



(AMENDED 06/21/18)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
June 21, 2018

(AMENDED 06/21/18):

The following Minutes were amended to correct a typographical error on page 2 under Section II by removing the word “with” in the last paragraph. The amended sentence should read as follows: “The Resolution was passed by all those present (Morena absent, Sabatini and Sasson abstained due to their absence at the previous Board meeting).”

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

ABSENT: Phyllis Morena, Trustee

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

GUESTS: Kathy Bachor, *Children’s Librarian*
“1,000 Books Before Kindergarten” Reading Program
Award Recipients
“1,000 Books Before Kindergarten” Reading Program
Mark Gervino, *Head of Support 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: Kathy Bachor: 1,000 Books Before Kindergarten Reading Program:

Children’s Librarian Kathy Bachor once again presented *Certificates of Achievement* to several young patrons, who just recently completed the *1,000 Books Before Kindergarten* reading program, which encourages children, along with their parents, to read for early literacy.

Bachor reported that since the program began in January 2016, thirty-nine children finished the program and sixty-six children are still going strong. Thus far, 73,000 books have been read.

President Berger and Director Gallagher offered their congratulations and thanks to Bachor, as well as the children and their parents.

d. Guest: Mark Gervino, Head of Support Services:

Gallagher introduced Mark Gervino, *Head of Support Services*, who gave the monthly *Manager’s Report*, which is attached to these minutes.

Gervino stated that the newly-formed *Support Services Department* is a “mega” department because it is the largest department of the Library and is a “marriage” of three departments: *Audio Visual Services*, *Circulation Services*, and *Technical Services*. Gervino referred to the Department as “*the gateway to the Library*.”

Both Berger and Gallagher thanked Gervino for his presentation.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary Axelrod presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of May 17, 2018*.

- Upon motion made by O’Hanlon and duly seconded by Sabatini, it was:

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of May 17, 2018.*

The Resolution was passed with by all those present (Morena absent, Sabatini and Sasson abstained due to their absence at the previous Board meeting).

(RM#1-06/2018)

III. REPORTS

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

i. Financial Report of May 31, 2018, and Warrant #11:

Treasurer Sabatini reported that the Library continues to remain under budget for the month, as well as for the year.

Sabatini presented to the Board for approval the *Financial Report of May 31, 2018, and Warrant #11*.

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

RESOLVED, *that the Board approve Warrant #11 in the amount of \$289,913.*

The Resolution was passed by all those present (Morena absent). (RM#2-06/2018)

ii. Personnel:

Sabatini reported that the *Committee* agreed to change the status of a part-time employee (*Anne Davies*) to full-time for the vacant position of *Library Assistant II* in the *Support Services Department* since staff member *Lulu Paolini* is retiring after twenty years of service.

Sabatini presented to the Board for approval the following appointment:

- *Anne Davies, Library Assistant II (Full-time), Support Services Department*

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

RESOLVED, *that the Board approve the appointment of Anne Davies to Library Assistant II (Full-time) to the Support Services Department.*

The Resolution was passed by all those present (Morena absent). (RM#3-06/2018)

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

Sasson reported that the *Committee* met early in the week to discuss the status of the *Redesign Project* and the *Electronic Sign Project*.

i. Redesign Project:

Sasson referred to Gallagher to report on the status of the *Redesign Project*. Gallagher reported that the architect prepared a *Survey* for the patrons and staff. Gallagher noted that public input is always worthwhile. The *Survey* results indicated the desire for more programs and space for programs, as well as a HVAC upgrade, among other areas of interest.

Gallagher reported that the architect is creating three schematics for the Library's review and she hopes to meet with the architect sometime in July.

ii. Electronic Sign Project:

Sasson referred to Shibu Abraham, *Facilities Manager*, to report on the status of the *Electronic Sign Project*. Abraham reported that the Library must seek a variance to install an outdoor electronic sign. Gallagher stated that it would be beneficial if the Library could utilize the grant cycle to fund the sign.

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

No report was offered due to Morena's absence.

d. Ad Hoc Committees:

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

No report.

ii. Nominating Committee (Morena, Chair):

No report.

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

Axelrod reported that no pavers were sold this month.

e. President (Berger):

No report.

f. Director (Gallagher):

Gallagher referred to her *Director's Report*; however, Gallagher reported that the *Friends of the Library Community Tag Sale* was held on the rain date of Sunday, June 3, and was well attended. Gallagher reported that several vendors did not show.

Gallagher also reported that the *Teen Paint Parties* programming led by *Teen Librarian Mary Phillips* has proven to be extremely popular.

IV. UNFINISHED BUSINESS

There was no unfinished business to report.

V. NEW BUSINESS

a. Board Communications:

i. West Nyack Library Board of Trustees:

Berger reported that he received a letter from the *West Nyack Library Board President* thanking the *New City Library Board* for meeting with their Board to discuss common issues relating to both institutions. Berger recommended future meetings be held for collaboration of the Boards and suggested that a meeting be scheduled before September to discuss the Libraries' budgets.

Gallagher commented that cost-sharing opportunities are available between the two Libraries.

VI. PUBLIC COMMENT

No public comments were offered.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Morena absent). (RM#4-06/2018)

Meeting was adjourned at 7:58 p.m.

Submitted by Robert Axelrod, Secretary
Board of Trustees
NEW CITY LIBRARY
July 5, 2018

RA/kc