



NEW CITY LIBRARY

SERVING THE COMMUNITIES OF NEW CITY, CONGERS AND BARDONIA

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
March 17, 2016**

PRESENT: Victor Berger, President
Joseph Reiter, Vice President
Ralph Sabatini, Treasurer
David Zuckerberg, Secretary

Agin Antony, Trustee
Robert Axelrod, Trustee
Anthony Feliciano, Trustee
Phyllis Morena, Trustee
Jeffrey Sasson, Trustee

ABSENT: Marianne Silver, Director

STAFF: Shibu Abraham, Finance/Facilities Manager
Kelly Corrado, Administrative Assistant

GUESTS: None

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:04 p.m. The Pledge of Allegiance was recited.

b. Public Comments:

No public comments were offered.

II. REVIEW OF MINUTES OF THE PREVIOUS MEETING

David Zuckerberg presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of February 18, 2016*, for acceptance. Anthony Feliciano commented that both he and Agin Antony were erroneously named in the *Minutes* as “present” at the meeting, when, in fact, both were absent. It was noted that the *Minutes* be amended to correct the error.

- Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board accept the *Minutes of the Regular Meeting of the Board of Trustees of February 18, 2016*.

The Resolution was passed with seven voting in favor and two abstaining (Agin Antony and Anthony Feliciano). (RM#1-03/2016)

III. REPORTS

a. Personnel and Finance Committee (R. Sabatini, chair):

Ralph Sabatini reported that as treasurer, he is required to complete a *Signatory Form* for the Merrill Lynch account. After Sabatini signed the form, Merrill Lynch mistakenly thought that the Library was requesting that the account be closed, which resulted in Merrill Lynch forwarding a check to the Library for approximately \$22,000. Since the Board intended to close the account in the past anyway, the account will remain closed and the check will be deposited into another Library account, thus leaving the Library with three accounts instead of four.

Sabatini reported that he had not yet had the opportunity to speak with the auditors regarding the change in the presentation of the mortgage in the audit. He will request that the auditors reverse the change.

Victor Berger inquired about the status of the possibility of the Library changing from a fiscal year to a calendar year. Sabatini stated that he had not yet pursued the issue and that an in-depth discussion on the topic will be necessary before a decision can be made.

b. Financial Report for February 29 and Warrant #8:

- Upon motion made by Joseph Reiter and duly seconded by David Zuckerberg, it was:

RESOLVED, *that the Board approve Warrant #8 in the amount of \$315,552.*

The Resolution was passed unanimously. (RM#2-03/2016)

c. Building and Grounds Committee (J. Sasson, chair):

Jeffrey Sasson reported that he met with Shibu Abraham and committee members Joseph Reiter and Anthony Feliciano to review the electric bill and it appears there has been a savings this year of approximately \$4,000 due to the installation of LED bulbs.

Sasson also reported that there are several potholes in the parking lots and that Shibu Abraham will make arrangements for repairs. Sasson will begin to look into bids for the resurfacing of the parking lots in order to be able to apply for grants later this year. David Zuckerberg stated that being awarded a grant should be more favorable this year due to the increase in grant funding from the State.

Sasson stated that tree pruning and/or tree removal is necessary and should be undertaken in early spring. Shibu Abraham will obtain estimates.

- Upon motion made by Ralph Sabatini and duly seconded by Anthony Feliciano, it was:

RESOLVED, that the Board approve additional funds, not to exceed \$10,000, for tree pruning and removal.

The Resolution was passed unanimously. (RM#3-03/2016)

Sasson reported that a high estimate was received for the replacement of the lights over the walkway and that Shibu Abraham will seek a lower estimate.

d. Policy and Planning Committee (P. Morena, chair):

i. Strategic Plan:

Phyllis Morena reported that she met with Marianne Silver and committee members Robert Axelrod, Victor Berger, and Ralph Sabatini to discuss the *Strategic Plan Objectives for 2016*. Silver would like to reach the following objectives:

- Enable credit/debit card payment of fines and printing in the Library.
- Have a written technology plan.
- Have an HR person on a consultancy basis.
- Maximize space by removal of obsolete materials.
- Hire an architect to create a master plan for the building and grounds.
- Promote around-the-clock availability of Library databases and digital download resources, such as Zinio and Overdrive.

A general conversation took place regarding the objectives. Victor Berger stated that the outline is a working list and encourages input from the Board. Berger suggested that the Library consult an architect. David Zuckerberg stated that several other libraries within New York State, in general, and within Rockland County, in particular, have consulted with architects and that Marianne Silver will also seek input from those library directors for their recommendations of architects. Morena presented the *Strategic Plan Objectives for 2016* for approval.

- Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board approve the *Strategic Plan Objectives for 2016*.

The Resolution was passed with eight in favor and one abstention (Joseph Reiter). (RM#4-03/2016)

ii. Policies:

Phyllis Morena reported that the following four policies have been revised and are presented for approval:

- *Continuing Education/Professional Development Policy*
- *Records Retention Policy*
- *Travel Reimbursement Policy*
- *Workplace Technology Policy*

Several questions were raised regarding certain language in the *Travel Reimbursement Policy*. The Board indicated that the *Travel Reimbursement Policy* needed further revision before it can be approved.

- Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board adopt the *Continuing Education/Professional Development Policy*, the *Records Retention Policy*, and the *Workplace Technology Policy*.

The Resolution was passed unanimously. (RM#5-03/2016)

e. Ad Hoc Committees:

i. Liaison to the Friends of the New City Library (R. Axelrod, chair):

Robert Axelrod met with Marianne Silver and the *Friends of the Library* president Jeff Greenberg. Axelrod stated that a meeting will be held on April 27 to help promote membership. Victor Berger suggested that Axelrod contact Harry Bloomfeld because Bloomfeld has many contacts. Ralph Sabatini suggested that Axelrod contact the school district to see if they can share an address list so that the FOL can distribute a promotional flyer.

ii. Legal Affairs of the New City Library (J. Reiter, chair):

Joseph Reiter reported that the attorney responded to a question from the *Personnel & Finance Committee* regarding a benefit for employees.

f. President (V. Berger):

Victor Berger stated that the staff agreement has had some delays in finalization. He anticipates that the contract will be signed and distributed shortly.

g. Director (M. Silver):

Marianne Silver's written report was previously submitted to the Board of Trustees, thus no oral report was offered due to Silver's absence.

IV. UNFINISHED BUSINESS

No unfinished business was reported.

V. NEW BUSINESS**a. Board Communications:**

David Zuckerberg reported on the following Board communications:

- An E-mail was received from a patron regarding the recent children's *Bingo* program led by Kathy Bachor. The patron highly complimented the staff on a job well done and thanked the Board for underwriting the program.
- A card was received from Grace Riario of RCLS thanking the Board for meeting with her in February to discuss the *2015 Trustee Handbook*. Victor Berger commented that the meeting with Riario was very informative.

b. Other New Business:

David Zuckerberg reported that he attended *Advocacy Day* in Albany on March 2, 2016. He stated that grant funding is expected to increase. A general discussion followed regarding what projects might be included in a grant request in October. Further discussion was held regarding the future repair of the parking lots.

VI. PUBLIC COMMENT

Ralph Sabatini commented that the *Blarney Stew* concert, which was recently held at the Library, had a full-house.

VII. ADJOURNMENT

- Upon motion made by Ralph Sabatini and duly seconded by Jeffrey Sasson, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously. (RM#06-03/2016)

Meeting was adjourned at 7:47 p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
March 21, 2016

DZ/kc

REGULAR MEETING MOTIONS

(RM#1-03/2016) Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of February 18, 2016.

The Resolution was passed with seven voting in favor and two abstaining (Agin Antony and Anthony Feliciano).

(RM#2-03/2016) Upon motion made by Joseph Reiter and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board approve Warrant #8 in the amount of \$315,552.

The Resolution was passed unanimously.

(RM#3-03/2016) Upon motion made by Ralph Sabatini and duly seconded by Anthony Feliciano, it was:

RESOLVED, that the Board approve additional funds, not to exceed \$10,000, for tree pruning and removal.

The Resolution was passed unanimously.

(RM#4-03/2016) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board approve the Strategic Plan Objectives for 2016.

The Resolution was passed with eight in favor and one abstention (Joseph Reiter).

(RM#5-03/2016) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board adopt the Continuing Education/ Professional Development Policy, the Records Retention Policy, and the Workplace Technology Policy.

The Resolution was passed unanimously.

(RM#6-03/2016) Upon motion made by Ralph Sabatini and duly seconded by Jeffrey Sasson, it was:

RESOLVED, that the Board adjourn the meeting.

The Resolution was passed unanimously.