



MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NEW CITY LIBRARY

May 17, 2018

- PRESENT:** Victor Berger, President  
David Zuckerberg, Vice-President  
Robert Axelrod, Secretary  
Agin Antony, Trustee  
Edward Bertolino, Trustee  
Phyllis Morena, Trustee  
Denis O’Hanlon, Trustee
- ABSENT:** Ralph Sabatini, Treasurer  
Jeffrey Sasson, Trustee
- STAFF:** Marianne Gallagher, Director  
Shibu Abraham, Finance/Facilities Manager  
Kelly Corrado, Administrative Assistant
- GUESTS:** Karen Vetrano, President, New City Library Staff Association  
Janet Makoujy, Head of Children’s 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 Comment:

No public comments were offered.

c. Guest: Karen Vetrano (NCLSA Scholarships):

The annual *New City Library Staff Association Scholarship Awards* were presented to the following high school students by President Vetrano. This year’s theme was “*If I could step into the pages of a book?*”

Kelly Hallinan (winner of the \$500 *Hagues Memorial Scholarship* submitted a video on the *The Great Gatsby*)

Madeline Cohen (winner of the \$500 NCLSA Scholarship submitted an essay on the *Little House on the Prairie* series)

Katherine Bacolas (winner of the \$500 NCLSA Scholarship submitted an essay on *Atlas Shrugged*)

Both Hallinan and Cohen presented to the Board their award-winning submissions. Bacolas was not in attendance.

On behalf of the Board of Trustees, President Berger congratulated the winners and thanked Vetrano and the *Staff Association* for providing scholarship opportunities for students.

d. Guest: Janet Makoujy:

Children’s Department Head Janet Makoujy gave the monthly *Manager’s Report*, which is attached to these minutes.

Zuckerberg commented that “*Makoujy and her staff do a great job educating and entertaining the children.*” Gallagher and the Board thanked Makoujy for her presentation.

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

Zuckerberg stated that an error was discovered in last month’s *Minutes* in the *Public Comments* section on *Page 9*. Zuckerberg suggested that the answer to the patron’s question should be revised by replacing the following words: “*can choose to*” with the following word: “*must*” in 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.*”

Secretary Axelrod presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of April 19, 2018*, as amended, to reflect the corrections noted above.

- Upon motion made by Axelrod and duly seconded by Zuckerberg, it was:

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of April 19, 2018, as amended.*

The Resolution was passed by all those present (Sabatini and Sasson absent).  
(RM#1-05/2018)

### III. REPORTS

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

i. Financial Report of April 30, 2018, and Warrant #10:

In Sabatini's absence, Abraham reported that the Library continues to remain under budget for the month, as well as for the year.

Abraham presented to the Board for approval the *Financial Report of April 30, 2018, and Warrant #10.*

- Upon motion made by O'Hanlon and duly seconded by Antony, it was:

RESOLVED, *that the Board approve Warrant #10 in the amount of \$316,617.*  
The Resolution was passed by all those present (Sabatini and Sasson absent).  
(RM#2-05/2018)

ii. Personnel:

No report was offered due to Sabatini's absence.

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

i. Redesign Project:

In Sasson's absence, Bertolino stated that the *Committee* had nothing to report. Gallagher reported that the architect is currently preparing a survey for the patrons and staff.

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

i. Policy: Patron Removal and Patron Banning:

Morena presented to the Board for approval the *Patron Removal and Patron Banning Policy*.

Berger suggested amending the proposed policy by removing the following sentence after the fourth paragraph under the *Appeal Process* section and adding it to the end of the *Removal and Banning from the Library* section: “*It is emphasized that under no circumstance should Library staff attempt to use any force to remove a patron, but should call the police for such purposes.*”

- Upon motion made by Morena and duly seconded by Axelrod, it was:

RESOLVED, *that the Board adopt the Patron Removal and Patron Banning Policy.*

The Resolution was passed by all those present (Sabatini and Sasson absent).  
(RM#3-05/2018)

ii. Bylaws Amendment: Remove Nominating Committee as a Standing Committee:

- Upon motion made by Morena and duly seconded by Axelrod, it was:

RESOLVED, *that the Board accept the proposed amendment to Article VII, Section 1 of the Bylaws of the New City Free Library to remove the Nominating Committee as a standing committee. Section 1 of the Bylaws should read as follows:*

***“Section 1. Standing Committees***

*The standing committees shall be:*

*(a) Building and Grounds*

*(b) Personnel and Finance*

*(c) Planning and Policy*

*(d) Legal Affairs*

*The President shall appoint a chairperson for each standing committee.”*

The Resolution was passed by all those present (Sabatini and Sasson absent).  
(RM#4-05/2018)

iii. Bylaws Amendment: Trustee Terms:

Morena proposed an amendment to the *Bylaws* regarding changing the trustee terms.

Morena presented to the Board for approval the revised proposed amendment.

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

*RESOLVED, that the Board accept the proposed amendment to Article IV, Section 6(b) of the Bylaws of the New City Free Library, as amended, to read as follows: "Each Trustee shall serve for a term of three years. Terms shall be staggered so that three Trustees are elected each year. No Trustee shall serve for more than three consecutive three-year terms. A Trustee who has served three consecutive elected terms shall not be eligible for re-election until the third Trustee election after the expiration of his or her third term."*

The Resolution was passed by all those present (Sabatini and Sasson absent).  
(RM#5-05/2018)

d. Ad Hoc Committees:

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

a. Waiver of Liability and Release (Activity) Form:

Axelrod reported that the *Waiver of Liability and Release (Activity)* form has been received from counsel and distributed to the Trustees for their information.

ii. Nominating Committee (Morena, Chair):

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

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

Robert Axelrod reported that one paver was sold this month in memory of Sharyn Gropper, who taught Canasta and Mah-jongg at the Library for several years. Gropper's adult students purchased the paver.

e. President (Berger):

Berger offered no report this month.

f. Director (Gallagher):

i. Little Free Library:

Gallagher had no other comments to add to her *Director's Report*; however, Gallagher reported that the *Little Free Library* will be installed at Germonds Park. A plaque, which was adhered to the unit, contained the following inscription, "*Donated by The Friends of the New City Library.*"

ii. Friends of the Library Community Tag Sale:

Gallagher reported that the *Friends of the Library* will hold its second *Community Tag Sale* on Sunday, May 20, with a rain date of Sunday, June 3.

iii. Susan Schwinn's Retirement:

Gallagher reported that Susan Schwinn retired after fifteen years of service to the Library. Schwinn worked in the *Support Services Department* as a *Page II (Part-time)*.

**IV. UNFINISHED BUSINESS**

There was no unfinished business to report.

**V. NEW BUSINESS**

a. Board Communications:

i. Legislative Breakfast:

Axelrod reported that the 31<sup>st</sup> RCLS Legislative Breakfast will be held on Friday, September 14, at the *Sullivan Event Center*. Axelrod encouraged the Trustees to attend and the Librarians to submit entries for the *Program-of-the-Year-Awards*.

**VI. PUBLIC COMMENT**

No public comments were offered.

**VII. ADJOURNMENT**

- Upon motion made by Axelrod and duly seconded by Bertolino, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Sabatini and Sasson absent).  
(RM#6-05/2018)

Meeting was adjourned at 8:57 p.m.

Submitted by Robert Axelrod, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
June 11, 2018

RA/kc