



**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
August 18, 2016**

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

ABSENT: Jeffrey Sasson, Trustee

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

GUESTS: Dana Munsch, Adult Services Librarian

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 Comments:

Marianne Silver introduced the new adult services librarian, Dana Munsch. Victor Berger welcomed Ms. Munsch on behalf of the Board and the New City community.

II. REVIEW OF MINUTES OF THE PREVIOUS MEETING

Secretary David Zuckerberg presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of July 21, 2016*, 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 July 21, 2016*.

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#1-08/2016)

III. REPORTS

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

Ralph Sabatini reported that a new fiscal year has begun and that the annual audit will take place in September. Shibu Abraham has begun gathering the necessary documents for the audit.

Sabatini stated that there are no personnel issues to report this month.

Financial Report for July 31 and Warrant #1:

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

RESOLVED, that the Board approve Warrant #1 in the amount of \$315,169.

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#2-08/2016)

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

No report was offered due to Jeffrey Sasson's absence.

i. Parking Lot Project:

A general discussion was held regarding the estimate and the signed contract for the *Parking Lot Project*. Sabatini reiterated that the estimate, as well as ten percent for overages, was previously approved by the Board.

David Zuckerberg reviewed with the Board the *RCLS Construction Assurance Letter* and *Resolution*. Zuckerberg presented the *Resolution* for approval.

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

RESOLVED, that the grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the New City Library.

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#3-08/2016)

ii. Patio Paver Fundraiser Project:

On behalf of the Board, Berger expressed thanks to the *Patio Paver Fundraiser Project Committee* for their efforts thus far. Berger, along with the other board members, commented that the patio looked great.

Robert Axelrod reported that the Committee met on July 27th and August 2nd. Axelrod stated that the flyer had yet to be finalized and that the installed pavers were actually different sizes than originally planned.

Axelrod reiterated that the pavers will be engraved with text only and that much publicity is planned, which, he hoped, will include a ribbon-cutting ceremony, thus raising awareness for the *Fundraiser*.

A discussion followed regarding using black print instead of gold print for the engraving for the “sponsor-level” pavers. Both Silver and Abraham met with Anthony Minozzi of Travis Monuments, a local stone business. Minozzi offered advice on the *Project* and raised several points for consideration.

Abraham stated that there will be a cost of \$19 for the removal and reinstallation of the pavers once the pavers are engraved. Abraham recommended that the cost of that service be incorporated into the selling price of the paver in order to not impact the raised funds. Berger noted that Travis Monuments’ price is less expensive than the patio installer’s (AK Paving) price, which should offset the cost somewhat.

Joseph Reiter explained the process of how the pavers are removed for engraving, as well as the timeline for people to purchase a paver, which is unlimited, as long as the Library has pavers to sell.

Silver reported that she is currently researching options for outdoor tables and chairs for the patio. Silver commented that she feels there is also a need for an outdoor solar charging station for the patio. Berger requested that Silver prepare a proposal for the Board for consideration. Sabatini raised concerns about security of the unit. Silver stated that the unit can be permanently secured.

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

Phyllis Morena reported that because the Committee did not meet, she had no report to offer. Berger stated that he hoped that the Committee will continue to consistently review the Library’s policies and present those revised policies to the Board for approval as soon as they have been revised in order for the Library to update its many policies as soon as possible.

d. Ad Hoc Committees:

iii. Liaison to the Friends of the New City Library (R. Axelrod, chair):

Robert Axelrod offered no report due to the inactivity of the *Friends of the Library*.

Berger suggested that the Library continue to plan in-house projects at this time without the *Friends* until the FOL become active. *Friends'* involvement on in-house projects is always welcomed.

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

Joseph Reiter reported that an issue regarding retroactive pay between an employee and the Library has been resolved. Reiter and the Staff Association representative will meet to discuss the correct language to be used for the agreement.

e. President (V. Berger):

Victor Berger, once again, offered his congratulations to the *Patio Paver Fundraiser Project Committee* on a job well done. Berger commented that he is satisfied with how the *Project* panned out thus far and he further commented that the patio's appearance is visually pleasing.

f. Director (M. Silver):

Marianne Silver read highlights from her *Director's Report*. Silver stated that Veronica Reynolds and Joanne Stein-Carella attended a mental health first aid certification seminar and shared their knowledge of the workshop with the staff at the July 22nd *Quarterly Staff Meeting*. Both Reynolds and Stein-Carella offered valuable tips and techniques for the staff when the staff are dealing with persons afflicted with various mental health issues.

Silver reported that teen librarian Mary Phillips has been preparing the local young adults for the annual *Battle of the Books*, which will be held this year at SUNY Orange. Silver described the program and commented that not only do the teens have fun, they also learn much trivia from reading the books.

IV. UNFINISHED BUSINESS

Anthony Feliciano inquired about the recent roof repair completed by *Maintenance Services* above the *Community Relations Department*. Silver stated that the previous roof repair for the majority of the building did not include the portion of the roof above the *Community Relations Department*. A small crack in the roof needed repair.

David Zuckerberg reminded the Board that local history librarian Brian Jennings will be honored at the upcoming *RCLS Legislative Breakfast* for his winning the *RCLS “Adult-Program-of-the-Year” Award*. Zuckerberg encouraged the board members to attend the Breakfast as a showing of support for Jennings, as well as representing the Library. Zuckerberg commented that RCLS appointed a Committee to overhaul the event in order to improve the overall experience by the attendees.

V. NEW BUSINESS

a. Board Communications:

David Zuckerberg offered no report since board communications were not received this month.

No new business was reported.

VI. PUBLIC COMMENT

A suggestion from an audience member was offered that the Library promote the *Patio Paver Fundraiser Project* at the upcoming *New City Street Fair*.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#04-08/2016)

Meeting was adjourned at 7:40 p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
September 6, 2016

DZ/kc

MOTIONS

(RM#1-08/2016) 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 July 21, 2016.

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#1-08/2016)

(RM#2-08/2016) Upon motion made by Ralph Sabatini and duly seconded by Joseph Reiter, it was:

RESOLVED, that the Board approve Warrant #1 in the amount of \$315,169.

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#2-08/2016)

(RM#3-08/2016) Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the New City Library.

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#3-08/2016)

(RM#4-08/2016) Upon motion made by Ralph Sabatini and duly seconded by Joseph Reiter, it was:

RESOLVED, that the Board adjourn the meeting.

The Resolution was passed unanimously by all those present (Jeffrey Sasson absent). (RM#04-08/2016)