



(APPROVED 02/20/25)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
January 16, 2025 (7 p.m.)
(New City Library, 220 North Main St., New City, NY)

PRESENT: Robert Axelrod, Trustee
Joseph Ciardullo, Trustee
James Ferguson, Trustee
Nicholas A. Longo, Jr., Trustee
Mindy Rader, Trustee
Patricia Ranieri, Trustee
Patricia Voce, Trustee

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

ABSENT: Roxanne T. Perrone, Trustee
Jeffrey Sasson, Trustee

GUESTS: None

I. INTRODUCTORY

a. Meeting Called to Order:

This Regular Meeting immediately followed the Annual Meeting. The Pledge of Allegiance was previously recited at the Annual Meeting.

b. Appointment of Chair Pro Tempore of the Meeting:

Voce nominated Longo as *Chair Pro Tempore* of the meeting.

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

RESOLVED, That Nicholas A. Longo, Jr., serve as Chair Pro Tempore of the meeting.

The Resolution was passed by all those present (Perrone and Sasson, absent). (RM#1-01/2025)

c. Election of Officers:

Ferguson reported earlier at the *Annual Meeting* the names of the candidates for *Officer* positions.

Office of President: Longo inquired if there were any nominations from the floor for the *Office of President*. None were noted. Since there were no nominations, Longo directed that one vote be cast in favor of Voce for President.

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

RESOLVED, *That Patricia Voce serve as President of the Board of Trustees.*

The Resolution was passed by all those present (Perrone and Sasson, absent). (RM#2-01/2025)

President Voce thereby chaired the remainder of the meeting.

Office of Vice-President: President Voce inquired if there were any nominations from the floor for the *Office of Vice-President*. None were noted. Since there were no nominations, Voce directed that one vote be cast in favor of Longo for Vice-President.

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

RESOLVED, *That Nicholas A. Longo, Jr., serve as Vice-President of the Board of Trustees.*

The Resolution was passed by all those present (Perrone and Sasson, absent). (RM#3-01/2025)

Office of Treasurer: President Voce inquired if there were any nominations from the floor for the *Office of Treasurer*. None were noted. Since there were no nominations, Voce directed that one vote be cast in favor of Axelrod for Treasurer.

- Upon motion made by Longo and duly seconded by Ferguson, it was:

RESOLVED, *That Robert Axelrod serve as Treasurer of the Board of Trustees.*

The Resolution was passed by all those present (Perrone and Sasson, absent). (RM#4-01/2025)

Office of Secretary: President Voce inquired if there were any nominations from the floor for the *Office of Secretary*. None were noted. Since there were no nominations, Voce directed that one vote be cast in favor of Ferguson for Secretary.

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

RESOLVED, *That James Ferguson serve as Secretary of the Board of Trustees.*

The Resolution was passed by all those present (Perrone and Sasson). (RM#5-01/2025)

d. Appointment of Committee Chairman (President Voce):

President Voce appointed the following Committee Chairs:

- Sasson: *Building and Grounds Committee*
- Ranieri: *Legal Affairs Committee*
- Axelrod: *Personnel and Finance Committee*
- Longo: *Policy and Planning Committee*

President Voce appointed the following Ad hoc Committee Chair:

- Ciardullo: *Election Committee*

President Voce appointed the *Trustees* to serve on the following Committees:

- Building and Grounds Committee:
 - Sasson (Chair)
 - Ciardullo
 - Ferguson
 - Perrone
- Legal Affairs Committee:
 - Ranieri (Chair)
 - Axelrod
- Personnel and Finance Committee:
 - Axelrod (Chair)
 - Longo

- Policy and Planning Committee:
 - Longo (Chair)
 - Ferguson
 - Rader
 - Ranieri

- Ad hoc: Election Committee:
 - Ciardullo (Chair)
 - Longo
 - Perrone

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary Ferguson presented to the Board for acceptance the proposed minutes of the previous month's meeting.

- Upon motion made by Ferguson and duly seconded by Longo, it was:

RESOLVED, That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of December 19, 2024.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#6-01/2025)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer Axelrod reported that the Library's operating expenditures were \$413,797 and the capital expenditures were \$0.

Axelrod presented to the Board for approval last month's *Warrant*.

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

RESOLVED, That the Board approve Warrant #6 in the amount of \$413,797.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#7-1/2025)

ii. Personnel:

Axelrod reported that the newly-hired part-time custodian, Allen DeGroat, resigned. Axelrod recommended that the Board authorize Director Gallagher and Facilities Manager Abraham to hire a part-time custodian at their discretion to fill the vacancy without delay of custodial services.

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

RESOLVED, That the Board approve the hiring of a part-time custodian at the discretion of Director Gallagher and Finance Manager Abraham.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#8-1/2025)

iii. Investment Options:

Treasurer Axelrod reported that the *Committee* met earlier in the day with financial advisors from *PCSB Bank* to discuss possible investment options and the enrollment in the electronic payment system for accounts payable.

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

RESOLVED, That the Board approve the enrollment in the Deposit Placement Program at PCSB Bank for investment purposes.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#9-1/2025)

iv. Bank Signatories:

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

RESOLVED, That the Board approve President Patricia Voce, Vice-President Nicholas A. Longo, Jr., and Treasurer Robert Axelrod as authorized signatories on Chase Bank and PCSB Bank accounts and authorize online access to Chase

Bank and PCSB Bank accounts to Director Marianne Gallagher and Finance Manager Shibu Abraham.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#10-1/2025)

v. Electronic Payment System:

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

RESOLVED, That the Board approve the enrollment in the Electronic Payment System at PCSB Bank for accounts payable purposes.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#11-1/2025)

vi. Removal of Victor Berger from Bank Accounts:

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

RESOLVED, That the Board remove past-President Victor Berger as an authorized signatory from Chase Bank and PCSB Bank accounts and add President Patricia Voce and Vice-President Nicholas A. Longo, Jr., as authorized signatories on Chase Bank and PCSB Bank accounts.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#12-1/2025)

vii. Chase Bank/PCSB Bank Transfers:

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

RESOLVED, That the Board authorize the transfer of \$500,000 from the Chase Bank invoice account to the PCSB Bank invoice account for accounts payable purposes.

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#13-1/2025)

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

i. West Wall Drainage Project:

Due to Sasson's absence, Director Gallagher reported that the majority of the drainage work has been conducted. The contractor will return shortly to complete the job.

ii. Switchgear Replacement and Generator Installation:

Director Gallagher reported that she will contact Architect Consultant Donald Mac Donald to discuss preparing a *Request for Proposal (RFP)* for the replacement of the switchgear and the installation of a generator.

iii. Windows Replacement:

Director Gallagher reported that she will obtain a budget estimate for the replacement of the windows, which will be the project for the next grant cycle.

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

Longo had nothing to report.

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri had nothing to report.

e. President's Report (Voce):

President Voce had nothing to report.

f. Director (Gallagher):

i. Hoopla Limits:

Director Gallagher reported that due to the increasing popularity of *Hoopla*, which offers free streaming and downloads of audiobooks, movies, music, ebooks, and comics, the Library has instituted limits on the number of titles patrons can check out in order to address budgetary concerns.

IV. UNFINISHED BUSINESS

i. Dollar Limit Amount for Checks Payable:

Treasurer Axelrod recommended that the Board require two signatories for checks payable in the amount of \$10,000 and above.

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

RESOLVED, *That the Board require two signatories on checks payable in the amount of \$10,000 and above, effective the date the signatories are updated on the Chase Bank and PCSB Bank accounts.*

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#14-1/2024)

V. NEW BUSINESS

a. Power Kids Club:

Trustee Ranieri reported that the *Power Kids Club*, a local youth organization for children with special needs, would like to partner with the Library to promote awareness of the organization. Bookmarks, created by the participants, would be displayed at the Library. Ranieri and Director Gallagher will coordinate with the *Children's* and the *Community Relations Departments*.

b. Appointment of Attorney (Voce):

President Voce deferred to Treasurer Axelrod, who recommended that the Board table the appointment of the Library's attorney until the *Personnel and Finance Committee* meets to discuss a proposal received from a local law firm to provide legal services to the Library.

c. Appointment of Auditors (Voce):

Treasurer Axelrod proposed that the Board re-appoint the auditing firm of *V. John Associates* as the official *Auditors* of the Library, contingent upon acceptance of the new proposal for the coming year.

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

RESOLVED, *That the Board appoint V. John Associates as the official Auditors of the New City Library, contingent upon acceptance of the new proposal.*

The Resolution was passed by all those present (Perrone and Sasson, absent). (RM#15-01/2025)

d. Board Communications (Ferguson):

Ferguson had nothing to report.

e. 2025 Trustee Training/Staff Training (Corrado):

Corrado reported that all of the trustees have met their *2024 New York State Trustee Training* requirements. Corrado reminded the trustees that each trustee must complete two hours of mandatory trustee training annually. In addition, the trustees and staff must complete the mandated *New York State Sexual Harassment Prevention Training* annually.

f. Patio Paver Project:

Trustee Axelrod recommended that the engraving company visit the Library to view the recent batch of pavers that were installed on the outdoor patio for quality control since some of the pavers were not engraved well.

VI. PUBLIC COMMENT

The following public comments were received:

A patron commented that the *Power Kids Club*, which was mentioned earlier in the meeting by Trustee Ranieri, has a display at the *West Nyack Library*.

VII. EXECUTIVE SESSION

Treasurer Axelrod reported that a legal matter will need to be discussed in an *Executive Session*.

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

RESOLVED, *That the Board enter into an Executive Session to discuss a legal matter.*

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#16-01/2025)

The Board entered into an *Executive Session* at 8:42 p.m.

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

RESOLVED, *That the Board resume the Regular Meeting.*

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#17-01/2025)

The Board resumed the *Regular Meeting* at 8:47 p.m.

VIII. ADJOURNMENT

- Upon motion made by Ferguson and duly seconded by Longo, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Perrone and Sasson, absent).
(RM#18-01/2025)

Meeting was adjourned at 8:48 p.m.

Submitted by James Ferguson, Secretary
Board of Trustees
NEW CITY LIBRARY
January 30, 2025

JF/kc