



(APPROVED 01/20/22)
**MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY**
January 21, 2021
(Via Zoom Video Conferencing)

PRESENT: Victor Berger, President
David Zuckerberg, Vice-President
Denis O’Hanlon, Treasurer
Robert Axelrod, Secretary
Edward Bertolino, Trustee
Phyllis Morena, Trustee
Patricia Ranieri, Trustee
Jeffrey Sasson, Trustee
Patricia Voce, Trustee

ABSENT: None

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

GUESTS: Ralph Sabatini, Trustee Emeritus
Jessica Mendoza, CPA, PKF O’Connor Davies, LLP
Lisa Coughlin, Trustee Elect

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:02 p.m.

The *Pledge of Allegiance* was recited.

II. REVIEW OF THE MINUTES OF THE PREVIOUS ANNUAL MEETING

Secretary Axelrod (also the *Secretary of the Board* at the *Annual Meeting of January 16, 2020*) presented to the Board for acceptance the proposed *Minutes of the Annual Meeting of the Board of Trustees of January 16, 2020*.

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

RESOLVED, that the Board accept the *Minutes of the Annual Meeting of the Board of Trustees of January 16, 2020*.

The Resolution was passed unanimously. (AM#1-01/2021)

III. REPORTS

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

The *President's Report* was presented by President Berger, who submitted a written report for the record. Berger discussed the following highlights of 2020:

- Much effort, time, and progress was made with the *Redesign Project*. After numerous architectural firms had submitted proposals and interviews were conducted, the Board had made its final selection and entered into a contract with *VMDO Architects*. The Board anticipates that great progress will be made in 2021 leading up to the construction.
- The Director and staff should be highly commended for their efforts and dedication in keeping the Library's services available to the patrons, by offering numerous online services, eventually offering curbside pickup, and, finally, re-opening its doors.

Berger also commended the cooperation of the Board members and thanked them.

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

The *Director's Report* was presented by Director Gallagher, who submitted a written report for the record.

In addition to her written report, Gallagher stated that the year 2020 was an amazing year and that she is proud and pleased with the performance of the staff, who not only cooperated, but also collaborated, under the extraordinary circumstances of the *COVID-19 Pandemic*. A lot of new challenges were presented by the state-mandated shutdown; however, the staff rose to those challenges by developing new online services and programming, instituting curbside pickup, and conducting extra safety protocols regarding sanitization measures for the health and safety of the patrons and staff. Although the physical building was closed, the Library's services remained open via online access.

Gallagher expressed her gratitude to the Board members for their continued support and for their extraordinary trust in the management's and staff's efforts in providing services to the community during unprecedented times.

Gallagher also thanked the staff for their enormous dedication and creativity.

President Berger thanked the Director for her leadership.

c. Treasurer’s Report (D. O’Hanlon):

The *Treasurer’s Report* was presented by Treasurer O’Hanlon, who reported that the Library’s finances are in good shape and that the audit went very well. O’Hanlon introduced *Accountant Jessica Mendoza* to present the *Audit FY2020*.

i. Audit FY2020:

The New City Library’s *Audit FY2020* 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
- No internal control deficiencies were found
- Management implemented last year’s recommendations

Mendoza explained the audit process.

Vice-President Zuckerberg inquired about how the auditors will monitor and evaluate the construction process? Mendoza reported that the auditors have already begun the process by tracking the project’s expenses, thus far.

Director Gallagher reported that the auditors will also be of great assistance with records management throughout the construction.

President Berger thanked Mendoza and team for their efforts and expertise.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

a. Exiting Trustees:

President Berger reported that *Edward Bertolino* has now completed his first term as *Trustee* and Berger accepted Bertolino’s resignation due to personal matters.

Bertolino stated that he is honored and privileged to have served his community through the Library and he expressed his gratitude of having had the opportunity to work with the other Board members. Bertolino offered to stay involved with the upcoming construction project, if the Board wishes. Bertolino also congratulated *Trustee Elect Lisa Coughlin* and offered her his best wishes.

Director Gallagher presented Bertolino with a *Recognition Plaque* and read the inscription thanking him for his dedicated years of service to the Library.

On behalf of the Board, Berger thanked Bertolino and accepted his offer to remain involved with the construction project.

b. Incoming Trustees:

President Berger welcomed to the Board new member *Lisa Coughlin, Trustee Elect*, and congratulated *Coughlin* on her win. Coughlin thanked President Berger and expressed her eagerness in serving her community through the Library.

c. Board Communications:

Secretary Axelrod had nothing to report.

VI. PUBLIC COMMENT

No public comments were offered.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously (Bertolino not included in the vote due to his unseating by Coughlin). (AM#2-01/2021)

Meeting was adjourned at 7:17 p.m.

Submitted by Robert Axelrod, Secretary
Board of Trustees
NEW CITY LIBRARY
January 29, 2021
RA/kc