

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MONTHLY MEETING MINUTES
Thursday, December 8, 2011**

Gregory T. Varian, President, called the meeting to order at 8:10 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
Bo Kemp (excused)

ADMINISTRATION

Thomas Geoffino
Daniel Ogyiri
Mary Kane Pasacreta

LEGAL COUNSEL

Marc Sharff

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF NOVEMBER MEETING:

The November 10th meeting minutes were reviewed by the Trustees. Bernie Nunez moved that the minutes be approved, as amended, seconded by George Walters and approved.

EXPENDITURES:

Vouchers previously reviewed by George Walters and were found to be in order and co-signed by Quentin Jacobs. Board approved payment of the following vouchers:

<u>November 10th Vouchers</u>	
Contractual & Supplies	\$87,869.04
Bond	\$53,141.09
Library Materials	\$14,219.37
Benefit Expenses	\$6,679.97
Gifts and Donations	\$7,566.58
BTOP	\$19,114.50
Various	\$10,519.78

PRESIDENTS REPORT:

Greg Varian reported on the successful PHCL event honoring Mickie Fosina and her contributions to the organization and the Huguenot Children's Library as well as her recently published children's book. Progress has been made in relation to understanding the circumstances surrounding our FY2010/11 fiscal situation. It is expected a press release will follow in the near future.

DIRECTOR'S REPORT:

We received the remaining Oppenheimer Grant monies (\$37,500) in early December 2011 with the monies deposited as revenue. Still no news from the New York State Library relative to confirmation of our proposed \$200,000 New York Library Construction grant application for funding related to renovations to the Ossie Davis Theater. However, our grant amount has been restored to its original grant request of \$208,000 due to unassigned grant monies from other New York regions. The Library is hopeful that the Rotary Club of New Rochelle will approve a grant application of \$2,300 for the purchase of children's cardholders and a media display for Spanish non-print materials. It is likely our library will apply for the next round of Big Read Grants due in February and scheduled for implementation from September 2012 to June 2013. 75 awards will be made ranging from \$2,500 to \$20,000. No book has yet been chosen but Sun, Stone and Shadows, a superb selection of the finest Mexican short stories of the twentieth century, is under strong consideration. The installation of the Teen lighting is nearly complete with the construction of the Teen Area to likely occur in January 2012. The upcoming Friends Board meeting is scheduled for December 19th at 12 noon at Co-President Amy Tietz's home with their wonderful Holiday Book sale slated to occur on December 9th and 10th. Earlier in the evening, The Partnership for the Huguenot Children's Library (PHCL) hosted its Holiday celebration at the Huguenot Children's Library with special attention devoted to the fund raising contributions made by Mickie Fosina towards the PHCL as well as her recent publication of a children's picture book. The New Rochelle Public Library Foundation's next Board meeting is scheduled for January 17th at 7:45 pm.

FINANCIAL REPORT:

Tom Geoffino reported that the library's fiscal situation continues to be positive. Expenditures for the current fiscal year are on target and within expectations.

Revenue collection is good with expectations to meet our revenue projections appearing likely.

ROXANNE NEILSON'S REPORT:

+ Fire Alarm Replacement Project: Filing project package with State Department of Education in progress.

+ HVAC Cooling Tower Replacement and Selective Mechanical Replacement Project: Accurate Testing and Balance firm decided to rescind its proposal. The testing scope was revised by Fiskaa and re-bid with results pending. Cooling tower replacement was expedited /fast tracked due to imminent equipment failure of existing tower. State Department of Education filings are in progress. Fiskaa Engineering punch lists are complete pending final inspections.

+ Front Door Replacement and Window Repair Project: Door Replacement 100% bid documents have been delayed at WASA. It is expected that the combination of the sprinkler package and door package will allow some design efficiencies for the sprinkler construction. WASA will likely issue bid documents within the next 2 weeks with public notice to be published for bids in our local newspaper in January. New Rochelle DPW, DOB and Parks Departments have been

alerted regarding this effort as the construction will require permanent relocation of a street lamp and bike rack, as well as temporary dislocation of transportation drop-offs.

+ Sprinkler Project: Sprinkler contract documents have been combined by WASA with Front Door Documents and are delayed in arrival.

+ Theater Code Compliance: Asbestos testing completed by Safety Environmental identified ACM in the cellar with a black tar used on the wall and a positive result was found in floor tiles. Remediation will occur.

BUILDINGS AND GROUNDS COMMITTEE

Emery Schweig moved that starting in January 2012, Infrastructure Bonding budget will cover the time that NRPL Executive Director works on the projects. 5% of the salary for the ED will be paid for during 2012-13, Trustees approve of the amount 5% of the salary or \$6,824 whichever is greater to move from the projected contingency of the Infrastructure Project to the appropriate account fund, seconded by George Walters and approved.

Emery Schweig moved to approve a change order up to \$18,000 to WASA's base contract for the Entrance Project to design and specify the replacement HVAC unit, controls, and associated duct serving the Ossie Davis Theater. Total Design Fee for Ossie Davis Theater entrance/vestibule and Lawton entrance is a Contract Value of \$42,000 adjusted value with HVAC \$60,000, seconded by George Walters and approved.

Emery Schweig moved to approve a change order to the base contract in the additional amount of \$2,532.00 to PRM Electric for programming changes and additional work for temporary communications wiring between the ADT system and the new EST system. Contract Value for Fire Alarm \$170,209 adjusted value with change order \$172,141 dislocation of transportation drop-offs, seconded by George Walters and approved.

EXECUTIVE SESSION:

At 9:34 pm, Quentin S. Jacobs moved to go into Executive Session for the purposes of discussing legal matters, seconded by George Walters and approved. Executive Session ended at 10:54 pm

BUDGET COMMITTEE:

Bernie Nunez reported on the continuing examination of the Library's fiscal year 2010/11 situation. Conversations with the Auditors regarding the recent audit they performed for our organization was characterized as useful in allowing for a better understanding of our circumstances in relation to operating and capital . It is expected that a press release will be released in the near future.

Bernie Nunez moved that the Treasurer transfer funds from the Capital Fund to the General Fund to repay monies borrowed from the General Fund, seconded by Emery Schweig and approved

COMMUNITY RELATIONS, FOUNDATION AND HUGUENOT PARTNERSHIP COMMITTEE
Emery Schweig moved to approve the appointment of Dr. Cheryl Archbald to the New Rochelle Public Library Foundation, seconded by George Walters and approved.

FINANCE, TREASURY AND AUDIT COMMITTEE:

Committee Chair Bo Kemp was unable to attend the meeting but recommended via e-mail and telephone that the Library roll over its Bonding Anticipation Note for another year. Bernie Nunez moved the recommendation, seconded by Emery Schweig and approved.

PERSONNEL COMMITTEE:

Greg Varian moved that the Library appoint Shaw, Perelson, May & Lambert, LLP to investigate the allegations raised in a letter of complaint, seconded by Quentin S. Jacobs and approved.

Alana Edwards returned from medical leave earlier in December. Lisa Gasparini-Wilkie is still absent due to illness but is expected to return sometime in 2012.

The meeting was adjourned at 11:30 p.m.

Respectfully submitted,

George K. Walters,
Secretary