

**NEW ROCHELLE PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MONTHLY MEETING MINUTES**  
**Thursday, November 10, 2011**

Gregory T. Varian, President, called the meeting to order at 7:45 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

ADMINISTRATION

Thomas Geoffino  
Daniel Ogyiri  
Mary Kane Pasacreta

LEGAL COUNSEL

Marc Sharff

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF OCTOBER MEETING:

The October 13<sup>th</sup> meeting minutes were reviewed by the Trustees. Quentin Jacobs moved that the minutes be approved, as amended seconded by Emery Schweig and approved

EXPENDITURES:

Vouchers previously reviewed by Haina Just-Michaels and were found to be in order and co-signed by Bo Kemp. Board approved payment of the following vouchers:

<u>October 13 2011 Vouchers</u>	
Contractual & Supplies	\$75,836.38
Grants	\$7,201.80
Bond	\$20,260.00
Library Materials	\$30,682.75
Benefit Expenses	\$213,840.05
Gifts and Donations	\$7,578.43
BTOP	\$27,865.07

WESTCHESTER LIBRARY SYSTEM REPORT:

Tom Geoffino reported on the November 11<sup>th</sup> meeting held at WLS headquarters, featuring discussion on the recently enacted New York State Tax Cap legislation. Michael Borges, Executive Director of the New York Library Association, summarized the implications of the legislation relative to the variety of differing public library models (municipal, school district, association and special district) that exist in New York State.

## PRESIDENTS REPORT:

Greg Varian reported on the continued uncertainty of our FY2010/11 fiscal situation. Both the Finance and Budget Committee met on multiple occasions since the October meeting in order to better understand the data and information gathered to date. Additional Board/staff work has been devoted towards the consideration of reconfiguration of our financial controls relative to personnel. Progress toward the development of a new organizational approach is underway.

## DIRECTOR'S REPORT:

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. Following conversations with Senator Oppenheimer's office and our Albany State Education Department contacts, we are hopeful we will receive the remaining Oppenheimer Grant monies (\$37,500) in December 2011 or January 2012. The delay in the installation of the lighting (due to availability/shipping issues), will postpone the upgrade of the Teen Area and result in a soft opening in late December 2011 or January 2012. Our "Steps to Success" Homework Help/Tutoring program for elementary and middle school student continues to witness strong activity with many local children and young adults receiving academic assistance. Our Friends of New Rochelle Public Library Week celebration (Week of October 17<sup>th</sup>) was a pleasant success with special book marks, staff pins and signage distributed throughout the library as well as good media coverage. The upcoming Friends Board meeting is scheduled for November 14<sup>th</sup> at 1:15 pm and their wonderful Holiday Book sale will take place on December 9<sup>th</sup> and 10<sup>th</sup>. The Partnership for the Huguenot Children's Library (PHCL) will meet for its bi-monthly meeting and Holiday celebration at an undetermined date in December with special focus 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 upcoming Board meeting is scheduled for November 21<sup>st</sup> at 7:45 pm.

## FINANCIAL REPORT:

Tom Geoffino reported that the library continues to successfully collaborate with the School District in relation to financial activities. Our laptop connection to the library's Finance Manager system is functional and very useful in tracking our situation.

Expenditures for the current fiscal year continue to be on target and within expectations.

Revenue collection and subcategory breakdowns were shared with the Board.

The December meeting will witness the financial reporting of these additional accounts:

- + Gifts and Donations
- + Bonding Projects
- + BTOP Project

## ALBERT COSTER PRESENTATION:

Albert Coster (CPA), of the firm Baldessari & Coster, made a presentation regarding a proposal to assist our library in the review of current internal controls as well as recommendations related to improvements to be implemented in order to create a more effective and efficient library financial operation.

ROXANNE NEILSON'S REPORT:

Roxanne's report related to a summary of the history of the project starting with the Building Audit Report as produced by Wank, Adams, Slavin Associates through its current status with efforts underway specific to fire alarm, sprinkler, HVAC, entrance/window repair/replacement and theater projects

EXECUTIVE SESSION:

At 9:13 pm, Greg Varian moved to go into Executive Session for the purposes of discussing a legal matter, seconded by Bernie Nunez and approved. Executive Session ended at 9:54 pm

PERSONNEL COMMITTEE:

Bo Kemp moved that the Library accept the consulting (report and grant writing) contract for BTOP services as proposed by Adie Shore, seconded by Emery Schweig and approved.

BUILDINGS AND GROUNDS COMMITTEE:

Tom Geoffino reported that library Department Heads will meet again with Roxanne Neilson to discuss the status of upcoming Infrastructure projects likely to impact on daily operations in the facility. The topic of greatest interest/concern was the Lawton Street entrance and sprinkler projects likely to begin in January 2012.

The meeting was adjourned at 11:15 p.m.

Respectfully submitted,

George K. Walters,  
Secretary