



(APPROVED 01/18/18)
**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY**
December 21, 2017

PRESENT: Victor Berger, President
Ralph Sabatini, Treasurer
David Zuckerberg, Secretary
Agin Antony, Trustee
Robert Axelrod, Trustee
Phyllis Morena, Trustee
Jeffrey Sasson, Trustee

ABSENT: Anthony Feliciano, Trustee
Joseph Reiter, Vice-President

STAFF: Marianne Silver, 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 7:01 p.m.

The *Pledge of Allegiance* was recited.

b. Public Comments:

No public comments were offered.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary David Zuckerberg presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of November 16, 2017*, 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 November 16, 2017.*

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent; Agin Antony and Jeffrey Sasson abstained due to their absence at the previous meeting). (RM#1-12/2017)

III. REPORTS

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

i. Financial Report of November 30, 2017, and Warrant #5:

Ralph Sabatini reported that *Warrant #5* is below budget and that the financial matters of the Library remain stable.

Sabatini presented the *Financial Report of November 30, 2017*, and *Warrant #5* for approval.

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

RESOLVED, that the Board approve *Warrant #5* in the amount of \$247,589.

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent). (RM#2-12/2017)

ii. Personnel:

Sabatini had no personnel matters to report.

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

i. Redesign Project:

Jeffrey Sasson reported that he met with Agin Antony, Victor Berger, Joseph Reiter, Ralph Sabatini, Marianne Silver, and Shibu Abraham to interview two architectural firms which submitted proposals for a *Master Plan*. The remaining two firms will be interviewed in January 2018.

Sasson commented that both firms impressed the *Committee* with their designs. Sasson commented that the second firm appeared to have a better understanding of the library industry and of future library trends.

Victor Berger commented that the second firm appeared to be more accommodating regarding design and finances.

Sasson further reported that the second firm completed two redesign projects for libraries in Delaware, after which the firm was hired by the State to evaluate the remaining Delaware libraries for possible redesign.

Berger raised concerns that time would be lost by waiting until the end of January for the remaining two interviews. Marianne Silver stated that she will re-poll the remaining two firms to arrange earlier interviews, if possible.

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

Phyllis Morena presented the following two policies for Board approval:

- *Paid Family Leave Policy*
- *Procurement Policy*

i. Paid Family Leave Policy:

David Zuckerberg stated that the chart in the *Paid Family Leave Policy* doesn't appear to match the text. Marianne Silver explained that the chart illustrated that the phase-in period will be over four years.

Shibu Abraham clarified that the deductions to fund the *Policy* will be employee contributed, not employer.

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

RESOLVED, *that the Board approve the Paid Family Leave Policy.*

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent). (RM#3-12/2017)

ii. Procurement Policy:

David Zuckerberg suggested that the last sentence in *Number 8* of the *Procurement Policy* be amended to include the words, "*Librarian staff may be authorized by the Director...*"

The amended sentence should read as follows:

Librarian staff may be authorized by the Director to make such purchases within the limits of their allotted budgets as assigned at the beginning of each fiscal year.

- Upon motion made by Phyllis Morena and duly seconded by Ralph Sabatini, it was:

RESOLVED, *that the Board approve the Procurement Policy as amended.*

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent). (RM#4-12/2017)

d. Ad Hoc Committees:

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

No report was presented due to Joseph Reiter's absence.

ii. Patio Paver Fundraiser Project (R. Axelrod, chair):

Robert Axelrod reported that two important milestones were met this past month for the *Patio Paver Fundraiser Project*—one additional paver was sold, totaling fifty pavers sold thus far, and the amount of money that the Library has received for the fifty pavers sold has reached over \$10,000 gross. Axelrod stated that he would like to see a new promotion in order to bring additional attention to the *Project*, such as displaying a refreshed poster in the lobby area, a new flyer, etc.

A short discussion followed regarding methods of boosting sales of the pavers. Jeffrey Sasson suggested that an engraved paver be displayed at the *Front Desk* for patrons to view, which would help promote sales.

iii. Nominating Committee (J. Reiter, chair):

Due to Joseph Reiter's absence, Marianne Silver reported that the following three candidates were elected as trustees:

- Denis O'Hanlon (221 votes)
- Edward Bertolino (220 votes)
- Phyllis Morena (182 votes—re-elected for a second term)

e. President (V. Berger):

Victor Berger had no report this month; however, Berger stated that the *FY2019 Budget* was approved and that the Board has maintained prudent spending.

Phyllis Morena inquired if the *Budget Hearing* can be eliminated since only one patron was present at this past *Budget Hearing*. Marianne Silver stated that the Library must provide an opportunity for patrons to view the budget. Silver offered to contact the school district regarding budget hearing obligations.

f. Director (M. Silver):

Marianne Silver had no other comments to add to her *Director's Report*.

IV. UNFINISHED BUSINESS

There was no unfinished business to report.

V. NEW BUSINESS

a. 2018 Board Positions:

David Zuckerberg stated that the following Board members have offered to serve as Board officers for 2018:

- Victor Berger for President
- David Zuckerberg for Vice-President
- Ralph Sabatini for Treasurer
- Robert Axelrod for Secretary

It was reiterated that in accordance with the Bylaws, Board members interested in serving as officers are to contact the Secretary by E-Mail two weeks prior to the January meeting. New trustees may not serve as officers during their first year.

b. Board Communications:

i. Communication Between New City and West Nyack Libraries Boards:

David Zuckerberg reported that members of the West Nyack Board of Trustees suggested that the boards of New City and West Nyack libraries meet, perhaps over a breakfast or lunch, to discuss issues affecting both libraries.

Marianne Silver stated that she has established a good relationship with the Director of West Nyack Library.

Phyllis Morena stated that she would be open to meetings with West Nyack Library's Board; however, she prefers receiving an *Agenda* in advance of any meeting.

ii. Guest at February 2018 Board Meeting:

David Zuckerberg reminded the Board that Robert Hubsher, *Executive Director of RCLS*, will be a guest at the February 2018 board meeting to discuss what would be involved in severing the combined budget vote for New City and West Nyack libraries.

VI. PUBLIC COMMENT

A patron stated that he recently met at the Library with a newly-formed, local senior group whose mission is to assist seniors with methods of aging at home and inquired if the group could meet regularly at the Library. Marianne Silver commented that not-for-profit groups can reserve meeting rooms at the Library once per month for up to three months at a time.

VII. ADJOURNMENT

- Upon motion made by Ralph Sabatini and duly seconded by Jeffrey Sasson, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent; Robert Axelrod not present for the Motion). (RM#5-12/2017)

Meeting was adjourned at 7:34p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
January 2, 2017

DZ/kc

MOTIONS

(RM#1-12/2017) 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 November 16, 2017.

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent; Agin Antony and Jeffrey Sasson abstained due to their absence at the previous meeting).

(RM#2-12/2017) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board approve Warrant #5 in the amount of \$247,589.

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent).

(RM#3-12/2017) Upon motion made by Phyllis Morena and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board approve the Paid Family Leave Policy.

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent).

(RM#4-12/2017) Upon motion made by Phyllis Morena and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board approve the Procurement Policy as amended.

The Resolution was passed by all those present (Anthony Feliciano and Joseph Reiter absent).

(RM#5-12/2017) Upon motion made by Ralph Sabatini and duly seconded by Jeffrey Sasson, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent; Robert Axelrod not present for the Motion).