



(AMENDED 04/19/18)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
March 15, 2018

(AMENDED 04/19/18):

The following Minutes were amended to correct four typographical errors and to revise language within the Executive Session section. The deletion of the words “during an Executive Session” at the end of the last sentence of the Executive Session section has revised the sentence to read as follows: “There were no motions taken during the Executive Session and it was understood that the discussion would be continued at the next Board meeting.”

PRESENT: Victor Berger, President
David Zuckerberg, Vice-President
Robert Axelrod, Secretary
Ralph Sabatini, Treasurer

Agin Antony, Trustee
Edward Bertolino, Trustee
Phyllis Morena, Trustee
Denis O’Hanlon, Trustee
Jeffrey Sasson, Trustee

ABSENT: Shibu Abraham, Finance/Facilities Manager

STAFF: Marianne Gallagher, Director
Kelly Corrado, Administrative Assistant

GUESTS: Brian Jennings, Head of Adult Services

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. Public Comments:

No public comments were offered.

c. Guest: Brian Jennings:

Director Marianne Gallagher reported that over the next several board meetings, the department supervisors will be presenting information about their respective departments.

Gallagher introduced Brian Jennings, *Head of Adult Services*, who summarized the duties of the *Adult Services Department* staff, of whom Jennings named “*The Dream Team*.” Jennings’ presentation displayed the smiling faces of the *Adult Services Staff*. Jennings explained the areas of expertise of the following *Adult Services Reference Staff*:

- Matthew Aull (*3D Printing and former archivist*)
- Joseph Barbieri (*Local History*)
- Dana Munsch (*Social Media*)
- Nancy Moskowitz (*Databases and Fiction/Mystery*)
- Karen Ostertag (*Computer hardware and collection development*)
- Mary Phillips (*Young Adult Librarian*)

Jennings reported that the Library has recently subscribed to two new electronic resources (*Hoopla* and *Kanopy*), of which the fees are “*pay per use*,” instead of annual subscription fees. The following resources are now available:

- *Lynda.com* (over 5,700 courses and over 180,000 videos)
- *Hoopla* (audiobooks, eBooks, movies, and music)
- *Kanopy* (over 30,000 Documentaries, Classic and Indie Films)
- *hrvh.org* (digital local history collections)

Jennings stated that the Library is moving toward the concept of “*merchandising*,” by installing “*Shelf Talkers*,” in an effort to connect patrons with staff-recommended materials.

Jennings reported that a Library-wide collaborative approach to work has been initiated by using technology, such as *G-Suite* for E-Mail and *Canva* for creating marketing materials.

Jennings reported that digital literacy is measured in the *State Annual Report*. The Library offers many opportunities for patrons to access these resources by monthly technology drop-in classes, such as classes on *Google Earth* and a *Week of Coding*.

Jennings reported that the Library is experimenting with the *Free Little Library Project*, which will provide a small, wooden, outdoor structure containing donated

and/or weeded books at *Germonds Park* for residents. Jennings is hopeful that the *Project* will be successful so that future *Free Little Libraries* can be established in other local areas, thus promoting literacy. The structure will be sponsored by the *Friends of the Library* and will display the Library's name and logo.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary Robert Axelrod presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of February 15, 2018*.

- Upon motion made by Ralph Sabatini 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 February 15, 2018.*

The Resolution was passed unanimously. (RM#1-03/2018)

Secretary Robert Axelrod reported that minutes of the *Executive Session* were prepared from the last Board meeting and need Board approval.

David Zuckerberg raised concerns regarding how to report on the results of motions made in *Executive Sessions* in the *Minutes*. Zuckerberg suggested eliminating how the motion was voted and only state whether or not the motion was approved.

Axelrod presented to the Board for acceptance the proposed *Minutes of the Executive Session of the Regular Meeting of the Board of Trustees of February 15, 2018*.

- Upon motion made by Ralph Sabatini and duly seconded by Denis O'Hanlon, it was:

RESOLVED, *that the Board accept the Minutes of the Executive Session of the Regular Meeting of the Board of Trustees of February 15, 2018.*

The Resolution was passed unanimously. (RM#2-03/2018)

III. REPORTS

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

i. Financial Report of February 28, 2018, and Warrant #8:

Ralph Sabatini reported that *Warrant #8* reflects the Library's monthly finances more accurately since *Warrant #7* of the previous month was higher due to additional personnel expenses which were incurred last month.

Sabatini also reported that even though it appears on the financials that the Library is behind in receiving Clarkstown taxes, it is simply a matter of timing.

Sabatini presented to the Board for approval the *Financial Report of February 28, 2018, and Warrant #8*.

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

RESOLVED, *that the Board approve Warrant #8 in the amount of \$280,758.*

The Resolution was passed unanimously. (RM#3-03/2018)

ii. Personnel:

Sabatini stated that the Board will discuss a personnel matter in *Executive Session*.

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

i. Redesign Project:

Jeffrey Sasson reported that the *Committee* did not meet this month. Marianne Gallagher stated that she hopes to set-up a kick-off meeting during the second week of April. The recent inclement weather has delayed progress.

Edward Bertolino inquired if the architect intends to make a presentation to the Board as a whole. Gallagher stated that a presentation by the architect will take place in the future.

Gallagher explained to the Board the process leading up to the *Master Plan*.

Gallagher recommended that arrangements be made to tour libraries which feature innovative ideas and modern concepts for design ideas. Gallagher encouraged members of the Board, members of the *Building & Grounds Committee*, as well as members of the staff, to participate in the visits. Victor Berger suggested Gallagher plan an itinerary.

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

Phyllis Morena stated that matters relating to salaries and benefits will be discussed in *Executive Session*.

d. Ad Hoc Committees:

i. Legal Affairs of the New City Library (R. Axelrod, Chair):

Robert Axelrod stated that legal matters will be discussed in *Executive Session*.

Victor Berger confirmed that the contract with the architects has been forwarded to legal counsel for review.

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

Robert Axelrod reported that no additional pavers were sold this month.

iii. Nominating Committee (P. Morena, Chair):

Phyllis Morena will offer reports when the trustee election process begins later in the year.

e. President (V. Berger):

Victor Berger reported that a three-year *Employment Contract between New City Library and Marianne Gallagher* has been agreed upon and signed. On behalf of the Board, Berger congratulated Gallagher.

Berger expressed his disappointment in what appears to be the lack of committee meetings and urged the *Committees* to meet frequently. Gallagher encouraged the *Committees* to meet as early as possible in the month in order for committee matters

to be placed on the *Agenda*, thus enabling as much advance notice to the Trustees as possible.

f. Director (M. Gallagher):

Marianne Gallagher had no other comments to add to her *Director's Report*; however, Gallagher stated that the recent *Baking Competition* was a delicious success with numerous last-minute entries.

i. Friends of the Library Community Tag Sale:

Marianne Gallagher reported that the *Friends of the Library* will hold a *Community Tag Sale* on Sunday, May 20, which will be staged in the lower parking lot. Applications were E-Mailed to those persons expressing an early interest in participating. The fee of \$25 will purchase two parking spots. Applications can be downloaded from the web site, as well as picked up from the *Service Desks*. Spots are limited.

Victor Berger inquired about the number of people involved in the *Friends of the Library*. Gallagher stated that a handful of *Friends* are currently involved and that the group is slowly building. Gallagher stated that activity may increase once the *Redesign Project* is underway and fundraising projects are identified for which the *Friends* can take on to benefit the Library.

Jeffrey Sasson commented that he is unable to locate information on the new web site regarding the *Friends of the Library* or the *Patio Paver Fundraiser Project*. Gallagher stated that Veronica Reynolds, *Head of Community Relations*, maintains the new web site and will continue to upload information as it becomes available, which will be an on-going process. Gallagher also stated that information to purchase a paver is located under the "How do I...?" tab at the top left of the web site. Sasson suggested that using an inspiring phrase, rather than "Buy a Paver," may catch the attention of the patrons, thus helping to promote paver sales. Sasson commented that the wording currently used is too simple and lacks inspiration.

ii. Advocacy Day:

Marianne Gallagher reported that *Advocacy Day*, which was recently held in Albany, was successful. Robert Hubsher, *Executive Director of RCLS*, E-Mailed all member libraries with the results of the lobbying efforts by those staff members/volunteers of the various member libraries who attended.

IV. UNFINISHED BUSINESS

There was no unfinished business to report.

V. NEW BUSINESS

a. Board Communications:

iii. Communication Between New City and West Nyack Libraries' Boards:

Robert Axelrod reported that he followed up with Lorette Adams, who was very pleased that the New City Library Board has agreed to meet with the West Nyack Board of Trustees. Marianne Gallagher will arrange with West Nyack Library's director an informal meeting of the Boards to discuss common issues involving both institutions.

VI. PUBLIC COMMENT

The following public comments were received from a patron:

- *The name of the chosen architectural firm is misspelled in the Minutes of the Regular Meeting of the Board of Trustees of February 15, 2018.*

Marianne Gallagher stated that the correct name of the chosen architectural firm is *VMDO*.

- *How will the results of Amnesty Week be reported?*

Gallagher stated that results will be tracked and then reported in the next *Quarterly Newsletter*.

- *Does the Library donate, discard, or recycle the leftover books from the Book Sale? The patron suggested that nursing homes and/or senior centers may have a use for the leftover books.*

Gallagher stated that leftover books in good condition are donated to *Better World Books*. Leftover books in poor condition are discarded.

- *The patron suggested that New City Library visit Albert Wisner Library in Warwick, New York, for design ideas since the Albert Wisner Library was recently built and may offer the Board modern and innovative design ideas.*

Gallagher stated that the architect who designed the *Albert Wisner Library* was one of the firms interviewed by the *Building and Grounds Committee*, but not chosen.

- *The patron raised concerns regarding the almost week-long closure of the Library due to a power outage and inquired what would be a solution in the event a major power outage happens in the future.*

Gallagher explained that the power outage was due to a blown fuse link in the cutout and that the repair crews were working to restore power, but that delays occurred because of the number of local residences and businesses who were also without power.

Gallagher further explained that she remained pro-active in arranging for power restoration by staying in constant contact with the utility company, the police department, and the town supervisor's office. Gallagher stated that the custodial staff was monitoring the situation daily, as well.

Edward Bertolino suggested that an automatic generator be installed as part of the Library's *Redesign Project*.

- *The patron commented that the new web site was user-friendly and attractive.*

Gallagher and Victor Berger thanked the patron for his comments.

VII. EXECUTIVE SESSION

Victor Berger stated that the Board will enter into *Executive Session* to discuss possible changes in the *Bylaws*, and matters relating to personnel, salaries, and benefits.

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

RESOLVED, that the Board enter into an Executive Session to discuss matters relating to personnel, salaries, benefits, and Bylaws.

The Resolution was passed unanimously. (RM#4-03/2018)

The Board entered into *Executive Session* at 8:04 p.m.

- Upon motion made by Phyllis Morena and duly seconded by Agin Antony, it was:

RESOLVED, *that the Board resume the Regular Meeting.*

The Resolution was passed unanimously. (RM#5-03/2018)

The Board resumed the regular meeting at 8:37 p.m.

There were no motions taken during the *Executive Session* and it was understood that the discussion would be continued at the next Board meeting.

VIII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously. (RM#6-03/2018)

Meeting was adjourned at 8:39 p.m.

Submitted by Robert Axelrod, Secretary
Board of Trustees
NEW CITY LIBRARY
March 28, 2018

RA/kc

MOTIONS

(RM#1-03/2018) Upon motion made by Ralph Sabatini 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 February 15, 2018.

The Resolution was passed unanimously.

(RM#2-03/2018) Upon motion made by Ralph Sabatini and duly seconded by Denis O’Hanlon, it was:

RESOLVED, that the Board accept the Minutes of the Executive Session of the Regular Meeting of the Board of Trustees of February 15, 2018.

The Resolution was passed unanimously

(RM#3-03/2018) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board approve Warrant #8 in the amount of \$280,758.

The Resolution was passed unanimously.

(RM#4-03/2018) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board enter into an Executive Session to discuss matters relating to personnel, salaries, benefits, and Bylaws.

The Resolution was passed unanimously.

(RM#5-03/2018) Upon motion made by Phyllis Morena and duly seconded by Agin Antony, it was:

RESOLVED, *that the Board resume the Regular Meeting.*

The Resolution was passed unanimously.

(RM#6-03/2018) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously.