

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES  
Wednesday, September 7, 2011**

Gregory T. Varian, President, called the meeting to order at 7:39 p.m. The following members of the Board and Administration were present or excused as such.

BOARD MEMBERS

Gregory T. Varian, President  
Haina Just-Michael, Vice President

George K. Walters, Secretary  
Bernardo Nunez  
Emery Schweig  
Quentin Jacobs (excused)  
Bo Kemp

ADMINISTRATION

Thomas Geoffino  
Daniel Ogyiri  
Mary Kane Pasacreta

LEGAL COUNSEL

Marc Sharff

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF JULY 14TH MEETING:

The July 14th meeting minutes were reviewed by the Trustees. Emery Schweig moved that the minutes be approved, seconded by George Walters, with Bernie Nunez abstaining, and approved.

MINUTES OF JULY 28TH MEETING:

The July 28th meeting minutes were reviewed by the Trustees. George Walters moved that the minutes be approved, seconded by Haina Just-Michael, with Bernie Nunez abstaining, and approved.

MINUTES OF AUGUST 14TH MEETING:

The July 28th meeting minutes were reviewed by the Trustees. Haina Just-Michael moved that the minutes be approved, seconded by George Walters and approved

EXPENDITURES:

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

<u>September 7, 2011 Vouchers</u>	
Contractual & Supplies	\$106,232.06
Grants	\$2,040.00
Bond	\$10,034.43

## FINANCIAL REPORT:

Tom Geoffino reported that library expenditures have stayed on target relative to budgeted amounts.

## PRESIDENTS REPORT:

Greg Varian reported on the uncertain status of our FY2010/11 fiscal situation. Answers to questions will be obtained through the employment of a CPA. The CPA will work with library staff and our Treasurer in order to obtain a better understanding of the circumstances surrounding last year's budget. Greg provided an update regarding the SCARS situation and his work with our attorney Marc Sharff.

## DIRECTOR'S REPORT:

Our \$208,000 grant application for New York Library Construction funding related to renovations to the Ossie Davis Theater received a favorable review from County Directors Association Grant Committee. The Westchester Library System Board of Trustees will review all grant recommendations in late September for action. Teen Area Enhancement Project is steadily moving forward. The electrical contractor is scheduled to install lighting in October. The schedule for the completion of the revitalized Teen Area is expected to be around the Thanksgiving holiday. The new lighting for the Handelman Business Opportunity Center, as financially underwritten by the New Rochelle Public Library Foundation, is also scheduled to be installed in October. Hurricane Irene caused no interruption in service at our Main Library but loss of power was experienced at the

## EXECUTIVE SESSION

At 9:31 pm the Board of Trustees went into Executive Session. Executive Session ended at 10:33 pm.

## ROXANNE NEILSON'S REPORT:

### Projects:

- **Fire Alarm Project:** New system is in place: next steps are live testing inspection and acceptance by the New Rochelle Fire Department scheduled for 9/28/11 at 9:30 am. Thereafter, the vendor, PRM Electric will need an additional 5 weeks to dismantle and remove the old system. The exact status of the Fire Alarm Construction budget cannot be noted at this time due to moving items related to the fire alarm system formerly coded to other budgets, but are well within the original target
- **HVAC Cooling Tower:** Cooling tower is undergoing final inspections. Next month, the Board will be asked to approve contract award for the air testing reports.
- **Window Replacement/ Vestibule Project:** WASA will issue contract documents for the Lawton Street and Ossie Davis Entrance by end of October, A proposal for the building wide window replacement specification was scheduled to be available for discussion for tonight's meeting but was only received earlier in the evening so Roxanne was unable to review the document. This proposal will be brought to the October meeting.

**BUDGET COMMITTEE:**

A motion was made by George Walters to apply for FY2011/12 New York State Construction Grant for improvements to the Ossie Davis Theater in the amount of \$214,000, seconded by Haina Just-Michael and approved.

**BUILDINGS AND GROUNDS COMMITTEE:**

A motion was made by George Walters to \$2500 to change the construction design and remove the sidewalk signage element thus eliminating the \$2,500 budget expense (Doors and Window project budget( LC 250-25-0010) ), seconded by Bo Kemp and approved.

A motion was made by Haina Just-Michael to utilize \$5000 for the new theater vestibule (LC 2011.300-30-0010 ), seconded by George Walters and approved.

A motion was made by George Walters to move \$11,634.69 from Fire Alarm Construction (LC2011.400-10-0030) to Fire Alarm Design (LC 2011.400-10-0010), seconded by Haina Just-Michael and approved.

**EXECUTIVE SESSION**

At 9:48 pm the Board of Trustees went into Executive Session. Executive Session ended at 10:43 pm.

The meeting was adjourned at 10:48 p.m.

Respectfully submitted,

George K. Walters,  
Secretary