



**(AMENDED 05/17/18)**  
**MINUTES OF THE**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**NEW CITY LIBRARY**  
April 19, 2018

**(AMENDED 05/17/18):**

*The following Minutes were amended to correct an error in the Public Comments section on Page 9. The answer to the patron’s question was revised by replacing the following words: “can choose to” with the following word: “must” to the sentence below:*

*“Marianne Gallagher stated that libraries can choose to be a member of RCLS and are not required to participate in ANSER.”*

*The amended answer should read as follows:*

*“Marianne Gallagher stated that libraries must be a member of RCLS and are not required to participate in ANSER. Because New City Library is a public library, New City Library must be open to the public, whether or not the public are residents of the Library’s service area.”*

<b>PRESENT:</b>	Victor Berger, President	Agin Antony, Trustee
	David Zuckerberg, Vice-President	Edward Bertolino, Trustee
	Robert Axelrod, Secretary	Phyllis Morena, Trustee
	Ralph Sabatini, Treasurer	Denis O’Hanlon, Trustee
		Jeffrey Sasson, Trustee

**ABSENT:** None

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

**GUESTS:** Veronica Reynolds, Head of Community Relations

**I. INTRODUCTORY**

a. Meeting Called to Order:

The meeting was called to order at 7 p.m.

The *Pledge of Allegiance* was recited.

b. Public Comment:

No public comments were offered.

c. Guest: Veronica Reynolds:

Over the next several Board meetings, each department supervisor will present information about their respective departments. This month Veronica Reynolds, *Head of Community Relations*, will present information about the *Community Relations Department*. Marianne Gallagher welcomed Reynolds.

Veronica Reynolds commented that even though the *Community Relations Department* is the smallest department of the Library, it is a mighty one! The *Community Relations Department* comprises the following staff members, who, Reynolds commented, are extremely hard-working:

- Veronica Reynolds (*Head of Community Relations*)
- Karen Vetrano (*Community Relations Assistant*)
- Claire Abbamonte (*Community Relations Assistant*)

Reynolds summarized the following duties of the *Community Relations Department*:

- Arrange, promote, oversee, and sometimes teach, adult programming
- Design flyers, posters, quarterly newsletters, and weekly e-newsletters
- Advertise events via press releases to various local newspapers, online calendars, schools, etc.
- Create and update the new web site
- Manage the Library branding with the new logo, as well as uniform signage and flyer creation

Reynolds reported on the following statistics for the Library for this past year:

- The Library hosted 241 adult events (not including the many book clubs that the Library offers) with 5,551 attendees.
- The summer and winter *Adult Reading Programs* had a combined total of 136 readers and 483 books reviewed.
- The *One Town, One Book* program has been offered for the past two years with 185 readers.
- The Library has appeared in front page *Journal News* articles twice and has also been featured on *Channel 12 News* for the eclipse viewing program, of which over 500 people attended.

Reynolds commented that the Library is the “*University of the People*” and concluded her presentation by noting that the Library is striving to maintain a cohesive, visually-pleasing design that will aid in keeping the public informed about the upcoming renovation, as well as the many programs offered Library-wide.

Gallagher and the Board thanked Reynolds for her presentation.

## II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Ralph Sabatini stated that he discovered four typographical errors in the *Minutes* and David Zuckerberg requested that some wording be deleted from the last sentence under the *Executive Session* section.

Secretary Robert Axelrod presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of March 15, 2018*, as amended, with the correction of the four typographical errors and the deletion of some wording from the last sentence of the *Executive Session* section.

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

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of March 15, 2018, as amended.*

The Resolution was passed unanimously. (RM#1-04/2018)

## III. REPORTS

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

#### i. Financial Report of March 31, 2018, and Warrant #9:

Ralph Sabatini reported that the Library remains under budget for the month, as well as for the year. A discussion followed regarding the possible use of any remaining funds at the end of the fiscal year for the architect’s consulting fee.

Sabatini presented to the Board for approval the *Financial Report of March 31, 2018, and Warrant #9*.

- 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 \$375,024.

The Resolution was passed unanimously. (RM#2-04/2018)

ii. Personnel:

Ralph Sabatini had nothing to report.

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

i. Redesign Project:

Jeffrey Sasson reported that the *Committee* met on April 17 to discuss the overall condition of the building and offered its recommendations to the Facilities Manager.

Sasson reported that *Trane*, the Library's heating and cooling vendor, serviced the air conditioning units in preparation for the upcoming summer weather.

Ralph Sabatini inquired about the recent caulking of a window in *Children's Services*, which was leaking. Sabatini recommended using preventive maintenance by checking all of the Library's windows for leakage and/or damaged caulking and re-caulk any windows where needed.

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

Phyllis Morena reported that the Board will need to discuss the proposed *Public Relations Policy*, proposed benefits for administrative staff, and proposals to amend the *Bylaws*.

i. Publication of Board Notices:

Morena proposed an amendment to the *Bylaws* regarding notification of the public of Board matters. Morena presented to the Board for approval the proposed amendment.

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

*RESOLVED, that the Board authorize the Library to notify the public of Board matters by posting Notices in the Library lobby, at Library service desks, on the Library website, as well as any other reasonably appropriate online outlet.*

The Resolution was passed unanimously. (RM#3-04/2018)

ii. Change in Trustee Terms:

Morena reported that a proposed amendment to the *Bylaws* regarding a change in trustee terms cannot be voted on at this month's meeting because sufficient notice was not given to the Trustees regarding the proposal. The Board agreed to discuss the topic at the next Board meeting.

Denis O'Hanlon raised concerns regarding important Library topics on which the Board votes. O'Hanlon suggested that public input should be sought on important topics, such as amendments to the *Bylaws*, large Library projects and/or expenditures, etc. Edward Bertolino reiterated O'Hanlon's concerns.

iii. Benefits for Administrative Staff:

Morena stated that a summary regarding administrative staff benefits had been drafted. A short discussion followed. Morena presented to the Board for approval the *Benefits for Administrative Staff*.

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

*RESOLVED, that the Benefits set out in the Administrative Staff Handbook shall apply to Administrative Staff employees of the New City Library, subject to such modifications or changes as the Board may adopt from time to time.*

*RESOLVED, that the Salary Schedule for Administrative Staff employees for 2018-2019 include a 1% increase. Salary increases in the future shall be applied when such are enacted.*

*RESOLVED, Administrative Staff employees employed on or before March 1, 2018, shall advance one step on the salary schedule each year, if available. Administrative Staff employees employed after March 1 shall not automatically*

*advance one step each year. Advancement shall be determined by the individual's performance.*

RESOLVED, *that the Board approve the Benefits for Administrative Staff.*

The Resolution was passed unanimously. (RM#4-04/2018)

iv. Public Relations Policy:

Morena reported that a policy had been drafted regarding public relations. Morena presented to the Board for approval the *Public Relations Policy*.

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

RESOLVED, *that the Board adopt the Public Relations Policy.*

The Resolution was passed unanimously. (RM#5-04/2018)

d. Ad Hoc Committees:

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

a. Medicare Part B Reimbursements:

Robert Axelrod reported that legal counsel confirmed in writing that reimbursements of *Medicare Part B* premiums for former employees have time limitations.

A former employee requesting reimbursement must send to the Library at the beginning of each year a copy of his or her *Notification* from the *Social Security Administration* regarding his or her monthly *Medicare Part B* premiums and *Income-Related Monthly Adjustment Amounts (IRMAA)*. If a former employee does not send the *Notification* to the Library in a timely manner, the Library is only obligated to reimburse the former employee for a period of up to three years, as per the *New York State Health Insurance Program (NYSHIP)* guidelines.

b. Liability Waiver for Off Site Programs/Events:

Marianne Gallagher briefly mentioned that legal counsel provided the Library with a proposed *Liability Waiver* for patrons to sign in order to

participate in off-site programs/events. Gallagher stated that the proposed waiver will be discussed and presented to the Board for approval at the next Board meeting. Robert Axelrod requested that Gallagher send via email the proposed waiver to the Trustees for review prior to the next Board meeting.

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

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

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

Robert Axelrod was pleased to report that three additional pavers were sold this month. A short discussion followed regarding how to better publicize the *Project*, especially on the website. Axelrod would like to distribute additional flyers about the *Project* to local storefronts for posting. Axelrod will contact Veronica Reynolds to obtain the flyers. Victor Berger suggested involving the *Friends of the Library*.

e. President (V. Berger):

Victor Berger offered no report this month.

f. Director (M. Gallagher):

Marianne Gallagher had no other comments to add to her *Director's Report*; however, Gallagher reported on the results of *Amnesty Week* below:

i. Amnesty Week Results:

Marianne Gallagher reported that *Amnesty Week* was not as successful as she anticipated with the following results:

- Price of waived fines: \$1,242.90
- Number of returned items: 976
- Number of patrons receiving waived fines: 244
- Price of largest waived fine: \$80
- Average price of waived fines: \$4.89
- Number of new library cards issued: 25
- Total outstanding price of damaged/lost/overdue fines: \$23,000

Phyllis Morena inquired if the Library should offer *Amnesty Week* in the future. Gallagher stated that even though *Amnesty Week* had minor success this time, Gallagher felt it should be offered again, especially since it obtained for the Library 25 new patrons who applied for library cards. Morena suggested that the publicity for future *Amnesty Weeks* be clarified and less confusing for the patrons. Gallagher stated that the guidelines were clear, however, as the patrons become familiar with the process, future *Amnesty Weeks* should be easier for the patrons to participate.

#### IV. UNFINISHED BUSINESS

There was no unfinished business to report.

#### V. NEW BUSINESS

##### a. Board Communications:

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

Robert Axelrod reported that the Boards of New City and West Nyack libraries will be held on May 7 at 1 p.m. at City Line Diner in New City to discuss common issues involving both institutions.

##### ii. Laurel Plains Elementary School Read-Aloud Day:

Robert Axelrod reported that he received a signed card from the teachers and students of the class from *Laurel Plains Elementary School* thanking him for participating in the annual *Read-Aloud Day* event in March. Axelrod, as a representative of the Library and Board of Trustees, read stories to the students. Included in the thank you card was a photograph of Axelrod with the students. Axelrod commented that he was extremely honored to be invited to participate for a second year in a row.

#### VI. PUBLIC COMMENT

##### a. Robert Knight:

Phyllis Morena commented that Brian Jennings wrote a lovely tribute on the Library's website and in the *RCLS Weekly Memo* in memory of Bob Knight, who recently passed away. Knight was *Clarkstown Town Historian* and a former Trustee of *RCLS*.

b. Sharyn Gropper:

Veronica Reynolds commented that Sharyn Gropper, who taught Canasta at the Library for several years, recently passed away. Gropper was very well-liked by the patrons who participated in her class; they are planning to purchase an engraved paver in her memory.

c. Additional Public Comment:

The following public comments were received from a patron:

- *How is the Library serving the LGBTQ community regarding Library materials and programming?*

Marianne Gallagher stated that the *Quarterly Staff Meeting* scheduled the next day will cover topics on serving the LGBTQ+ community. Gallagher stated that several staff members, who recently attended a workshop on sensitivity training for LGBTQ+ patrons, which was hosted by the *Library Association of Rockland County (LARC)* for the *Rockland Pride Center*, will report on what they've learned from the workshop to the other staff members at the *Quarterly Staff Meeting*.

- *Because Finkelstein Library is a member of RCLS but not a part of ANSER, is New City Library inundated with Finkelstein patrons wishing to use ANSER?*

"Marianne Gallagher stated that libraries must be a member of RCLS and are not required to participate in ANSER. Because New City Library is a public library, New City Library must be open to the public, whether or not the public are residents of the Library's service area."

- *What methods will the Library utilize to share information about the upcoming Library expansion?*

Gallagher stated that information regarding the *Redesign Project* will be publicized in the *Quarterly Newsletter*, as well as publicized using the Library's current methods of advertising, such as posting flyers, sending emails, posting on the Library's website, etc.

- *The patron suggested that the Library should be communicating with the community on important library matters, such as amendments to the Bylaws, changes in trustee terms, etc.*

Edward Bertolino agreed with the patron stating that oftentimes the public is unaware of topics before Boards which are up for vote and the public may want to express their concerns, opinions, etc.

Gallagher and Victor Berger thanked the patron for his comments.

## **VII. ADJOURNMENT**

- Upon motion made by Ralph Sabatini and duly seconded by Denis O’Hanlon, it was:
- RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously. (RM#6-04/2018)

Meeting was adjourned at 8:04 p.m.

Submitted by Robert Axelrod, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
April 27, 2018

RA/kc

**MOTIONS**

(RM#1-04/2018) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

*RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of March 15, 2018, as amended.*

The Resolution was passed unanimously.

(RM#2-04/2018) 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 \$375,024.*

The Resolution was passed unanimously.

(RM#3-04/2018) Upon motion made by Ralph Sabatini and duly seconded by Agin Antony, it was:

*RESOLVED, that the Board authorize the Library to notify the public of Board matters by posting Notices in the Library lobby, at Library service desks, on the Library website, as well as any other reasonably appropriate online outlet.*

The Resolution was passed unanimously.

(RM#4-04/2018) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

*RESOLVED, that the Benefits set out in the Administrative Staff Handbook shall apply to Administrative Staff employees of the New City Library, subject to such modifications or changes as the Board may adopt from time to time.*

RESOLVED, that the Salary Schedule for Administrative Staff employees for 2018-2019 include a 1% increase. Salary increases in the future shall be applied when such are enacted.

RESOLVED, Administrative Staff employees employed on or before March 1, 2018, shall advance one step on the salary schedule each year, if available. Administrative Staff employees employed after March 1 shall not automatically advance one step each year. Advancement shall be determined by the individual's performance.

RESOLVED, that the Board approve the Benefits for Administrative Staff.

The Resolution was passed unanimously.

(RM#5-04/2018) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board adopt the Public Relations Policy.

The Resolution was passed unanimously.

(RM#6-04/2018) Upon motion made by Ralph Sabatini and duly seconded by Denis O'Hanlon, it was:

RESOLVED, that the Board adjourn the meeting.

The Resolution was passed unanimously.