

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
Thursday, May 12, 2011**

Haina Just-Michael, Vice-President, called the meeting to order at 7:11 p.m. The following members of the Board and Administration were present or excused as such.

BOARD MEMBERS

Gregory T. Varian, (Excused)
Haina Just-Michael, Vice President
George K. Walters, Secretary
Thomas A. Leghorn
Emery Schweig
Quentin Jacobs
Bo Kemp

ADMINISTRATION

Thomas Geoffino
Anthony Maraglino

LEGAL COUNSEL

Marc Sharff (excused)

WLS REPRESENTATIVE

LaRuth Gray

ROXANNE NEILSON'S REPORT:

Projects:

1. **Fire Alarm-** Roxanne Neilson requested a \$70,000 reduction in the fire alarm construction budget as the original budget of \$285,000 is excessive due to unexpectedly competitive construction costs. The Board elected to act upon this request during the Committee Report section of the meeting.
2. **HVAC-** Roxanne Neilson requested our library move forward with the HVAC component studies as follows: Fiskaa Engineering to specify building wide air testing and balancing report and analysis as well as Thermostate, Damper and Acuator testing protocol, location plan and analysis not to exceed \$10,000 including reimbursables. Deliverables to include plan on CAD of existing components and recommendations for replacement. Lilker Engineering is to specify the testing of all shell and tube steam to water heat exchangers, steam valves and hot water shut offs along with the location plan; providing recommendation for repair and replacement of each not to exceed \$11,000 including reimbursable expenses. This design work falls well within the Infrastructure project design budget established to upgrade the building HVAC system.
The Board elected to act upon this request during the Committee Report section of the meeting. Per Board approval, the Main Library will close on June 14th in order to install the new cooling tower without endangering staff and public safety.
3. **Sprinkler-** On May 5, 2011, the bid announcement appeared in the Journal News. Walk through for public bid is scheduled for May 5th. The NYS Department of Labor April 2011 wage schedule expires in June 2011 so the successful bidder will need to amend labor portions of the proposal to reflect the new rates.
4. **Theatre Code Compliance-** Final report from architect BSKS is pending.

MINUTES OF APRIL MEETING:

The April meeting minutes were reviewed by the Trustees. Thomas Leghorn moved that the minutes be approved as amended, seconded by George Walters, and approved.

FINANCIAL REPORT:

Tom Geoffino reported that the library has expended 74% of its 2010-11 budget with 92% of the fiscal year lapsed. Revenue collection is 60% to date but PILOT monies are soon anticipated to arrive thus bringing our library closer to its revenue projection.

WLS REPORT:

LaRuth Gray reported that the Westchester Library System is looking into the possibility of committing additional monies towards enlarging its e-book collection currently accessible to all Westchester residents but universally judged inadequate to strong burgeoning County interest.

STATISTICS

Tom Geoffino indicated that, similar to recent months, there has been little change in relation to library statistics. Usage is quite steady in most service indicator areas.

EXPENDITURES:

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

<u>May 2011 Vouchers</u>	
Library Materials	\$ 38,339.34
Contractual & Supplies	\$ 44,554.23
Health Insurance	\$ 28,276.62

PRESIDENTS REPORT:

Haina Just-Michael reported on the status of the Strategic Plan Committee and its efforts in selecting a consultant to assist in creation of a Library Strategic Plan in order to benefit our organization and the City of New Rochelle. A decision is expected to be made in mid-June with a quick start relative to the next phase expected shortly thereafter.

DIRECTOR'S REPORT:

Projects & Events:

- 1 Tom Geoffino indicated that our library has not yet received final word from the New York State Library regarding our \$50,000 Teen Area Construction Grant. Unofficial signals from Albany indicate that approval for this grant will be received in mid 2011. This grant will help pay for a variety of enhancements to the Teen Area and will be matched by grant monies from the New Rochelle Public Library Foundation.
- 2 The Partnership for the Huguenot Children's Library's next Board meeting will take place on May 14th and the Board meeting for the New Rochelle Public Library Foundation is scheduled for May 16th. The Friends of New Rochelle Public Library Board meeting will be held on May 23rd.
- 3 Tom Geoffino presented the list of New Rochelle Public Library Foundation annual grant funded items/services he is recommending for approval. These items are diverse in nature and include lobby banners, family museum passes, lobby meeting room tables and chairs, Handelman Business Opportunity Center lighting, Children's Study/Tutoring area enclosure, French and Italian adult language core collections and Children's language learning programs. The Board endorsed these recommendations.

PERSONNEL COMMITTEE:

1. Rob Florin our head custodian was out for two weeks due to a surgical procedure. He is expected to be return in the near future.

BUDGET COMMITTEE:

1. Chair Tom Leghorn reported on the Budget Committee's recommendation that the \$27,567 taken from our operating budget, the Building Capital Projects account line, for early infrastructure project expenses be returned to this account from our Infrastructure Bonding monies.
2. Tom Leghorn indicated that the Committee recommended that the \$227,500 reserved for the Bond Debt Service should be moved from the Operating Budget to the Capital Account.

GROUNDS COMMITTEE:

Roxanne Neilson requested the Buildings and Grounds Committee to consider moving \$70,000 (unspent) from the Fire Alarm Project in order to be reallocated towards the cleaning of the Main Library exterior building. Motion by Quentin Jacobs was made to reduce the sprinkler budget per \$70,000, seconded by Haina Just-Michael and approved. A second motion by Tom Leghorn was made to utilize the unspent \$70,000 Sprinkler Project monies to clean the facade of the building, seconded by Bo Kemp and approved. Roxanne Neilson also asked the Buildings and Grounds Committee to approve Fiskaa and Lilker Engineering as the vendors, per written recommendation, to take care of the HVAC component studies. Motion to accept Ms. Neilson's recommendation was made by Quentin Jacobs, seconded by Emery Schweig and approved.

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