



PRESENT: Joseph Reiter, Vice-President Agin Antony, Trustee
Ralph Sabatini, Treasurer Anthony Feliciano, Trustee
David Zuckerberg, Secretary Phyllis Morena, Trustee
Jeffrey Sasson, Trustee

ABSENT: Victor Berger, President
Robert Axelrod, Trustee

STAFF: Marianne Silver, Director
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 7:02 p.m.

Due to President Victor Berger's absence, Joseph Reiter, Vice-President, presided over the meeting.

The *Pledge of Allegiance* was recited.

b. Public Comments:

No public comments were offered.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Due to Secretary David Zuckerberg's absence at the previous meeting, Joseph Reiter presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of July 20, 2017*, for acceptance.

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

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of July 20, 2017.*

The Resolution was passed with six in favor (David Zuckerberg abstained due to his absence at the previous board meeting, Victor Berger and Robert Axelrod absent). (RM#1-08/2017)

III. REPORTS

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

i. Financial Report of July 31, 2017, and Warrant #1:

Ralph Sabatini reported that the fiscal year came in below budget and that the Library's finances are well controlled. He stated that higher expenses are anticipated for next year due to the potential redesign/repurposing of Library space, as well as the possibility of hiring additional staff, as needed.

Sabatini reported that \$94,000 in grant money has been received, which has been temporarily deposited into the Chase checking account until the *Personnel and Finance Committee* meets to decide to which account the funds should be deposited.

Sabatini reported that he is reviewing the *Adjusted Budget*. Marianne Silver explained the purpose of an adjusted budget.

Sabatini presented the *Financial Report of July 31, 2017, and Warrant #1* for approval.

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

RESOLVED, *that the Board approve Warrant #1 in the amount of \$269,254.*

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent). (RM#2-08/2017)

ii. Personnel:

Sabatini reported that there is the possibility that the staff will be increased by one position in the near future.

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

i. Redesign Project:

Jeffrey Sasson reported that the *Committee* did not meet last month due to vacation schedules but intends to return to work on the *Redesign Project*.

ii. NYS Construction Grant:

Marianne Silver reported that she and Shibu Abraham have been working on the *New York State Construction Grant Application*, which requires Board approval in order to submit the grant application. Silver and Abraham explained the construction grant process.

A discussion followed regarding the types of items that can be included in the grant. Silver explained that she was hoping to include an outdoor electronic sign at the entrance to the Library property; however, local code doesn't permit electronic signs. Instead, a new, custom-built, electrified reference desk for *Children's Services* will be included in the grant. Janet Makoujy, *Head of Children's Services*, researched prices and chose a manufacturer to design and build the *Desk*.

Sabatini recommended that the *RCLS Assurance Letter* be accepted and approved by the Board.

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

RESOLVED, that the Board attest that the grant application 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 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the *RCLS Assurance letter* have been accepted by the Board of Trustees of the New City Library.

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent). (RM#3-08/2017)

- Upon motion made by David Zuckerberg and duly seconded by Anthony Feliciano, it was:

RESOLVED, *that the Board authorize the submission of the New York State Grant Application.*

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent). (RM#4-08/2017)

iii. Children’s Services Reference Desk:

Marianne Silver described the features of the new *Children’s Services Reference Desk*, which would include a solid surface countertop.

Sabatini recommended that the Board approve the purchase of the new reference desk for *Children’s Services*.

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

RESOLVED, *that the Board approve the purchase of a new Children’s Services Reference Desk for \$15,000, with a \$5,000 contingency.*

The Resolution was approved by all those present (Victor Berger and Robert Axelrod absent). (RM#5-08/2017)

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

Phyllis Morena reported that the *Confidentiality of Patron and Library Records Policy* has been reviewed by legal counsel and approved by the *Committee*. Morena presented the *Policy* for Board approval.

Ralph Sabatini recommended amending the *Policy* in the fourth paragraph, second sentence, after the words, “*the Library Director shall,*” to include the following language:

- “*notify the Board President and*”

The amended sentence should read as follows:

- *Upon presentation of such an order or court-ordered subpoena, the Library Director shall notify the Board President and consult with the Library's attorney to determine the avenues of relief from the order until such a time as proper showing of good cause has been made in a court of competent jurisdiction.*

David Zuckerberg reiterated his concern, which he raised at a previous board meeting, regarding the requirement in State law to comply with a court-ordered warrant or subpoena.

- Upon motion made by Ralph Sabatini and duly seconded by Agin Antony, it was:

RESOLVED, that the Board adopt the Confidentiality of Patron and Library Records Policy as amended.

The Resolution was passed with six in favor (David Zuckerberg opposed, Victor Berger and Robert Axelrod absent). (RM#6-08/2017)

Morena stated that the *By-laws* will require amending now that legal counsel confirmed that the Library is not required to publish *Legal Notices* in newspapers. The Library is permitted to publish *Legal Notices* via social media and other electronic methods, such as the Library's web site.

Joseph Reiter suggested that the discussion to amend the *By-laws* be held at the next board meeting and, at today's meeting, Reiter suggested that the Board vote to authorize the Library to publicize *Legal Notices* for the upcoming *Trustee Election* via social media.

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

RESOLVED, that the Board authorize the Library to publicize Legal Notices for the 2017 Trustee Election via social media methods.

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent). (RM#7-08/2017)

Morena reported that the *Committee* is reviewing the procedure of absentee ballot voting for the upcoming *Trustee Election*. Joseph Reiter stated that the *Absentee Ballot* will be discussed when Reiter offers his *Nominating Committee* report.

Morena reported that Marianne Silver will be incorporating the recommendations from Stephen Hoefer, Fiscal Officer at RCLS, in the *Procurement Policy*. Upon completion by Silver, the *Policy* will be submitted for legal review and Board approval.

d. Ad Hoc Committees:

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

Joseph Reiter had nothing to report this month.

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

Robert Axelrod was absent; however, Administrative Assistant Kelly Corrado, coordinator of the paver orders, reported that three additional pavers were purchased last month, with a total of forty-five pavers sold, thus far.

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

Joseph Reiter reported that the *Trustee Election* is upcoming and that copies of the *Application for New City Library Trustee* are available at the Library's *Service Desks*. Reiter stated that the completed applications must be submitted to the *Administration Office* by 5 p.m. on Monday, October 2. Reiter explained the trustee application process, as well as the trustee petition process.

Ralph Sabatini stated that an *Absentee Ballot* will be offered to the voters this year. Reiter offered to draft a procedure regarding absentee ballots and suggested that the *Nominating Committee* select a date to meet to discuss the proposed procedure. Sabatini suggested that the *Nominating Committee* contact the *Rockland County Board of Elections* to inquire about the County's guidelines regarding absentee ballots.

e. President (V. Berger):

Due to Victor Berger's absence, no report was offered.

f. Director (M. Silver):

Marianne Silver offered no further comments to her *Director's Report*; however, she stated that Brian Jennings, now *Head of Adult Services*, and new staff members Matthew All and Matthew Ciuccio, are filled with lots of new energy and fresh ideas.

Silver reported that the Library was recently featured on the front page of the *Journal News*. Silver, who was interviewed via telephone by the *Journal News*, discussed how libraries have evolved into community spaces. Veronica Reynolds was also featured in a video on the *Journal News'* web site.

Silver further reported that the *Friends of the Library* are beginning to gain momentum. Silver has met with Sharyn Reiner, who has offered to recruit members for the *Friends*. The *FOL* is holding a *Community Tag Sale* fundraiser on Sunday, September 17, in the lower parking lot of the Library. A *Rain Date* is set for Sunday, October 15.

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 Jeffrey Sasson, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Victor Berger and Robert Axelrod absent). (RM#8-08/2017)

Meeting was adjourned at 7:32p.m.

Submitted by Joseph Reiter, Vice-President
Board of Trustees
NEW CITY LIBRARY
September 12, 2017

JR/kc

MOTIONS

(RM#1-08/2017) Upon motion made by Ralph Sabatini and duly seconded by Anthony Feliciano, it was:

RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of July 20, 2017.

The Resolution was passed with six in favor (David Zuckerberg abstained due to his absence at the previous board meeting, Victor Berger and Robert Axelrod absent).

(RM#2-08/2017) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board approve Warrant #1 in the amount of \$269,254.

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent).

(RM#3-08/2017) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board attest that the grant application 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 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the New City Library.

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent).

(RM#4-08/2017) Upon motion made by David Zuckerberg and duly seconded by Anthony Feliciano, it was:

RESOLVED, *that the Board authorize the submission of the New York State Grant Application.*

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent).

(RM#5-08/2017) Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

RESOLVED, *that the Board approve the purchase of a new Children's Services Reference Desk for \$15,000, with a \$5,000 contingency.*

The Resolution was approved by all those present (Victor Berger and Robert Axelrod absent).

(RM#6-08/2017) Upon motion made by Ralph Sabatini and duly seconded by Agin Antony, it was:

RESOLVED, *that the Board adopt the Confidentiality of Patron and Library Records Policy as amended.*

The Resolution was passed with six in favor (David Zuckerberg opposed, Victor Berger and Robert Axelrod absent).

(RM#7-08/2017) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, *that the Board authorize the Library to publicize Legal Notices for the 2017 Trustee Election via social media methods.*

The Resolution was passed by all those present (Victor Berger and Robert Axelrod absent).

(RM#8-08/2017) 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 by all those present (Victor Berger and Robert Axelrod absent).