



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

July 19, 2018

**PRESENT:** Victor Berger, President  
David Zuckerberg, Vice-President  
Ralph Sabatini, Treasurer  
Agin Antony, Trustee  
Edward Bertolino, Trustee  
Denis O'Hanlon, Trustee  
Jeffrey Sasson, Trustee

**ABSENT:** Robert Axelrod, Secretary

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

**GUESTS:** Shibu Abraham, *Facilities and Finance Manager*

**I. INTRODUCTORY**

a. Meeting Called to Order:

The meeting was called to order at 7:02 p.m.

This month's meeting was held in the *Storytime Room* since the *Meeting Room* was not available; thus, the *Pledge of Allegiance* was not recited due to the absence of the *Flag of the United States of America*.

b. Public Comment:

No public comments were offered.

c. Guest: Shibu Abraham, Facilities and Finance Manager:

Gallagher introduced Shibu Abraham, *Facilities and Finance Manager*, who gave the monthly *Manager's Report*, which is attached to these *Minutes*.

Abraham stated that *Maintenance Services* is the "*Back-of-the-House*" department because many of the tasks performed by the custodial staff are completed behind the scenes, as well as before and after the Library's regular operating hours.

Abraham commented that the custodians are very hard-working and that their duties are physically labor intensive.

In addition, Abraham displayed images of the many recently-completed facilities projects involving the roof, façade, boiler, parking lot, walkway, and lighting. Abraham credited Director Gallagher for projects recently completed regarding the installation of the patio, bollards, and additional security cameras.

Abraham also presented information about his duties and responsibilities of the *Finance Department*, noting such tasks as budgeting, taxes, daily cash management, accounts payable/receivable, employee data management, payroll, retirement, health/dental insurance, and banking.

Both Berger and Gallagher thanked Abraham for his presentation.

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

Sabatini stated that he discovered a typographical error in the *Minutes* of the previous meeting and in the absence of Secretary Axelrod, Sabatini presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of June 21, 2018*, as amended.

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

RESOLVED, that the Board accept the *Minutes of the Regular Meeting of the Board of Trustees of June 21, 2018*, as amended.

The Resolution was passed by all those present (Morena abstained due to her absence at the previous Board meeting, Axelrod absent). (RM#1-07/2018)

## III. REPORTS

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

#### i. Financial Report of June 30, 2018, and Warrant #12:

Treasurer Sabatini reported that the Library remained under budget for the year.

Sabatini presented to the Board for approval the *Financial Report of June 30, 2018, and Warrant #12*.

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

RESOLVED, that the Board approve Warrant #12 in the amount of \$352,778.

The Resolution was passed by all those present (Axelrod absent). (RM#2-07/2018)

ii. FY2018 Adjusted Budget:

Sabatini reported that the *Committee* met to review and approve the *FY2018 Adjusted Budget* and that Board approval is not necessary.

iii. Personnel:

Sabatini reported that the *Committee* met to review and approve the revised job descriptions. Gallagher reported that sixteen job descriptions were updated and that Board approval is not necessary.

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

i. Redesign Project:

Sasson referred to Gallagher to report on the status of the *Redesign Project*. Gallagher reported that the architect is returning on August 6-7 to present schematics to the supervisors and Board members. A field trip to visit several renovated libraries on Long Island is planned for August 7 for the supervisors and Gallagher also invited the Board to attend.

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

No report.

d. Ad Hoc Committees:

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

No report due to Axelrod’s absence.

ii. Nominating Committee (Morena, Chair):

No report.

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

Due to Axelrod's absence, Corrado reported that no pavers were sold this month.

e. President (Berger):

President Berger suggested that a second meeting of the Boards of the *New City Library* and the *West Nyack Library* be held in early September at the *West Nyack Library* in order for the *Trustees* to tour the *West Nyack Library*.

f. Director (Gallagher):

Gallagher referred to her *Director's Report*; however, Gallagher reported that the *Letter of Engagement* has been received from the auditors for the *FY2018 Audit*.

Morena complimented Brian Jennings' memorial tribute to Robert Knight, who recently passed away. Knight was *Clarkstown Town Historian* and a former *Trustee of RCLS*.

Morena inquired about the "*Fine Free*" trial period that several of the member libraries are offering. Gallagher stated that she is awaiting the results in order to determine if the program should be implemented at the *New City Library*.

**IV. UNFINISHED BUSINESS**

There was no unfinished business to report.

**V. NEW BUSINESS**

a. Board Communications:

No Board communications were received this month.

b. Trustee Interview Process:

Morena inquired about the trustee interview process of the *Nominating Committee*. A discussion followed.

## VI. PUBLIC COMMENT

The following public comments were received from a patron:

- *The patron complimented the following:*
  - *The Board on its efforts to remain under budget for the year and requested that the Board consider the surplus when preparing next year's Budget.*
  - *The Library on its implementation of courtesy auto-renewals.*
  - *The staff for its helpfulness.*
  
- *The patron suggested the following:*
  - *That the Board meetings be publicized on the Library website calendar.*
  - *That the Library offers its patrons, who do not receive the Quarterly Newsletter via mail, the ability to opt-in.*
  - *That the Library reviews its policies more often, especially regarding patron behavior and service animals.*
  - *That the Library offers its patrons reduced fines, since the West Nyack Library offers its patrons a fifty-percent reduction in fines.*
  
- *The patron inquired about the following:*
  - *When will the Audit FY2018 be made available to patrons for review?*

President Berger thanked the patron for his comments.

## VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Axelrod absent). (RM#3-07/2018)

Meeting was adjourned at 7:47 p.m.

Submitted by Robert Axelrod, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
August 9, 2018

RA/kc