



NEW CITY LIBRARY

SERVING THE COMMUNITIES OF NEW CITY, CONGERS AND BARDONIA

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
February 16, 2017**

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

ABSENT: Anthony Feliciano

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 7:10 p.m. The *Pledge of Allegiance* was recited.

b. Public Comments:

None.

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 January 19, 2017*, for acceptance, as amended to reflect corrections to motion RM#4-01/2017 requested by Ralph Sabatini. The corrections should read as follows: “*duly seconded by Joseph Reiter*” (not Ralph Sabatini) and “*Ralph Sabatini recused*” (not Joseph Reiter).

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

RESOLVED, *that the Board accept the Amended Minutes of the Regular Meeting of the Board of Trustees of January 19, 2017.*

The Resolution was passed unanimously by all those present (Anthony Feliciano absent). (RM#1-02/2017)

III. REPORTS

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

i. Personnel:

Ralph Sabatini stated that there were no personnel matters to report.

ii. Financial Report of January 31, 2017, and Warrant #7:

Ralph Sabatini reported that the financials are slightly under budget but on track at this time. Sabatini stated that the Library will be building up capital reserves since capital expenses will be forthcoming this year.

Sabatini presented the *Financial Report of January 31, 2017, and Warrant #7* for approval.

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

RESOLVED, *that the Board approve Warrant #7 in the amount of \$246,804.*

The Resolution was passed unanimously by all those present (Anthony Feliciano absent). (RM#2-02/2017)

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

i. Redesign Project:

Jeffrey Sasson reported that the Committee met with Donald Mac Donald, the architect on the *Roof Replacement Project* and the *Brick Project*, to discuss the

Redesign Project for the modernization of space for the Library. The repurposing of space will require the following four-step process:

- Preliminary Design Phase
- Final Design Phase
- Construction Documents Phase
- Construction Phase

Mac Donald plans to submit a quote in approximately two weeks for the evaluation stage. Sasson commented that Mac Donald's fees in the past have been reasonable and that Mac Donald is available to do the *Project*. Marianne Silver created a ten-point list of possible ideas for repurposing the space.

Sasson recommends hiring Mac Donald, who has experience with redesign/renovation with several other libraries. The Library's experience with Mac Donald on prior projects has been good; therefore, Sasson feels that there will be no wasted time or money with using Mac Donald.

A general discussion followed. Ralph Sabatini inquired if the Library should be implementing the *RFP Process (Request for Proposal)*.

David Zuckerberg agreed that the Library has had good experience with Mac Donald, but inquired if it would be best for the Library to seek a specialist in library design/redesign.

Victor Berger stated that the Library should be using the *RFP Process* and suggested that Stephen Hoefler, Fiscal Officer at RCLS, be contacted for his advice and expertise. Marianne Silver commented that Hoefler is a valuable resource not only for construction matters, but also for financing options.

Silver reported that Mac Donald would like to take photographs and that the blue prints are confusing due to prior, multiple renovations. She suggested transferring the blue prints to the highest level of *Auto CAD (Computer Aided Design)*. Berger requested that Silver research options for the blue prints.

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

Phyllis Morena reported that the Committee met to discuss the following:

- *Staff Handbook*
- *Sexual Harassment Policy*
- *Confidentiality of Patron and Library Records Policy*

Morena presented the *Staff Handbook* to the Board for acceptance.

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

RESOLVED, *that the Board adopt the Staff Handbook.*

The Resolution was passed unanimously by all those present (Anthony Feliciano absent). (RM#3-02/2017)

Morena presented the *Sexual Harassment Policy* to the Board for acceptance.

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

RESOLVED, *that the Board adopt the Sexual Harassment Policy.*

The Resolution was passed unanimously by all those present (Anthony Feliciano absent). (RM#4-02/2017)

Morena presented the *Confidentiality of Patron and Library Records Policy* to the Board for acceptance.

David Zuckerberg raised concerns regarding the appropriateness, and expense, of the Library challenging a court order or subpoena. The approval of the *Policy* was tabled until Joseph Reiter can obtain legal input.

d. Ad Hoc Committees:

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

Joseph Reiter offered no report.

Phyllis Morena conducted some research on non-print sources for the Library's legal notices and for the designation of the *Official Newspaper* of the Library. Reiter stated that he is still researching the issue.

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

Robert Axelrod reported that several pavers were purchased this month, totaling approximately thirty pavers sold and approximately \$6,500 raised,

thus far. Axelrod discussed holding a ribbon-cutting ceremony at the Library for the fundraiser this springtime. He suggested that the ceremony coincide with an outdoor concert, possibly during the popular Memorial Day weekend outdoor concert, where there will likely be many patrons in attendance for the concert. The *Ceremony* will be designed to promote the fundraiser.

David Zuckerberg suggested that the *Patio Paver Fundraiser Project* be promoted at the upcoming book sale, as well.

Victor Berger suggested that the Library hold a “*Win-A-Paver*” raffle to help promote the fundraiser and is another way of raising funds for the Library.

Marianne Silver stated that the engraving company is experiencing difficulty engraving the pavers, as the pavers are crumbling during engraving process. A new font and new method of engraving are being discussed. The engravers have suggested using a coating on the paver; however, Silver has concerns. Jeffrey Sasson inquired if the initial paver had the same crumbling issues when engraved.

Silver stated that the engraving company plans to drop off a sample paver sometime next week.

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

Joseph Reiter will offer reports when the *Nominating Committee* becomes active again, that is, when the trustee election process begins.

e. President (V. Berger):

Victor Berger offered no report.

f. Director (M. Silver):

Marianne Silver offered no further comments to her *Director’s Report*.

Silver stated that volunteers recently helped receive and sort book donations for the upcoming *Book Sale*. Four official dates to accept book donations have been established. Donations will only be accepted on the official dates, which are listed in the *Newsletter*. Receipts of a general nature will be provided to the donor for tax purposes since the Library cannot offer value on the donations.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

a. New York State Annual Report 2016:

Marianne Silver highlighted the following statistics from the *New York State Annual Report 2016*:

- Print collection overall reduced by 7.3%
- Adult Non-Fiction reduced by 21.7%
- Library visits increased by 4.4%
- Program attendance increased by 15.5%
- Circulation reduced by 6.4%
- Electronic Circulation increased by 9.7%

Ralph Sabatini reported that he and Robert Axelrod, along with Shibu Abraham, thoroughly reviewed the *New York State Annual Report 2016*. Sabatini presented the *Report* to the Board for acceptance.

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

RESOLVED, that the Board give its assurance that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, that the 2016 Annual Report was reviewed and presented to the Board for acceptance, and that the Board approved submission of the Annual Report 2016 to the State.

The Resolution was passed unanimously by all those present (Anthony Feliciano absent). (RM#5-02/2017)

b. Board Communications:

David Zuckerberg reported that no board communications were received this month.

c. Read Aloud Day:

Robert Axelrod reported that he was invited to participate in a *Read Aloud* program at Laurel Plains Elementary School.

d. New York Library Association’s Advocacy Day 2017:

Shibu Abraham mentioned that *Advocacy Day* will be held in Albany on Wednesday, March 1. Each year library advocates from across New York State voice their support for funding and policies that benefit libraries.

David Zuckerberg stated that the meeting of the *New Yorkers for Better Libraries PAC* the evening before *Advocacy Day* has proven useful in communicating the importance of libraries to the legislators. Zuckerberg urged the Board and staff to attend, if possible. Marianne Silver stated that two staff members are planning to attend at this time.

VI. PUBLIC COMMENT

No public comments were offered.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Anthony Feliciano absent, Joseph Reiter departed the meeting early). (RM#6-02/2017)

Meeting was adjourned at 7:46 p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
February 28, 2017

DZ/kc

MOTIONS

(RM#1-02/2016) Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board accept the Amended Minutes of the Regular Meeting of the Board of Trustees of January 19, 2017.

The Resolution was passed unanimously by all those present (Anthony Feliciano absent).

(RM#2-02/2016) Upon motion made by Ralph Sabatini and duly seconded by Agin Antony, it was:

RESOLVED, that the Board approve Warrant #7 in the amount of \$246,804.

The Resolution was passed unanimously by all those present (Anthony Feliciano absent).

(RM#3-02/2016) Upon motion made by Ralph Sabatini and duly seconded by Robert Axelrod, it was:

RESOLVED, that the Board adopt the Staff Handbook.

The Resolution was passed unanimously by all those present (Anthony Feliciano absent).

(RM#4-02/2016) Upon motion made by Ralph Sabatini and duly seconded by Agin Antony, it was:

RESOLVED, that the Board adopt the Sexual Harassment Policy.

The Resolution was passed unanimously by all those present (Anthony Feliciano absent)

(RM#5-02/2016) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board give its assurance that the Library operated under its plan of service in accordance with the provisions of Education law and the Regulations of the Commissioner, that the 2016 Annual Report was reviewed and presented to the Board for acceptance, and that the Board approved submission of the Annual Report 2016 to the State.

The Resolution was passed unanimously by all those present (Anthony Feliciano absent).

(RM#6-02/2016) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

RESOLVED, that the Board adjourn the meeting.

The Resolution was passed unanimously by all those present (Anthony Feliciano absent, Joseph Reiter departed the meeting early).