



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 16, 2017

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

ABSENT: Shibu Abraham, Finance/Facilities Manager

STAFF: Marianne Silver, Director
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:

Karen Vetrano, President of the Staff Association, was pleased to announce that the Staff Association is offering one \$500 scholarship and two \$350 scholarships to three high school students who are entering college this year and who are also patrons of either New City or West Nyack Library. The Staff Association is looking forward to receiving entries and selecting the winners. Vetrano provided copies of the scholarship application for the Board and audience.

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 February 16, 2017*, for acceptance.

- 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 16, 2017.

The Resolution was passed with seven in favor (Anthony Feliciano abstained due to his absence at the previous board meeting; Joseph Reiter, not present for the Motion). (RM#1-03/2017)

III. REPORTS

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

i. Financial Report of February 28, 2017, and Warrant #8:

Ralph Sabatini reported that the monthly spending is below budget at this time. It is expected that future building and grounds expenses will increase the monthly expenses.

Sabatini presented the *Financial Report of February 28, 2017, and Warrant #8* for approval.

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

RESOLVED, that the Board approve Warrant #8 in the amount of \$395,056.

The Resolution was passed unanimously by all those present (Joseph Reiter, not present for the Motion). (RM#2-03/2017)

ii. Personnel:

Ralph Sabatini referred to Marianne Silver for the *Personnel Report*. Silver reported that Janet Makoujy, *Head of Children's Services*, has been conducting interviews for the *Librarian I* (20-hour weekly, part-time position) currently open in *Children's Services*. Makoujy recommends the hiring of Jennifer Embry to fill the position. Embry is a new resident to New City and has superb credentials.

Silver further reported that *Adult Services* utilizes substitutes when necessary. Silver recommends adding Joanna Goldfarb to the *Substitute List* at New City Library. Goldfarb can substitute in the *Adult Services Department*, as well as in the *Children's Services Department*. Goldfarb is familiar with RCLS, as she is the *Head of Teen Services* at *Valley Cottage Library*. Previously, Goldfarb was the *Head of Youth Services* at *Monticello Library*. Silver stated that substitutes are utilized if the Library is short-staffed, as well as paired with an *Adult Services* employee in the *Reference Department* at times on weekend shifts when needed.

A discussion followed regarding the source of pay for substitutes. David Zuckerberg had concerns that the substitute pay is grouped with the regular salaries in the Budget. Ralph Sabatini suggested that the pay for substitutes be entered as a separate line item in the Budget; Zuckerberg agreed. Marianne Silver stated that she will inform Shibu Abraham of the request.

David Zuckerberg inquired if the part-time children's librarian position should be a full-time position, since he is aware of the demands on the *Head of Children's Services*. Marianne Silver stated that it is the opinion of the *Head of Children's Services* that a part-time position is sufficient at this time.

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

RESOLVED, that the Board approve the hiring of Jennifer Embry for the *Children's Services* position of *Librarian I, Part-time (20 hours per week)*.

The Resolution was passed unanimously (Joseph Reiter, present for the Motion). (RM#3-03/2017)

No resolution was required for the addition to the *Substitute List*.

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

i. Redesign Project:

Jeffrey Sasson reported that the Committee did not meet this month; however, Sasson stated that Marianne Silver has been in contact with architect Donald Mac Donald. Silver stated that she and Mac Donald toured the Library together.

Silver reported that one of the custodians discovered in the basement a CD containing blue prints from early 2000 when the Library was planning to expand the building. Silver viewed the CD and it appears comprehensive, which may result in savings for the Library not only in funds, but also in time, if the CD can be utilized by an architect.

Silver stated that Mac Donald would require more information before proposing a quote. Silver would like to meet with Stephen Hoefer of RCLS and then contact Mac Donald. A meeting date with Hoefer is currently being decided.

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

Phyllis Morena reported that the Committee did not meet this month. Morena thanked administrative assistant Kelly Corrado for the distribution to the Board of the latest updates to the Library's *Policy Manual*.

d. Ad Hoc Committees:

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

Joseph Reiter reported that the attorney is on vacation.

Phyllis Morena inquired if Reiter had any follow-up information regarding non-print sources for the Library's legal notices and for the designation of the Official Newspaper of the Library. Reiter stated that he should have an answer from the attorney by next month's board meeting since the attorney is currently on vacation.

Ralph Sabatini inquired if Reiter had yet received any information from the lawyer regarding the subpoena issue included in the *Confidentiality of Library and Patron Records Policy*. The *Confidentiality of Library and Patron Records Policy* was presented to the Board at the February 2017 meeting; however, the Board did not approve the *Policy* at that time due to a request for further review and consultation with the attorney. Reiter reported that he is awaiting reply from the attorney.

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

Robert Axelrod was disappointed to report that no pavers were sold this month. Thus far, thirty-two pavers were sold, totaling \$7,150.

Axelrod stated that a *Ribbon Cutting Ceremony* will help promote the paver sales and Axelrod is hoping to be able to set a date for the *Ceremony* this spring to coincide with one of the Library's outdoor concerts.

Marianne Silver stated that the engraving company provided a sample; however, the font on the sample was too small. Silver is awaiting another sample and is hoping that the engraved pavers can be installed sometime in April when the warm weather returns.

Silver suggested that the Committee may wish to review the pricing from the first engraving company to decide whether or not to choose the first company to engrave the pavers rather than the current company, *Travis Monuments*, since the initial sample from the first company is the desired appearance for the engraved pavers. Ralph Sabatini commented that the engraving of the pavers must be done well.

David Zuckerberg inquired about the possibility of installing shade sails over the patio, the topic of which was mentioned at a previous board meeting. Marianne Silver stated that in her research she discovered that shade sails can be expensive and that the sails must be anchored for wind and removed during the wintertime due to snow accumulation on top of the sails. Silver stated that, alternatively, table umbrellas were purchased instead of shade sails; the umbrellas will provide shade for patrons who are utilizing the patio.

Silver reported that a teak bench has been purchased with donated funds in memory of a patron, Audrey Kirschenbaum, who recently passed away. A name plaque in memory of Kirschenbaum will be affixed to the bench.

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

Joseph Reiter had no report to offer at this time; however, Reiter will offer reports when the *Nominating Committee* becomes active again, that is, when the trustee election process begins later in the year.

Ralph Sabatini inquired why the *Nominating Committee* is listed on the Agenda at this time. Marianne Silver stated that the *Nominating Committee* is noted in the *By-laws* as a standing committee, and, therefore, must remain on the Agenda, even though the *Nominating Committee* will not meet again until the trustee election process begins later in the year.

e. President (V. Berger):

Victor Berger offered no report.

f. Director (M. Silver):

Marianne Silver offered no further comments to her *Director's Report*; however, she stated that the Library was closed recently on several occasions due to inclement weather, as well as an icy parking lot.

IV. UNFINISHED BUSINESS

Joseph Reiter stated that the *Laser Tag* program for young adults had been discontinued recently. *Laser Tag* was previously held once a month on a Friday evening at the Library and has been on-going for some time.

Reiter moved to resume the *Laser Tag* program beginning in April. Robert Axelrod seconded the motion for discussion purposes.

A lengthy discussion followed.

Silver recommended to the Board against continuing the *Laser Tag* program for safety reasons. Silver offered the following explanation as to why *Laser Tag* was discontinued at the Library:

Silver stated that programming is scheduled approximately six months in advance and last fall Silver requested that Teen Librarian Mary Phillips create a replacement program for *Laser Tag* because one evening while Silver was in her office and *Laser Tag* was in session, a female participant in the program had tripped over a footstool between the stacks injuring herself. Silver had heard “a loud crash and a sickening thud” from the fall of the young patron and, at that time, Silver then realized the danger that the *Laser Tag* program imposed on the safety of the participants. It was after this incident that Silver made her request to Phillips to replace *Laser Tag*.

Silver further commented that while she realizes that *Laser Tag* is a popular program with young adults, there are venues more suitable for *Laser Tag* than New City Library. Silver stated that even though the participants are well-mannered, some are playing with and around the Library’s expensive equipment, such as the computers in the *Computer Department* and at the *Adult Services Reference Desk*, as well as the equipment at the *Check-Out Stations* in the *Circulation Services*

Department, even though the rules of the program prohibit contact with Library equipment.

Silver also noted that the program is played in dimmed lighting at the Library and even though the participants are prohibited from running during the *Laser Tag* sessions, some participants run around the Library in the dark. Both reasons are also safety concerns.

Jeffrey Sasson suggested Silver contact the Library's insurance agent regarding liability. Silver commented that she reviewed the insurance policy, which excludes coverage for sports and athletic activities. Insurance coverage may be questionable for this type of activity should a participant get seriously injured.

At times, due to the nature of the program, Silver stated that the participants are not completely supervised because the participants are permitted to access most areas of the Library while playing *Laser Tag*.

Of additional concern for safety is the open layout of the Library with the mezzanine open railings, as well as the steps and railings in the *Meeting Room* and the hard surfaces within the Library, Silver stated.

Additional supervision would be necessary in order to completely supervise the program. Silver stated that if the Board decides to reinstate *Laser Tag*, Silver would recommend additional supervision of, at least, eight adults to monitor the program. Currently, the program is supervised by Mary Phillips, along with one teen volunteer. Phillips has had difficulty in the past recruiting additional teen volunteers for the program.

Silver further stated that because the public meeting rooms are already booked with programming through the spring, the reinstatement of *Laser Tag*, if decided by the Board, cannot, most likely, resume until the summer months at the earliest.

Anthony Feliciano inquired if the participants are required to sign a waiver. Silver stated that after the incident of the young patron getting injured occurred, a waiver was prepared by the attorney. However, the purpose of the waivers was to cover the participants for the remaining *Laser Tag* sessions that Phillips had already publicized.

Jeffrey Sasson stated that programming is under the direction of the Library Director and that this matter of *Laser Tag* should be deferred to the Library Director, not the Board.

Silver stated that there has been some protest from parents on social media regarding the discontinuation of the *Program*.

Silver further stated that it is her duty to alert the Board to matters she feels put the Library at risk; the *Laser Tag* program is one of those matters and Silver recommends ceasing the program and replacing the program with one which aligns more closely with the mission of the Library.

- Upon motion made by Joseph Reiter and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board approve the resumption of the Laser Tag program at the Library.

The Resolution was defeated with four in favor (Agin Antony, Robert Axelrod, Anthony Feliciano, and Joseph Reiter) and four against (Phyllis Morena, Ralph Sabatini, Jeffrey Sasson, and David Zuckerberg). (RM#4-03/2017)

Further discussion by the Board followed the above motion regarding adult supervision of the *Laser Tag* program.

- Upon motion made by Joseph Reiter and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board approve the amended motion to resume the Laser Tag program at the Library provided that volunteer adult supervision of at least one adult per five participants is present.

The Resolution was passed with five in favor (Agin Antony, Robert Axelrod, Anthony Feliciano, Joseph Reiter, and Ralph Sabatini) and three against (Phyllis Morena, Jeffrey Sasson, and David Zuckerberg). (RM#5-03/2017)

V. NEW BUSINESS

None.

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 (Joseph Reiter, not present for the Motion). (RM#6-03/2017)

Meeting was adjourned at 7:51p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
April 5, 2017

DZ/kc

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 16, 2017.

The Resolution was passed with seven in favor (Anthony Feliciano abstained due to his absence at the previous board meeting; Joseph Reiter, not present for the Motion).

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

RESOLVED, that the Board approve Warrant #8 in the amount of \$395,056.

The Resolution was passed unanimously by all those present (Joseph Reiter, not present for the Motion).

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

RESOLVED, that the Board approve the hiring of Jennifer Embry for the Children’s Services position of Librarian I, Part-time (20 hours per week).

The Resolution was passed unanimously (Joseph Reiter, present for the Motion).

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

RESOLVED, that the Board approve the resumption of the Laser Tag program at the Library.

The Resolution was defeated with four in favor (Agin Antony, Robert Axelrod, Anthony Feliciano, and Joseph Reiter) and four against (Phyllis Morena, Ralph Sabatini, Jeffrey Sasson, and David Zuckerberg). (RM#4-03/2017)

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

RESOLVED, that the Board approve the amended motion to resume the Laser Tag program at the Library provided that volunteer adult supervision of at least one adult per five participants is present.

The Resolution was passed with five in favor (Agin Antony, Robert Axelrod, Anthony Feliciano, Joseph Reiter, and Ralph Sabatini) and three against (Phyllis Morena, Jeffrey Sasson, and David Zuckerberg).

(RM#6-03/2016) 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 (Joseph Reiter, not present for the Motion).