



# NEW CITY LIBRARY

SERVING THE COMMUNITIES OF NEW CITY, CONGERS AND BARDONIA

**(APPROVED 01/18/18)**

## **MINUTES OF THE ANNUAL MEETING OF THE BOARD OF TRUSTEES NEW CITY LIBRARY**

January 19, 2017

**PRESENT:** Victor Berger  
Agin Antony  
Anthony Feliciano  
Phyllis Morena  
Joseph Reiter  
Ralph Sabatini  
David Zuckerberg

**ABSENT:** Robert Axelrod  
Jeffrey Sasson

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

**GUESTS:** Jessica Mendoza, CPA, PKF O'Connor Davies, LLP

### **I. INTRODUCTORY**

a. Meeting Called to Order:

The meeting was called to order at 7:03 p.m. The *Pledge of Allegiance* was recited.

b. Public Comment:

No public comment was offered.

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

David Zuckerberg presented the proposed *Minutes of the Annual Meeting of the Board of Trustees of January 21, 2016*, for acceptance.

- Upon motion made by David Zuckerberg and duly seconded by Joseph Reiter, it was:

RESOLVED, that the Board accept the Minutes of the Annual Meeting of the Board of Trustees of January 21, 2016.

The Resolution was passed unanimously by all those present (Robert Axelrod and Jeffrey Sasson absent). (AM#1-01/2017)

### III. REPORTS

#### a. President's Report (V. Berger):

The *President's Report* was presented by Victor Berger, who reported that the Board worked cohesively in cooperation with the Director and staff and that the Board saw its responsibilities as “*helping to create the future, not minding the shop.*”

The following are highlights from the *President's Report*:

- The following projects were completed in 2016:
  - *Roof Replacement Project*
  - *Brick/Façade Restoration Project*
  - *Patio Project*
  - *Parking Lot Paving Project*
- Research began and is on-going on the reorganization and utilization of Library space.
- The Library operated within its budget.

Berger commented that he regularly receives praises from patrons about the Library and he congratulated Marianne Silver, Shibu Abraham, and the staff for their hard work and professionalism.

#### b. Director's Report (M. Silver):

The *Director's Report* was presented by Marianne Silver, who reported that the staff is dedicated to the Library's mission of building literacy.

The following are highlights from the *Director's Report*:

- *Children's Services* presented the “*1,000 Books Before Kindergarten*” program to promote early literacy. The program was led by Children's Librarian Kathy Bachor.
- Youth Services Librarian Mary Phillips promoted the *Scrawl* project to young adults; this *Project* is a county-wide effort to engage teenagers in the art of writing.

- *Community Relations* presented the “*One Town, One Book*” program for adults. Led by Veronica Reynolds, various programs were offered revolving around the topic of the chosen book. Reynolds will return the program next year.
- Local history and genealogy remains popular and digitization of local history is on-going. History Librarian Brian Jennings continues to conduct historical interviews with local residents.
- Staff utilized the opportunity to expand their knowledge by attending continuing education conferences.
- The Library bid farewell to three staff members on their retirement.
- The *Patio Paver Fundraiser Project* is well underway and paver purchases are steadily coming in. Installation of the engraved pavers is anticipated to begin shortly, provided there are no further production delays from the engraver.

Silver commended the Board on its support of the facilities and noted the smooth completion of several facilities projects.

c. Treasurer’s Report (R. Sabatini):

The *Treasurer’s Report* was presented by Ralph Sabatini. Sabatini reported that the Library is operating within its approved budget and that its financial position is sound.

i. Annual Audit 2016:

The New City Library’s *Annual Audit 2016* was presented by Jessica Mendoza, a CPA with the accounting firm *PKF O’Connor Davies, LLP*. Mendoza discussed her qualifications and experience and explained the *Audit* findings. Mendoza stated that the financial records and reports of the Library presented its financial position fairly and accurately and noted the following:

- Fieldwork began in September and ended in early November.
- The Library’s tax return was filed in November.
- Recommendations were made to management regarding best practices for procedures and controls.

Mendoza recommended posting the *2016 Audit* on the Library’s web site for public viewing.

The Board thanked Mendoza and team for their detailed work.

Sabatini presented the *Annual Audit 2016* to the Board for acceptance.

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

RESOLVED, *that the Board accept the Annual Audit 2016.*

The Resolution was passed unanimously by all those present (Robert Axelrod and Jeffrey Sasson absent). (AM#2-01/2017)

#### **IV. UNFINISHED BUSINESS**

There was no unfinished business to report.

#### **V. NEW BUSINESS**

There was no new business to report since no new trustees were seated this year.

#### **VI. PUBLIC COMMENT**

A patron congratulated the Library on their excellence in providing materials. The patron commented that the Library should offer more programs and suggested that the Library audit other libraries for ideas. David Zuckerberg stated that space is an issue at the Library and will be reorganized in order to expand future programming.

#### **VII. ADJOURNMENT**

- Upon motion made by Joseph Reiter and duly seconded by David Zuckerberg, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Robert Axelrod and Jeffrey Sasson absent). (AM#3-01/2017)

The meeting was adjourned at 7:20 p.m.

Submitted by David Zuckerberg, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
February 16, 2017

DZ/kc

**ANNUAL MEETING MOTIONS**

(AM#1-01/2017) Upon motion made by David Zuckerberg and duly seconded by Joseph Reiter, it was:

*RESOLVED, that the Board accept the Minutes of the Annual Meeting of the Board of Trustees of January 21, 2016.*

The Resolution was passed unanimously by all those present (Robert Axelrod and Jeffrey Sasson absent).

(AM#2-01/2017) Upon motion made by Ralph Sabatini and duly seconded by Joseph Reiter, it was:

*RESOLVED, that the Board accept the Annual Audit 2016.*

The Resolution was passed unanimously by all those present (Robert Axelrod and Jeffrey Sasson absent).

(AM#3-01/2017) Upon motion made by Joseph Reiter and duly seconded by David Zuckerberg, it was:

*RESOLVED, that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Robert Axelrod and Jeffrey Sasson absent). (AM#3-01/2017)