

**NEW ROCHELLE PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
Thursday, November 5, 2009**

Thomas Leghorn, President, called the meeting to order at 7:40 p.m. The following members of the Board and Administration were present or excused.

BOARD MEMBERS

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

ADMINISTRATION

Thomas Geoffino
Anthony Maraglino

LEGAL COUNSEL

Marc Sharff (excused)

WLS REPRESENTATIVE

LaRuth Gray (excused)

MINUTES OF OCTOBER MEETING REVIEWED:

The October meeting minutes were reviewed by the Trustees. After some amendments, Gregory Varian moved that the minutes be approved, seconded by George K. Walters, and approved.

PROJECTS TO BE DISCUSSED:

Roxanne Neilson, Project Manager, presented updates on the various building projects in progress:

Lobby Renovation: WASA presented its draft schematic design to focus groups of staff and Lobby Committee members on October 28, 2009. Circulation, Children's Library, Reference, Maintenance as well as Barbara Davis had the opportunity to review and provide the designers feedback on the proposed design document. WASA will integrate this input in a more evolved schematic design product and share with all interested parties.

Wiring Project: The Bliss Music Listening Room witnessed its grand opening on October 10, 2009 to much acclaim. Security Cameras are functioning, and all structured cabling and wiring is in place. RM Neilson and Associates are securing proposals for patching and painting throughout the building related to the wiring project. Our Information Technology Department is working on connectivity issues related to the migration of the new telephone system, as well the introduction of numerous new computers throughout the facility.

Building Infrastructure: RMNeilson Associates agree to review the report created by WASA with the Building and Grounds Committee in order to identify and prioritize projects that need to be completed within three years to five years.

FINANCIAL REPORT:

Tom Geoffino reported that 33% of the budget year has lapsed with the Library having expended 30% of its budget. It was also noted that the Library has gathered 26% of its revenue collection goal to date. This revenue amount is expected to grow significantly upon receipt of outstanding grants such as PILOT, E-Rate Reimbursement and the State Aid Grant.

STATISTICS

Tom Geoffino reported that the pattern of significantly rising circulation usage (in comparison to the previous year) is still in place. Library programming continues to be popular with full attendance at many programs a common occurrence.

EXPENDITURES:

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

<u>November 2009 Vouchers</u>	
Library Materials	\$ 32,112.61
Contractual & Supplies	\$ 76,934.03
Health Insurance	\$ 32,404.02

PRESIDENT'S REPORT

Tom Leghorn indicated that he has had conversations with Superintendent Organisciak and Board of Education (BOE) Attorney Kehls in relation to the possibility of obtaining a bond through the offices of the BOE. This bond would be obtained in order to pay for needed infrastructure projects, such as life safety systems, and a variety of mechanical, electrical, plumbing and building envelope issues in our Central Library facility. Approval for this bond would require a public vote on the regular day of elections. He also noted that there are separate avenues that we might be able to obtain the bond through such as, the Dormitory Authority of the State of New York (DASNY) or IDEA.

DIRECTOR'S REPORT:

Building Assessment: Per the Infrastructure Final Report as authored by WASA, various elements of the Library's physical plant are scheduled to be repaired or replaced on a priority basis. The Board of Trustees are looking into alternatives to finance these projects with the goal of creating a cost efficient and safe environment for all patrons and staff as well as protecting the extraordinary investment New Rochelle has made in the Main Library facility and its contents.

Other Projects & Events:

1. Surveillance cameras have been installed and have already been put to use in relation to behavior or security issues.
2. The Big Read/One City One Book project was a huge success thanks to the work of Barbara Davis and the support of Cynthia Ozick
3. Daniel Ogyiri is working with Lightpath to have our Voice Over Internet Phone (VOIP) system in place by January 2010. This system will also provide extra Internet broadband for our many new computers.
4. The South Parking Lot is finished and is open to the public for use.

5. The Teen Area will see its space doubled in December along with enhancements like a new computer workstation surround funded by the NRPL Foundation and a Internet/Office with compatible computers as provided by a grant from the Praxair Foundation.
6. Additional funding from our Foundation will provide for the acquisition of end panels on our shelving units located on the second and third floors of the Main Library. The installation of these panels will allow the library to establish better signage for our print collection.

PERSONNEL REPORT:

Tom Geoffino reported that Lisa Gasparini-Wilkie remains on leave due to illness but does have a return to work date of December 1st in a “light duty capacity”. Pauline Gasparini is still out owing to an accident that occurred while at work.

UNFINISHED BUSINESS:

Discussion ensued regarding the need to start the process of creating a new Five Year Plan to handle all future activities of the New Rochelle Public Library. Tom Geoffino will begin researching potential planning consultant candidates and examples of Request for Proposals (RFP’s) as written by other libraries. This information will be shared with the Personnel Committee for their consideration.

In conclusion a motion was made to adjourn the meeting by Thomas Leghorn, seconded by George Walters, and the meeting was adjourned at 9:35 p.m.

Respectfully submitted,

George K. Walters,
Secretary