed how he would like to have Cable installed into the Ossie Davis Theatre. This would begin by the City of New Rochelle possibly donating equipment to the Library and training of staff would be donated by a kind employee of CBS who has established a working relationship with George Walters. Concerns on the project include ongoing cost issues and Staffing.

NEW BUSINESS:

After Tom Geoffino presented it to the Board Of Trustees a resolution was passed allowing the transfer. Of money from the Capital Fund Account to the Operating Account to cover Wiring Project Expenses. This resolution was motioned by Quentin Jacobs and seconded by Kelly Berkell.

In conclusion a motion was made to adjourn the meeting by Thomas Leghorn, seconded by George Walters, and the meeting was adjourned at 9:35 p.m.

Respectfully submitted,

George K. Walters,
Secretary