



(APPROVED 01/16/20)

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

January 17, 2019

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

ABSENT: None

STAFF: Marianne Gallagher, Director
Shibu Abraham, Facilities & Finance 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 p.m.

The *Pledge of Allegiance* was recited.

b. Privileged Motion:

Secretary Axelrod presented a *Privileged Motion* requesting that the *Election of Chair of the Meeting* and the *Election of Officers* from the *Orders of the Day* of the *Regular Meeting of the Board of Trustees* be advanced to the beginning of the *Annual Meeting*.

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

RESOLVED, that the Board approve the advancement of the *Election of Chair of the Meeting* and the *Election of Officers of the Orders of the Day of the Regular Meeting of the Board of Trustees* to the beginning of the *Annual Meeting*.

The Resolution was passed by all those present (Sasson not present). (AM#1-01/2019)

c. Election of Chair of the Meeting:

- Upon motion made by Axelrod and duly seconded by O’Hanlon, it was:

RESOLVED, *that Agin Antony serves as Chair Pro Tempore of the Annual Meeting the Board of Trustees on January 17, 2019.*

The Resolution was passed by all those present (Sasson not present). (AM#2-01/2019)

d. Election of Officers:

Antony inquired if there were any nominations from the floor.

Axelrod recommended Berger for the *Office of President*.

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

RESOLVED, *that Victor Berger serves as President of the Board of Trustees.*

The Resolution was passed by all those present (Sasson not present). (AM#3-01/2019)

President Berger thereupon chaired the remainder of the meeting.

President Berger stated that Sabatini and Zuckerberg are nominees for *Office of the Vice-President* and that the Board will need to vote. Corrado distributed a *Ballot* to each *Trustee*.

Berger recommended O’Hanlon for the *Office of the Treasurer*.

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

RESOLVED, *that Denis O’Hanlon serves as Treasurer of the Board of Trustees.*

The Resolution was passed by all those present (Sasson not present). (AM#4-01/2019)

Berger recommended Axelrod for the *Office of the Secretary*.

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

RESOLVED, *that Robert Axelrod serves as Secretary of the Board of Trustees.*

The Resolution was passed by all those present (Sasson not present).
(AM#5-01/2019)

Upon receiving from the *Trustees* the results of the vote for *Office of the Vice-President*, President Berger announced that Sabatini was elected.

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

RESOLVED, *that Ralph Sabatini serves as Vice-President of the Board of Trustees.*

The Resolution was passed unanimously (Sasson now present). (AM#6-01/2019)

On behalf of the Board, Berger congratulated the *Officers* on their new positions.

e. Public Comment:

No public comments were offered.

II. REVIEW OF THE MINUTES OF THE PREVIOUS ANNUAL MEETING

Zuckerberg (*Secretary of the Board at the Annual Meeting of January 18, 2018*) presented to the Board for acceptance the proposed *Minutes of the Annual Meeting of the Board of Trustees of January 18, 2018*.

- Upon motion made by Axelrod and duly seconded by Zuckerberg, it was:
RESOLVED, *that the Board accept the Minutes of the Annual Meeting of the Board of Trustees of January 18, 2018.*

The Resolution was passed by all those present (Sasson now present, Antony not present, Bertolino and O’Hanlon abstained as they were not yet seated as

Board members at the *Annual Meeting of the Board of Trustees of January 18, 2018*). (AM#7-01/2019)

III. REPORTS

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

The *President's Report* was presented by Berger, who submitted a written report for the record. Berger discussed the following highlights of 2018:

- Great progress was made in developing plans and selecting an architect for creating a *Master Plan* of the Library (*Redesign Project*)
- New policies were developed and existing policies were revised with the dedication of the *Policy and Planning Committee*
- The *New City Library Manual* was produced, which is a comprehensive *Manual* containing various Library documents, as well as adopted *Policies*

Berger reported that in 2019 the Library will move forward with the renovation, ensuring that the Library functions as normally as possible under construction.

Berger reported that the Board will negotiate the contract with the *Staff Association*.

On behalf of the Board, Berger thanked Marianne Gallagher, *Library Director*, and the dedicated staff for their outstanding performance.

b. Director's Report (M. Gallagher):

The *Director's Report* was presented by Gallagher, who reported that the Library accomplished many goals in the past year. Gallagher discussed the following highlights of 2018:

- A *Master Plan* of reconfigured library space was developed by the architects
- A new *Website* was launched highlighting programming and digital offerings
- A new *Mini-Makerspace* was created, offering coding and circuitry classes, as well as “open hours” for individual projects
- *The Little Free Library* was installed at a local park, thus promoting literacy
- Five new *Book Clubs* were formed
- An *Amnesty Week* was offered to encourage the return of lost materials, resulting in the recovery of hundreds of items, as well as new card signups
- Two long-time staff, Lulu Paolini and Susan Schwinn, retired
- The *Budget Vote* resulted in approximately an 80% approval rate

- Staff received training in various issues, such as mental health, cultural sensitivity, *Code Adam* procedures, and naloxone administration

Gallagher expressed her gratitude to the Board for its continued support, as well as to the Library staff for their dedication.

c. Treasurer's Report (R. Sabatini):

The *Treasurer's Report* was presented by Sabatini, who reported that the Library's finances are in excellent order.

i. Annual Audit 2018:

The New City Library's *Annual Audit 2018* was presented by Jessica Mendoza, a CPA with the accounting firm *PKF O'Connor Davies, LLP*, who was the lead manager in charge of the *Audit*. Highlights of the *Audit* are as follows:

- Fieldwork was held in the fall
- Audit was completed in November
- Recommendations were made regarding minor deficiencies

Mendoza commented that the *Audit Team* experienced no difficulties with performing the *Audit* and that *Administration* was very helpful.

Mendoza recommended that the *Audit* be posted to the Library's website.

The Board thanked Mendoza and team for their detailed work.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

a. Board Communications:

None.

VI. PUBLIC COMMENT

The following public comments were received from a patron:

- *The patron complimented the following:*
 - *The Board and staff on a job well done.*
- *The patron suggested the following:*
 - *That the Library creates an online survey on the website for Library usage, which will offer insight to patron usage/needs, etc.*
 - *That the Library creates a link on the website for patrons to be able subscribe to the Quarterly Newsletter and mailing list.*
 - *That the Library creates links to the website for Job Search, Genealogy Databases, Homework Help, and Common Core.*
- *The patron inquired about the following:*
 - *Why did the Library not replace the previous flyer display rack with a similar rack since the new rack does not showcase upcoming programs as well as the previous display rack did?*

President Berger thanked the patron for his comments.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Antony not present). (AM#8-01/2019)

Meeting was adjourned at 7:19 p.m.

Submitted by Robert Axelrod, Secretary
Board of Trustees
NEW CITY LIBRARY
January 29, 2019

RA/kc