



(APPROVED 03/16/23)

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

February 16, 2023 (7 p.m.)

(New City Library Express, 198 S. Main St., New City, NY)

PRESENT: Victor Berger, President
Patricia Voce, Vice-President
Robert Axelrod, Associate Treasurer
Lisa Coughlin, Secretary
Phyllis Morena, Trustee
Patricia Ranieri, Trustee (*Via Zoom*)
Jeffrey Sasson, Trustee (*Via Zoom*)

ABSENT: Denis O’Hanlon, Treasurer
James Ferguson, Trustee

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

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:03 p.m.

The *Pledge of Allegiance* was recited.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Trustee Morena requested that the minutes of the previous month’s meeting be amended to reflect that Trustee Sasson attended the meeting via Zoom videoconference, not in person. Secretary Coughlin presented to the Board for acceptance the proposed minutes, as amended.

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

RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of January 19, 2023, as amended.

The Resolution was passed by all those present (Ferguson and O’Hanlon, absent). (RM#1-02/2023)

III. REPORTS

a. Personnel and Finance Committee (O’Hanlon, Chair):

i. Financial Report and Warrant:

Due to the absence of Treasurer O’Hanlon, Associate Treasurer Axelrod reported that the Library’s operating expenditures were \$260,027. The *Warrant* also includes renovation fees of \$882,237.

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

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

RESOLVED, *That the Board approve Warrant #7 in the amount of \$1,142,264.*

The Resolution was passed by all those present (Ferguson and O’Hanlon, absent). (RM#2-2/2023)

ii. Renovation Project Budget Report:

Axelrod thanked Finance Manager Abraham for preparing the *Renovation Project Budget Report* included in this month’s financials, summarizing the renovation expenditures to date.

iii. New York State Annual Report 2022:

Due to Treasurer O’Hanlon’s absence, Associate Treasurer Axelrod reported that the *New York State Annual Report 2022* has been completed and will be reviewed by the *Ramapo Catskill Library System (RCLS)* before submission to *New York State*. Director Gallagher presented it to the Board for acceptance.

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

RESOLVED, *that the Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner, and assures that the 2022 Annual Report was reviewed and accepted by the Board.*

The Resolution was passed by all those present (Ferguson and O’Hanlon, absent). (RM#3-02/2023)

iv. Personnel:

O’Hanlon had nothing to report.

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

i. Renovation Project:

Sasson referred to Director Gallagher for the report. Gallagher reported on the following:

Possible Change Orders:

- A reconfiguration of the *Maker Terrace* is necessary due to the discovery of underground electrical cables.
- Water leakage has been discovered in the area of the clerestory windows.
- Drainage along the west wall of the southern lower level needs improvement.
- Original steel work in the 1988 addition connecting to the new *Children’s Meeting Room* needs reinforcement in some areas.

Environmental Graphic Design:

Gallagher unveiled the proposed *Environmental Graphic Design* for the renovation, which embraces graphic, architectural, interior, landscape, and industrial design with the visual aspects of wayfinding, communicating identity and information, and connecting people to place. Gallagher presented it to the Board for approval.

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

RESOLVED, *That the Board approve the proposed Environment Graphic Design.*

The Resolution was passed by all those present (Ferguson and O’Hanlon, absent). (RM#4-2/2023)

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

Morena had nothing to report.

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri had nothing to report.

e. Ad Hoc Committees:

i. Fundraising Committee (Sasson, Chair):

President Berger directed that the *Committee* research room-naming opportunities as a possible means of fundraising.

f. President’s Report (Berger):

President Berger had nothing to report.

g. Director’s Report (Gallagher):

In addition to her written *Director’s Report*, Director Gallagher reported on the following:

i. Advocacy Day 2023:

Gallagher reported that the *New York Library Association (NYLA)* will hold its annual *Advocacy Day* this year locally, instead of in Albany, enabling participants to attend meetings at their local legislators’ offices, either in-person or virtually. Gallagher encouraged the *Trustees* to participate.

IV. UNFINISHED BUSINESS

a. Appointment of Auditors (President Berger):

Due to Treasurer O’Hanlon’s absence, Associate Treasurer Axelrod requested that the appointment of the auditors be tabled until the next Board meeting since the *Committee* had not yet had an opportunity to discuss the matter.

b. Board Communications (Coughlin, Secretary):

Coughlin had nothing to report.

V. NEW BUSINESS

c. Board Communications (Coughlin, Secretary):

Coughlin had nothing to report.

VI. PUBLIC COMMENT

There were no public comments offered.

VII. ADJOURNMENT

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

RESOLVED, that the Board adjourn the meeting.

The Resolution was passed by all those present (Ferguson and O’Hanlon, absent). (RM#5-02/2023)

Meeting was adjourned at 7:43 p.m.

Submitted by Lisa Coughlin, Secretary
Board of Trustees
NEW CITY LIBRARY
February 23, 2023

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