ATTENDANCE

TRUSTEES: Nancy Maron  
Derrick Touba  
Gregory Arcaro  
Hon. Hal B. Greenwald  
Anietra Guzman-Santana

GUEST: Zahra Baird, Librarian III,  
Crestwood Branch

LIBRARY DIRECTOR: Edward Falcone

DEPUTY DIRECTOR: Susan Thaler

BUSINESS MANAGER: Barbara Quis

ADMINISTRATIVE SECRETARY: Sarah McAllister

YONKERS REPRESENTATIVE ON  
THE WLS BOARD OF TRUSTEES: Mary Amato

UNION REPRESENTATIVE: Vivian Presedo, Clerk IV,  
Business Office, Riverfront Library

The Board meeting began at 7:04 p.m.

MINUTES
On motion of Tr. Greenwald, seconded and carried, the Board approved the Minutes of the Board Meeting of July 20, 2016.
Crestwood Manager Zahra Baird gave the Board an overview of activities and key accomplishments at the branch since her appointment to the position in January. There has been a significant increase in programming, community outreach, and staff training. Collections have been weeded and made more accessible, and she is making a focused effort to improve service to young adults. Ms. Baird told Board members that on October 13 at 5:00 p.m. Mayor Spano will be attending Crestwood Branch's 90th Birthday Celebration. Ms. Baird concluded her presentation by expressing her great appreciation of the Crestwood staff for the support they have given her.

Deputy Director Susan Thaler and members of the Board joined in thanking Ms. Baird for her good work at Crestwood.

**DIRECTOR AND DEPUTY DIRECTOR MANAGEMENT REPORT**

Director Falcone announced to the Board members that Business Manager Barbara Quis will be retiring in October. Director Falcone said that Barbara Quis has been responsible for many great improvements over the years in the operation of the Business Office and she will be deeply missed. Director Falcone told Board members that Vivian Presedo, Clerk IV, Riverfront Business Office, is currently in training and will become the Interim Business Manager in October.

Director Falcone gave the Board an update on the previous month's competitive bidding for general contracting services at the Will Branch. That bid yielded only one qualified bidder, at a cost that far exceeded the budget for Phase I of the façade replacement project. Architect Russell Davidson attributed the failure of the bid primarily to a misunderstanding between general contractors and a glass sub-contractor regarding the type of windows that were being specified. Director Falcone reported that the architect conducted interviews with several contractors after the bid opening, and that there is a good chance that the project budget can be reached. Tr. Arcaro expressed great disappointment in the architect's handling of the bid, and Director Falcone said he would invite Mr. Davidson to the next Board meeting if the issue was not resolved by then.

Director Falcone, Deputy Director Thaler, Tr. Jannetti, Tr. Maron and some staff members attended a meeting last week to review a new draft of the strategic plan. Based on feedback from that meeting, the consultants were going to produce a revised draft, and Tr. Maron promised to share it with the full Board as soon as it was released. A meeting is scheduled for
Friday, September 30th with the full planning committee to discuss the latest draft.

The Grinton I. Will Branch’s cooling tower required another cleaning and disinfection this summer. The system is currently operating normally. Director Falcone informed the Board members that the Grinton I. Will Branch was designated an emergency cooling center during a particularly hot weekend this summer and at the Mayor’s request the building stayed open for that weekend.

Director Falcone said that he has some promising candidates for the Community Services Coordinator position, and interviews will be scheduled soon.

A press event with Mayor Spano will be held at the Riverfront Library atrium on September 22 at 10:00 a.m. for the Smarter Cities Mobility Challenge. The Riverfront atrium will receive a large screen monitor which will display mass transit schedules to encourage transportation alternatives.

Director Falcone reminded the Board members that on October 20th there is a Chamber of Commerce Annual Dinner at 6:00 p.m. On October 27, their will be a reception in the Gallery for a display of portraits featuring YPL staff members.

Deputy Director Thaler updated the Board members on programming activities at Riverfront Library’s Tech Central. Ms. Thaler distributed a report showing the diverse activities in the room and attendance statistics. Several outside agencies have either used the room for training or are interested in using it. Director Falcone commended Tech Coordinator Christine Bitetti and told Board members that she will be invited to an upcoming Board meeting.

**UNION REPRESENTATIVE’S REPORT** - Union Representative Vivian Presedo mentioned that the Reading Buddies program was well attended and seemed to be a huge success this summer.

**WLS REPORT** - WLS Representative Mary Amato said that the WLS move to 570 Taxter Road in Elmsford went smoothly, and that there will be a monthly WLS Board Meeting at the new headquarters on September 27, 2016 at 6:00 p.m.
PERSONNEL REPORT

On motion of Tr. Touba, seconded and unanimously carried, the Board ratified the following appointments:
Darane Raines, P/T Page, $9.00/hr., effective 8/6/16
Nina Colavolpe-Leone, P/T Page, $11.00/hr., effective 8/6/16
Jeremy McCormick, P/T Page, $9.00/hr., effective 8/27/16
Tiana Sigler, P/T Page, $9.00/hr., effective 8/27/16
Tiffany Osei, P/T Page, $11.00/hourly increase effective 8/26/16
Jesus DelosSantos, P/T Page, $11.00/hr., effective 9/10/16
Patricia Byrne, Librarian I P/T, $21.00/hr., effective 9/10/16
Isanel Pimentel, Clerk I/Spanish Speaking, $36,182, eff. 9/23/16

The Board acknowledged the following terminations:
Elen Thomas, P/T Page, $9.00/hr., effective 8/13/16
Andrea Miralda, P/T Page, $9.00/hr., effective 8/27/16
Masuma Syed, P/T Page, $11.00/hr., effective 9/10/16

The Board acknowledged the following retirement:
Amy Schiffrin, Librarian II, $67,938, effective 7/29/16

The Board acknowledged the following resignation:
Desiree Nieves, Clerk I, Spanish Speaking, $37,390, effective 8/11/16

COMMITTEE REPORTS

Finance, Budget & Planning:  Maron, Arcaro, Jannetti
Employee Relations:  Maron, Buckley
Buildings & Grounds:  Maron, Touba, Buckley
Fundraising & Development:  Maron, Arcaro, Jannetti

PAYMENT OF BILLS

On motion of Tr. Arcaro, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #771.

UNFINISHED BUSINESS - None
**NEW BUSINESS**

Director Falcon submitted to the Board members the attached Variance Request Form and requested a motion by the Board to allow signature by President Maron.

On motion of Tr. Greenwald and seconded, the Board approved signing the Variance Request Form. Tr. Arcaro abstained.

Director Falcon submitted to the Board members the attached Board Assurances for Construction Grant for signature.

On motion of Tr. Guzman-Santana and seconded, the Board approved signing the Board Assurances for Construction Grant.

A draft revision of the YPL policy on harassment and appropriate workplace behavior was given to the Board for consideration. Action on this was tabled for a subsequent meeting. In the meantime, Director Falcone would forward it to an attorney for comment, and Tr. Greenwald would review similar policies from other libraries.

Dates were selected for future meetings:
- October 13, 2016 at Grinton I. Will
- November 17, 2016 at Riverfront
- December 15, 2016 at Grinton I. Will
- January 26, 2017 at Riverfront

**NEXT BOARD MEETING DATE** - Thursday, October 13, 2016, 7:00 p.m., Grinton I. Will Branch.

The Board meeting was adjourned at 9:10 p.m.

Edward Falcone
Library Director & Secretary
Variance Request Form

Commissioner's Regulation 90.2 - Standards for Registration of Public, Free Association and Indian Libraries

Instructions: Use this form to request a variance from the requirements of Commissioner's Regulations 90.2, Standards for Registration of Public, Free Association and Indian Libraries (effective January 29, 1999). If the library is not in compliance with one or more of these Standards, request a variance on a separate form for each standard with which the library fails to comply. The Library Director, the Library Board President, the System Director and the System Board President sign each variance request form. Attach any information that will strengthen the request. The library system submits all variance request forms to Library Development. No variance granted by Library Development shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

1. Library Information (Name of library, contact person, phone number)
   Yonkers Public Library
   Contact: Edward Falcone (914) 375-7951

2a. Request for Variance from Standard Number: 2
   b. What is current status? A draft of the new Plan of Service has been circulated to staff and trustees for review.

3. Circumstances Over Which the Library Has No Control That Are Barriers to Compliance: None foreseen at this time

4. Plan for Compliance. Describe in detail on a separate sheet the library's plan for meeting this requirement before December 31st of this year. (Please attach documentation.)

Library Director ___________ Date ___________ Library Board President ___________ Date ___________

System Comment and Review: Variance request

_____ may be approvable  _____ may not be approvable
(Please include explanation.)

This variance request was reviewed at the ______________________ meeting of the Board of Trustees of
(Month/Day)
the ______________________ System.

System Director ___________ Date ___________ System Board President ___________ Date ___________

FOR SED USE ONLY: _____ Variance request is approvable; Variance granted until:

(Month/Day/Year)

_____ Variance request is not approvable because:

Reviewed By: ____________________
MINIMUM PUBLIC LIBRARY STANDARDS

Commissioner's Regulation 90.2 Standards for registration of public, free association and Indian libraries. (c) Variances. If circumstances over which any public, free association or Indian library has no control prevent it from meeting one or more of the standards of service set forward in subdivision (a) of this section, such library may apply for a variance for such standard(s). The application for such variance shall be submitted for such library by the public library system of which such library is a member, in a form prescribed by the commissioner. No variance granted pursuant to this subdivision shall be deemed to relieve a public, free association or Indian library of any obligation imposed by any other provision of federal or state law.

Listed in the table below are descriptions of each standard and the schedule for compliance as outlined in Commissioner's Regulation 90.2.

<table>
<thead>
<tr>
<th>STANDARD NUMBER</th>
<th>MINIMUM PUBLIC LIBRARY STANDARDS DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
<td>Is governed by written bylaws which outline the responsibilities and procedures of the library board of trustees;</td>
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<td>2</td>
<td>Has a board-approved, written long-range plan of service;</td>
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<tr>
<td>3</td>
<td>Presents an annual report to the community on the library's progress in meeting its goals and objectives;</td>
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<td>4</td>
<td>Has board-approved written policies for the operation of the library;</td>
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<td>5</td>
<td>Presents annually to appropriate funding agencies a written budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service;</td>
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<tr>
<td>6</td>
<td>Periodically evaluates the effectiveness of the library's collection and services in meeting community needs;</td>
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<td>7</td>
<td>Is open the following scheduled hours:</td>
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<td></td>
<td><strong>Population</strong></td>
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<td></td>
<td>Up to 500</td>
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<td>500 - 2,499</td>
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<td>2,500 - 4,999</td>
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<td>15,000 - 24,999</td>
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<td>25,000 - 99,999</td>
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<td></td>
<td>100,000 and above</td>
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<tr>
<td>8</td>
<td>Maintains a facility to meet community needs, including adequate space, lighting, shelving, seating, and restroom;</td>
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<tr>
<td>9</td>
<td>Provides equipment and connections to meet community needs including, but not limited to telephone, photocopier, tele-facsimile capability, and microcomputer or terminal with printer to provide access to other library catalogs and other electronic information;</td>
</tr>
<tr>
<td>10</td>
<td>Distributes printed information listing the library's hours open, borrowing rules, services, location and phone number;</td>
</tr>
<tr>
<td>11</td>
<td>Employs a paid director in accordance with the provisions of Commissioner's Regulation 90.8.</td>
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</tbody>
</table>
ASSURANCES: Public Library Construction Grant Program

The applicant hereby gives assurances of the following (check all boxes that apply):

☒ It possesses the legal authority to submit this application including all understandings and assurances contained herein and to direct and authorize the person identified as the construction project manager to act as the official representative of the applicant in connection with this application and to provide such additional information as may be required.

☒ The project will begin land acquisition, construction, or continue construction work in the case of a project that has begun but is not complete as of the date of application to the library system, within 180 days after receipt of written notification from the State Education Department that state aid construction funds have been approved for the project, and that the conditions of the funding have been met.

☒ The project will be conducted in accordance with all applicable Federal, State, and local laws and regulations.

☒ In the event the library building or site of the construction project is leased by the applicant or otherwise legally available, the lease on the building or site or other legal agreement is for a minimum of 10 years from the date of the anticipated completion of construction, the owner is aware of and approves the proposed construction project, and the building is open to the public.

AUTHENTICATION OF APPLICATION

This application completed in the preceding pages and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 57 of the Laws of 2007) and Commissioner's Regulations §90.12 was read and duly adopted by the Board of Trustees of the Yonkers Public Library at a legal meeting on September 19, 2016.

Signature of President, Library Board of Trustees: ________________________________

Name of President (type or print): Nancy L. Maron