



(APPROVED 03/19/20)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
February 20, 2020

PRESENT: Victor Berger, President
David Zuckerberg, Vice-President
Denis O’Hanlon, Treasurer
Robert Axelrod, Secretary

Edward Bertolino, Trustee
Phyllis Morena, Trustee
Jeffrey Sasson, Trustee
Patricia Voce, Trustee

ABSENT: Patricia Ranieri, Trustee

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

GUEST: Ralph Sabatini, Trustee-Emeritus

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 MEETING

Secretary Axelrod presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of January 16, 2020*.

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

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

The Resolution was passed by all those present (Morena abstained due to her absence at the previous meeting; Ranieri, absent). (RM#1-02/2020)

III. REPORTS

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

i. Financial Report of January 31, 2020, and Warrant #7:

Treasurer O’Hanlon reported that the Library’s finances are in good shape.

O’Hanlon presented to the Board for approval the *Financial Report of November 21, 2019, and Warrant #5.*

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

RESOLVED, *that the Board approve Warrant #7 in the amount of \$403,376.*

The Resolution was passed by all those present (Ranieri, absent). (RM#2-02/2020)

ii. Interest Income:

O’Hanlon reported that the Library is now earning interest income in the amount of approximately \$3,000 per month due to the transfer of funds from the *Smith Barney* account to the *PCSB Bank* account.

iii. New York State Annual Report 2019:

O’Hanlon reported that the *New York State Annual Report 2019* has now been completed. O’Hanlon presented to the Board for approval the *New York State Annual Report 2019.*

- Upon motion made by O’Hanlon and duly seconded by Bertolino, 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 2019 Annual Report was reviewed and accepted by the Board.*

The Resolution was passed by all those present (Ranieri, absent). (RM#3-02/2020)

iv. Engineer’s Fee:

O’Hanlon reported that the *Committee* met to discuss the proposed fee of *Atzl, Nasher & Zigler* for surveying, engineering, and planning services. Gallagher explained the fee structure.

O’Hanlon presented to the Board for approval the proposed fee in the amount of \$82,500.

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

RESOLVED, *that the Board accept the surveying, engineering, and planning services fee of Atzl, Nasher & Zigler in the amount of \$82,500.*

The Resolution was passed by all those present (Ranieri, absent). (RM#4-02/2020)

v. Personnel:

O’Hanlon reported that the *Committee* met to discuss the vacant position in the *Support Services Department*. O’Hanlon presented to the Board for approval the appointment of *Stephanie Roberts* to the position of *Library Assistant I – Full Time* in the *Support Services Department*.

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

RESOLVED, *that the Board appoint Stephanie Roberts to the position of Library Assistant I – Full Time in the Support Services Department.*

The Resolution was passed by all those present (Ranieri, absent). (RM#5-02/2020)

vi. Benefits for Administrative Staff:

O’Hanlon reported that the *Benefits for Administrative Staff* had been amended to match the *New City Library Staff Association Collective Bargaining Agreement* for July 1, 2019-June 30, 2023.

O’Hanlon presented to the Board for approval the amended *Benefits for Administrative Staff*.

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

RESOLVED, that the Board approve the amended Benefits for Administrative Staff.

The Resolution was passed by all those present (Ranieri, absent). (RM#6-02/2020)

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

i. Redesign Project:

Sasson reported that the *Committee* met with *Donald Mac Donald* to discuss the engineer’s fee and to review the final *Request for Proposal (RFP)*, which was prepared by *Mac Donald*, which will be sent out to architects to submit proposal bids by the deadline of March 2.

Abraham stated that he gave a tour of the Library to one architect this morning.

Gallagher reported that interviews of architects submitting bids will be conducted over a ten-day period following the March 2 deadline.

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

Morena reported that the *Committee* met to discuss the current *Strategic Plan*. Morena stated that a new *Strategic Plan* will be drafted over several months’ time and that the proposed new *Strategic Plan* will then be presented to the Board no later than the September Board meeting.

Gallagher stated that the *Strategic Plan* will mainly focus on staffing, technology, and the building renovation. Gallagher explained each area of the *Plan* to be addressed.

d. Legal Affairs Committee (Axelrod, Chair):

Axelrod had nothing to report.

e. President’s Report (Berger):

President Berger had nothing to report; however, Berger thanked *Sabatini* for attending the Board meeting as *Trustee-Emeritus*.

f. Director (Gallagher):

Gallagher referred to her *Director's Report* and also reported on the following:

i. NYLA Advocacy Day:

Gallagher reported that she and three staff members will attend the *New York Library Association's (NYLA) Advocacy Day* in Albany on February 25. Gallagher explained that *Advocacy Day* offers an opportunity for libraries to have their staff meet with legislators to lobby for library funding. Gallagher encouraged the *Trustees* to participate.

ii. NYS Annual Report 2019:

Gallagher highlighted the following areas of the *New York State Annual Report 2019*:

- Increase in circulation of electronic library materials
- Increase in public meeting room usage by outside groups
- Increase in programming attendance
- Decrease in circulation of physical library materials
- Decrease in print book collection materials
- No significant change in door count visits

iii. Safety Audit:

Gallagher reported that the staff will meet tomorrow to discuss safety/security at the Library.

Gallagher stated that the *Clarkstown Police Department's CARES Unit (Cultural and Religious Security Unit)* will conduct a *Security Survey/Safety Audit* in the near future, as well as present to the staff *Active Shooter Training, Stop the Bleed Training*, and an *Emergency Response Guide* in the event of an emergency situation at the Library. A discussion followed.

Gallagher will research possible federal security grants for security upgrades to the Library for which the Library may be eligible.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESSa. Board Communications (Axelrod, Secretary):i. Read Aloud Day:

Secretary Axelrod received an invitation from *Laurel Plains Elementary School* inviting him to its annual *Parent as Reading Partners (PARP) Dignitary Read Aloud Day*. Axelrod stated that he would like to attend again this year unless another *Trustee* would like to participate instead of Axelrod. The *Trustees* agreed that Axelrod should represent the Board again this year. This will be Axelrod's fourth year participating in the event.

ii. Patron Compliment:

Zuckerberg stated that a patron had approached him and commented about the great quality of the maker space programming offered by the Library. Zuckerberg stated that the patron highly complimented staff member *Matthew Aull*, who leads the programming.

VI. PUBLIC COMMENT

Public comments were offered.

President Berger thanked the public for their comments.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Ranieri, absent). (RM#7-02/2020)

Meeting was adjourned at 7:39 p.m.

Submitted by Robert Axelrod, Secretary
Board of Trustees
NEW CITY LIBRARY
February 24, 2020

RA/kc