

**NEW ROCHELLE PUBLIC LIBRARY  
BOARD OF TRUSTEES MINUTES  
Thursday, June 9, 2011**

Gregory T. Varian, President, called the meeting to order at 7:40 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 (excused)  
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 (excused)

**OATH OF OFFICE:**

President Greg Varian administered the Oath of Office to Bo Kemp, elected in May 2011 to the Library Board of Trustees. By virtue of his finishing second in the election, Bo will complete the term of office of former Board Member Kelly Berkell with his term slated to expire on June 30<sup>th</sup> 2013.

**ROXANNE NEILSON'S REPORT:**

**Projects:**

1. **Fire Alarm-** On June 4, 2011 Thyssen Krup identified deficiencies and code compliance issues that would require an overhaul of the elevator in order to meet current code. The cost identified for this work is \$53,000. A second vendor was asked to price the elevator work. Lilker Engineering will render an opinion if this work is required by code.
2. **HVAC-** On June 8, 2011 Lilker Engineering was still gathering information on the valves, shell and tube heat exchangers. They may need to perform more visual inspections. Additionally, Fiskaa Engineering specifications for air testing are complete with production of drawings soon to be underway. The bid for the testing of the air handlers and thermostats should be published in the near future.
3. **Doors & Windows-** On June 8, 2011 the front door design development package was sent to Mace Contracting for preliminary construction pricing. Jack Esterson reviewed materials and scope with Mace's owner. Mace identified the replacement of the doors and the scope of work to cost approximately \$250K for each vestibule. Still outstanding is the cost of the window repair and selective replacement package. This project amount is critical in understanding the total fiscal picture of this effort.
4. **Sprinkler-** On June 8, 2011 only two bids were returned for this project with both exceeding the \$400K budget for Phase 1. The lower bidder Mace Contracting, when interviewed, identified that while the sprinkler labor itself may cost \$250K to \$300K, the cost of general conditions primarily for the sheetrock and drywall pushes the cost to \$650K. It is recommended that the Facilities Committee convene to review where sprinkler piping could run exposed and must be concealed. A change in approach may result in significantly lower costs. Also recommended that the scope of work for the

Sprinkler Project might be extended to include the Memorial and Lawton doors thus creating an opportunity to achieve sizable saving given the overall growth of the scope of work.

5. **Theatre Code Compliance-** On June 8, 2011 The Library received a finalized report on Theatre Code Compliance. Preliminary report review indicates that number of ADA seats existing is inadequate as well as the existence of some ventilation and egress issues. This information is not extraordinary in nature as such findings were expected to be detailed as such.

#### MINUTES OF MAY MEETING:

The May 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 81% of its 2010-11 budget with 92% of the fiscal year lapsed. The overage noticed in one or two accounts such as payroll and facility repair were explained in detail.

#### STATISTICS

Tom Geoffino indicated that, similar to recent months, there has been little change in relation to library statistics.

#### EXPENDITURES:

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

<u>June 2011 Vouchers</u>	
Library Materials	\$ 26,875.90
Contractual & Supplies	\$ 61,865.54
Health Insurance	\$ 34,999.02

#### PRESIDENTS REPORT:

Greg Varian created a Nominating Committee consisting of Emery Schweig, Quentin Jacobs and Thomas Leghorn. The charge for the Committee is to recommend and present, at the July 2011 meeting, officers for the 2011/12 year as well as recommend a replacement for soon to resign Board member Tom Leghorn. (Greg will also serve on the Committee but only in relation to assisting in the process of finding a candidate to fill the upcoming Board vacancy.) Greg asked the Board members to contact him if they sought new Committee assignments. Greg also reported that the Strategic Planning Committee has finished its interviewing for the Planning Consultant and will be sending its recommendation regarding employment to the July meeting for Board consideration.

#### DIRECTOR'S REPORT:

##### **Projects & Events:**

- 1 Tom Geoffino indicated that the Library has received \$45,000 of its \$50,000 Teen Area Construction Grant. This grant will be matched by a portion of FY2010/11 the New Rochelle Library Foundation annual grant. Supplies and materials have begun to be ordered.

- 2 It is possible that our library may apply for a NYS Library Construction Grant in to the relation to the renovation of the Ossie Davis Theatre. Elements of the project may include new seating, flooring, HVAC service, sprinklers and front entrance/doors. Further research will occur before a report and/or recommendation will be brought to the Library Board at its August meeting
- 3 The New Rochelle Public Library Foundation's next and last meeting of the year is on June 13, 2011.
- 4 The Partnership for the Huguenot's Children Library Read-a-thon will be taking place on June 18, 2011 at the Huguenot Children's Library.
- 5 The Friends of the New Rochelle Public Library will be conducting their monthly Board Meeting on June 20, 2011
- 6 The Holiday Schedule for the Year 2011-2012 was introduced for Board examination.
- 7 The Strategic Planning Committee plans to meet on June 15, 2011 to order to discuss its report that will be given to the Board of Trustees.

#### PERSONNEL REPORT:

1. A new part-time Library Clerk Anthony Vargas was hired at circulation.
2. A number of young adult staff were hired by the Partnership for the Huguenot's Children Library in order to sustain its Summer drop-in program at the Huguenot Children's Library

#### GROUNDS COMMITTEE:

1. Roxanne Neilson asked if negotiations with the lowest bidder Mace Contracting can be authorized by the Board of Trustees. A motion was made by Quentin Jacobs accepting negotiations and seconded by Thomas Leghorn and approved.

#### EXECUTIVE SESSION

At 9:20 pm the Board of Trustees went into Executive Session. Executive Session ended at 9:50 pm.

Tom Leghorn moved that the Library non-union full time employees (Tom Geoffino, Barbara Davis and Anthony Maraglino) are to receive a 1 ½ % bonus effective June 30 2011 and a 1 ½% increase effective June 30 2012, seconded by Bo Kemp 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