

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
Thursday, April 14, 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  
Thomas A. Leghorn  
Emery Schweig  
Quentin Jacobs (excused)  
Bo Kemp

ADMINISTRATION

Thomas Geoffino  
Anthony Maraglino

LEGAL COUNSEL

Marc Sharff (excused)

WLS REPRESENTATIVE

LaRuth Gray (excused)

**AMY TIETZ FRIENDS REPORT:**

Co-President of the Friends of the New Rochelle Public Library Amy Tietz reported that the Friends, due to its aging membership, are in great need of new and knowledgeable volunteers to help with its many functions as well as potentially serving on its Board of Directors. Board President Greg Varian promised that the Library Board would assist in the recruitment process during upcoming budget appearances as well in other casual/informal settings.

**ROXANNE NEILSON'S REPORT:**

**Projects:**

1. **Fire Alarm-** PRM Electric is 90% complete with the wiring installation. 50% of devices have also been installed. It is anticipated that preliminary testing installation will occur during the middle of May. It has been determined that an additional service required by the project will be a proposal, as made by service provider Thyssen-Krupp, to provide a new programmable component as required by code for the elevator recall.
2. **HVAC-** Fiskaa issued a report on March 28th identifying a list of equipment that requires replacement and testing of peripheral devices, valves and piping. Roxanne Neilson is calling for proposals in regards to testing specifications. Design proposals for repairs and equipment replacement to follow testing. The cooling tower is on order, awaiting delivery date. Southeast Mechanical has informed our library that due to safety requirements, tower placement will necessitate closing of the Main Library for the "Day of the Crane Pick". Delivery date of the unit is still in question.
3. **Doors & Windows-** WASA submitted design elevations for the entrance designs highlighted by an April 7<sup>th</sup> presentation by architect Jack Esterson to staff and Quentin Jacobs for consideration and input. Such input was furnished at the meeting along with additional commentary in the following weeks.
4. **Facade Cleaning** -WASA submitted specifications for cleaning the exterior of the building as presented by Roxanne Neilson. The scope of work for the cleaning will need to be approved by the Board of Trustees before it is put out for public bid. A motion to accept WASA as the vendor for this job was made by Thomas Leghorn, seconded by Gregory Varian and accepted.

5. **Sprinkler-** On April 14<sup>th</sup>, WASA submitted a design for review and commentary by the New Rochelle Fire Department (NRFD). In response, NRFD sent comments to WASA for review. Once design changes are completed, WASA will issue the bid set. Anticipated date of the public bid announcement is scheduled for the third week of May.
6. **Theatre Code Compliance-** On April 14<sup>th</sup> the architect BSKK completed the preliminary report, and walked through the space again in order to finalize the findings/recommendations of the report. This report should be available for distribution at the May meeting.

**MINUTES OF MARCH MEETING:**

The March meeting minutes were reviewed by the Trustees. Thomas Leghorn moved that the minutes be approved as amended, seconded by Bo Kemp, and approved.

**FINANCIAL REPORT:**

Tom Geoffino reported that the library has expended 67% of its 2010-11 budget with 83% of the fiscal year lapsed. Overages in Postage, Facility Repair accounts were noted. Revenue collected to date only totals 60% of annual estimation but large revenue sources like PILOT and State Grant monies are expected to arrive in the near future thus bringing us to our revenue goal.

**STATISTICS**

Tom Geoffino indicated that, similar to recent months, there has been little change in relation to library statistical activity with the notable exception of programs offered and corresponding attendance. This particular increase can be attributed to the additional BTOP programs offered and their growing popularity.

**EXPENDITURES:**

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

<u>March 2011 Vouchers</u>	
Library Materials	\$ 23,765.20
Contractual & Supplies	\$ 51,567.07
Health Insurance	\$ 93,114.52

**PRESIDENTS REPORT:**

Greg Varian updated the Board of Trustees relative to the status of Long Range Plan and the deliberations of its Committee in regards to the interview process for the consultant vacancy. Tom Geoffino added additional information about the work undertaken and accomplished in this effort.

**DIRECTOR'S REPORT:**

**Projects & Events:**

- 1 Tom Geoffino indicated that the Library has not yet received word from the New York State Library regarding its \$50,000 Teen Area Construction Grant. It is hoped final approval for this grant will be received in mid 2011. This grant will assist in underwriting the costs of the enclosure to the Young Adult as well as furniture, technology and shelving.
- 2 He also reported that the "Steps to Success" Tutoring Program, thanks to the hard work of Roxanne Mapp and Linda Colbert- Chenet, has begun and is witnessing growing usage and success among elementary, middle school and some high school students.
- 3 Our One City One Book William Shakespeare's Romeo and Juliet Kickoff program took place on April 3<sup>rd</sup> with a mini Renaissance Fair along with other specialized programming for all ages. Throughout April and May, a wide variety of Romeo and Juliet programs will be offered at various locations throughout the community.
- 4 On May 6, 2011 Book Expo America will take place at the Javits Center with staff, Board members (Haina Just-Michael and Emery Schweig) along with the Friends of the New Rochelle Public Library Board members will be attending.
- 5 In relation to our BTOP Federal Grant, the program has been adjudged tremendously successful by the community as well as by the New York State Coordinator Mary Ann Steivater. Mary Ann believes our approach is a model other libraries, both in New York and elsewhere, should emulate and will highlight our efforts at an upcoming national workshop focusing on BTOP programs.

**PERSONNEL COMMITTEE:**

1. Rob Florin, our Head Custodian, was absent for two weeks due to a surgical procedure.
2. Vicky Ruiz, our part-time Administrative Office Assistant, accepted a full-time position elsewhere and will depart next week.

**BUDGET COMMITTEE:**

1. Chair Tom Leghorn detailed the process and efforts of the Budget Committee relative to the proposed 3.49% Library Budget document. He also reminded Board members the public hearing for this budget will occur on May 5, 2011 at 7 pm just before the monthly 7:30 pm Board of Library Trustee Meeting.

In conclusion a motion was made to adjourn the meeting by Bo Kemp, seconded by Thomas Leghorn and approved. The meeting was adjourned at 9:55 p.m.

Respectfully submitted,

George K. Walters,  
Secretary