



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**

April 20, 2017

PRESENT: Victor Berger, President Agin Antony, Trustee
Ralph Sabatini, Treasurer Robert Axelrod, Trustee
David Zuckerberg, Secretary Phyllis Morena, Trustee

ABSENT: Joseph Reiter, Vice President
Anthony Feliciano, Trustee
Jeffrey Sasson, Trustee

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

GUESTS: • Kathy Bachor
Children's Librarian for the "1,000 Books Before Kindergarten" program
• Award winners for the 1,000 Books Before Kindergarten" program

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:02 p.m. The *Pledge of Allegiance* was recited.

b. 1,000 Books Before Kindergarten Reading Program:

Children's Librarian, Kathy Bachor, presented *Certificates of Achievement* to seven young patrons, who completed the *1,000 Books Before Kindergarten* reading program, which encourages children, along with their parents, to read for early literacy. The program began in January 2016 and since then, 42,700 books have been read. Bachor reported that 16 children, thus far, completed the program and 79 children are currently working toward their goals of reading 1,000 books before kindergarten. Victor Berger congratulated Bachor and the children, parents, and grandparents for a job well done.

c. Public Comments:

No public comments were offered.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary David Zuckerberg presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of March 16, 2017*, for acceptance.

- Upon motion made by David Zuckerberg and duly seconded by Agin Antony, it was:

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of March 16, 2017.*

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent). (RM#1-04/2017)

III. REPORTS

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

i. Financial Report of March 31, 2017, and Warrant #9:

Ralph Sabatini reported that the monthly spending is in line with the budget and comparable to past months.

Sabatini presented the *Financial Report of March 31, 2017, and Warrant #9* for approval.

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

RESOLVED, *that the Board approve Warrant #9 in the amount of \$399,476.*

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent). (RM#2-04/2017)

ii. Acceptance of Credit Card Payments:

The *Personnel & Finance Committee* met to discuss the Library's acceptance of credit card payments from patrons for Library-related fees, such as fines, printing, copying, book sale purchases, etc. A short discussion followed regarding the minimum amount that the patron will be permitted to charge and what type of resolution, if any, might the bank require from the Board.

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

RESOLVED, *that the Board authorize the Library to accept credit card payments from patrons to cover Library-related fees, with a minimum charge of \$5, with the funds to be deposited into a Board-authorized bank account, subject to the resolution(s) which may be required by the Bank.*

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent). (RM#3-04/2017)

Phyllis Morena inquired what credit card brands will be accepted; Marianne Silver stated that all major credit cards will be accepted.

iii. Personnel: Establishment of Internship Position:

Ralph Sabatini reported that the *Personnel & Finance Committee* met to discuss the establishment of an internship position in partnership with SUNY-Rockland to assist Local History Librarian Brian Jennings in his efforts to preserve local history; Jennings will train the *Intern*, who will be paid \$10 per hour. A discussion followed regarding the rate of pay. The suggested rate of pay by SUNY-Rockland for interns is \$8-\$20 per hour.

Marianne Silver stated that the position is semester-long at 135 hours. A start date has not yet been determined.

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

RESOLVED, *that the Board establish an Internship position in partnership with SUNY-Rockland to assist Local History Librarian Brian Jennings in his efforts to preserve local history at a pay rate of \$10 per hour.*

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent). (RM#4-04/2017)

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

i. Redesign Project:

No report was offered due to Jeffrey Sasson's absence.

Victor Berger commented that it is in the best interest of the Library to obtain a *Request for Proposal (RFP)* for the *Redesign Project*. Marianne Silver stated that the assistance of an architect will be needed to draft the *RFP*—Silver will research the cost to do this.

Berger commented that the *Committee* may need to meet more frequently in the future to avoid delays in decision-making.

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

Phyllis Morena reported that the *Committee* did not meet this month; however, the *Committee* is continuing to move forward with revising the Library's policies.

d. Ad Hoc Committees:

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

No report was offered due to Joseph Reiter's absence.

ii. Patio Paver Fundraiser Project (R. Axelrod, chair):

Robert Axelrod reported that no pavers were sold for the past two months. Thus far, thirty-two pavers have been sold, totaling \$7,150.

Axelrod stated that a *Ribbon Cutting Ceremony* will be held on May 28, 2017, at the Memorial Day outdoor concert. County Executive Ed Day will cut the ribbon and help promote the *Patio Paver Fundraiser Project*. Axelrod stated that Day was honored to be invited to introduce the new patio to the patrons.

A short discussion followed regarding refreshments at the concert, such as ice cream from an ice cream truck. Robert Axelrod will research options. Marianne Silver suggested that Axelrod contact Veronica Reynolds because

Reynolds is familiar with the logistics of planning an outdoor event at the Library.

iii. Nominating Committee (J. Reiter, chair):

No report was offered due to Joseph Reiter's absence; however, Reiter will offer reports when the *Nominating Committee* becomes active again, that is, when the trustee election process begins later in the year.

e. President (V. Berger):

Victor Berger offered no report; however, Berger reiterated that the *1,000 Books Before Kindergarten* program is a great program and he is pleased with its success.

f. Director (M. Silver):

Marianne Silver offered no further comments to her *Director's Report*; however, she stated that the Library received an abundance of book donations on the two donation days and one donation day still remains. The *Book Sale* is scheduled for April 29th and 30th.

Silver reported that the new web site will be ready soon. An outside consultant was hired to create the framework for the web site.

Phyllis Morena inquired if the Library can offer an amnesty day for fines. Silver stated that an amnesty limit would be needed since some patrons have large fines due to lost materials. David Zuckerberg stated that the Library is unlikely to collect large, unpaid fines from patrons. Morena stated that offering amnesty can bring patrons back to the Library who may otherwise not patronize the Library because of high fines and blocked library accounts.

IV. UNFINISHED BUSINESS

There was no unfinished business to report.

V. NEW BUSINESS

There was no new business to report.

a. Board Communications:

No board communications were received this month.

VI. PUBLIC COMMENT

No public comments were offered.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent). (RM#5-04/2017)

Meeting was adjourned at 7:32 p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
May 9, 2017

DZ/kc

MOTIONS

(RM#1-04/2016) Upon motion made by David Zuckerberg and duly seconded by Agin Antony, it was:

RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of March 16, 2017.

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent).

(RM#2-04/2016) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board approve Warrant #9 in the amount of \$399,476.

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent).

(RM#3-04/2016) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board authorize the Library to accept credit card payments from patrons to cover Library-related fees, with a minimum charge of \$5, with the funds to be deposited into a Board-authorized bank account, subject to the resolution(s) which may be required by the Bank.

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent).

(RM#4-04/2016) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board establish an Internship position in partnership with SUNY-Rockland to assist Local History Librarian Brian

Jennings in his efforts to preserve local history at a pay rate of \$10 per hour.

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent).

(RM#5-04/2016) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Anthony Feliciano, Joseph Reiter, and Jeffrey Sasson absent).