



(AMENDED 12/20/18)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
November 19, 2018
(Snow Date; rescheduled from 11/15/18)

(AMENDED 12/20/18):

The following Minutes were amended to correct an error in the Financial Report section reported by Treasurer Sabatini replacing the word "healthcare" with the words "New York State Retirement."

The amended sentence should read as follows:

"Treasurer Sabatini reported that the Library's expenses increased for the month due to the annual New York State Retirement payment; otherwise, the expenses are in line with the past several months and remain below budget."

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

ABSENT: None

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

GUESTS: None

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.

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 October 18, 2018*.

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

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of October 18, 2018.*

The Resolution was passed by all those present (Bertolino and Sasson abstained due to their absence at the previous Board meeting). (RM#1-11/2018)

III. REPORTS

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

i. Financial Report of October 31, 2018, and Warrant #4:

Treasurer Sabatini reported that the Library's expenses increased for the month due to the annual healthcare payment; otherwise, the expenses are in line with the past several months and remain below budget.

Sabatini presented to the Board for approval the *Financial Report of October 31, 2018, and Warrant #4*.

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

RESOLVED, *that the Board approve Warrant #4 in the amount of \$678,117.*

The Resolution was passed by all those present. (RM#2-11/2018)

ii. Clarkstown Central School District FY2019 Taxes:

Sabatini reported that the Library received the *FY2019 Tax Check* from the *Clarkstown Central School District*.

iii. Proposal for Radio-Frequency Identification Technology:

Sabatini referred to Gallagher, who explained RFID (*Radio-Frequency IDentification*), which is technology that has been used in libraries since 1999 to inventory, circulate, secure, and streamline the processing of library materials. An *RFID* tag contains a microchip and radio antenna that allow batch charging and discharging (check-in and checkout) of library materials, thereby reducing repetitive stress motions experienced by staff and providing a more efficient patron self-service experience. *RFID* tags allow for immediate check-in and sorting of materials, making the materials shelf-ready more quickly.

Gallagher described the three phases in order to implement the *RFID Technology* and recommended that *Phase 1* commence shortly in order to prepare for *Phases II* and *III* when the *Redesign Project* draws closer to construction. Staff will tag existing Library materials during *Phase I*.

Gallagher also stated that the implementation of *RFID Technology* may be eligible for grant money if it is part of a construction project.

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

RESOLVED, that the Board approve the implementation of Phase I of Radio-Frequency Identification Technology (*RFID*) for the amount not to exceed \$50,000.

The Resolution was passed by all those present. (RM#3-11/2018)

iv. FY2018 Audit:

Sabatini reported that the *FY2019 Audit* is essentially complete and the *Committee* plans to meet with the auditors next week to review it.

v. FY2020 Proposed Budget:

Sabatini reported that the *FY2020 Proposed Budget* is now available on the website and at all three *Service Desks*.

vi. Personnel:

Sabatini reported that there were no personnel matters this month

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

i. Redesign Project:

Sasson had nothing to report.

Gallagher reported that she sent the architect final suggestions and that the next step will be obtaining a cost estimate. Gallagher suggested that Architect Jim Kovach of *VMDO Architects* attend the December Board meeting.

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

Morena had nothing to report.

d. Ad Hoc Committees:

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

Axelrod suggested that the *Patio Paver Project* not be listed on future *Agendas* as an *Ad Hoc Committee*. Axelrod stated that he will report on the *Patio Paver Project* as sales occur. No pavers were sold this month.

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

Axelrod had nothing to report.

iii. Nominating Committee (Morena, Chair):

Morena reported that the absentee ballot process has commenced and that the *Candidate Statements* are now available on the website and at all three *Service Desks*.

e. President (Berger):

President Berger had nothing to report.

f. Director (Gallagher):

Gallagher referred to her *Director's Report*; however, Gallagher reported that she attended the mandatory *Sexual Harassment Training* at the *Ramapo Catskill Library*

System (RCLS), which is to be completed each year by the *Trustees*, staff, and volunteers. Gallagher reminded the *Trustees* that they are also required to complete the training either in person or online.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

a. Board Communications:

None.

b. RCLS 2019 Operating Budget:

President Berger presented to the Board for approval the *RCLS 2019 Operating Budget*.

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

RESOLVED, *that the Board approve the RCLS 2019 Operating Budget.*

The Resolution was passed by all those present. (RM#4-11/2018)

VI. PUBLIC COMMENT

The following public comments were received from a patron:

- *The patron complimented the following:*
 - *The Board on their good attendance at the Board meetings.*
- *The patron suggested the following:*
 - *That the Library offers Game Night for teens.*
- *The patron inquired about the following:*
 - *What is the process to submit an Absentee Ballot?*
 - *Does the auto-renewal feature also include CDs and DVDs?*
 - *What is the time frame for the Redesign Project?*
 - *How many candidates applied for this year's Trustee Election?*

President Berger thanked the patron for his comments.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present. (RM#5-11/2018)
Meeting was adjourned at 7:38 p.m.

Submitted by Robert Axelrod, Secretary
Board of Trustees
NEW CITY LIBRARY
December 3, 2018

RA/kc