



(APPROVED 04/17/25)

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

March 20, 2025 (7 p.m.)

(New City Library, 220 North Main St., New City, NY)

PRESENT: Patricia Voce, President
Nicholas A. Longo, Jr., Vice-President
James Ferguson, Secretary
Joseph Ciardullo, Trustee
Roxanne T. Perrone, Trustee
Mindy Rader, Trustee
Patricia Ranieri, Trustee

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

ABSENT: Robert Axelrod, Treasurer
Jeffrey Sasson, Trustee

GUEST: Kathy Bachor, *Children's Librarian*, and Award Recipients
"1,000 Books Before Kindergarten" Reading Program

I. INTRODUCTORY

a. Meeting Called to Order:

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

The *Pledge of Allegiance* was recited.

b. Guest: Kathy Bachor: *1,000 Books Before Kindergarten* Reading Program:

President Voce welcomed Kathy Bachor, *Children's Librarian* for the *1,000 Books Before Kindergarten* reading program, who presented *Certificates of Achievement* to several young patrons, who recently completed the reading program, which encourages children, along with their parents, to read for early literacy.

Bachor reported that since the program's inception in 2016, 113 children had finished the program and approximately 40 other children are actively working toward that goal. Thus far, 191,300 books have been read.

Director Gallagher thanked Bachor for her efforts and offered her congratulations to the children and their parents and encouraged the children to keep reading.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary Ferguson presented to the Board for acceptance the *Minutes* of the previous month's meeting.

- Upon motion made by Perrone and duly seconded by Longo, it was:

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of February 20, 2025.*

The Resolution was passed by all those present (Axelrod and Sasson, absent).
(RM#1-03/2025)

Secretary Ferguson presented to the Board for acceptance the *Minutes of the Executive Session* of the previous month's meeting.

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

RESOLVED, *That the Board accept the Minutes of the Executive Session of the Regular Meeting of the Board of Trustees of February 20, 2025.*

The Resolution was passed by all those present (Axelrod and Sasson, absent).
(RM#2-03/2025)

III. REPORTS

a. Personnel and Finance Committee (Axelrod, Chair):

i. Financial Report and Warrant:

Due to Treasurer Axelrod's absence, Vice-President Longo reported that the Library's operating expenditures were \$376,261 and the capital expenditures were \$0.

Longo presented to the Board for approval last month's *Warrant*.

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

RESOLVED, *That the Board approve Warrant #8 in the amount of \$376,261.*

The Resolution was passed by all those present (Axelrod and Sasson, absent).
(RM#3-02/2025)

ii. PCSB Bank Deposit Placement Program:

Vice-President Longo reported that the Library's accounts at *PCSB Bank* have now been placed in the *Deposit Placement Program*, which will increase FDIC coverage by distributing funds in a reciprocal program involving other FDIC-insured banking institutions.

iii. Chase Bank/PCSB Bank Signatories:

Finance Manager Abraham reported that signatories for the bank accounts at *PCSB Bank* have been updated and the accounts at *Chase Bank* are in the process.

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

Due to Sasson's absence, Director Gallagher reported on the following:

West Wall Drainage Project: Asphalt work to cover the trench at the entrance to the upper parking lot will be completed in the spring.

Staff Patio: A patio in the rear of the building was recently installed where a picnic table will be placed for the staff.

Switchgear and Generator: Four proposals have been received from electrical engineering firms for the switchgear replacement and the generator installation. Consultant Architect Donald Mac Donald is assisting in reviewing the proposals.

HVAC: Two quotes were received from *Trane* for repair work on three of the rooftop units. Finance Manager Abraham presented the quotes to the Board for approval.

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

RESOLVED, *That the Board approve repair work by Trane to the three rooftop units in the amount of \$19,565.*

The Resolution was passed by all those present (Axelrod and Sasson, absent).
(RM#3-03/2025)

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

i. Staff Handbook:

Longo reported that the *Committee* met via videoconference last week to commence review of the current *Staff Handbook*.

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri reported that a legal matter will need to be discussed in an *Executive Session*.

- Upon motion made by Ferguson and duly seconded by Rader, it was:

RESOLVED, *That the Board enter into an Executive Session to discuss a legal matter.*

The Resolution was passed by all those present (Axelrod and Sasson, absent).
(RM#4-03/2025)

The Board entered into an *Executive Session* at 7:25 p.m.

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

RESOLVED, *That the Board resume the Regular Meeting.*

The Resolution was passed by all those present (Axelrod and Sasson, absent).
(RM#5-03/2025)

The Board resumed the *Regular Meeting* at 7:35 p.m.

e. President’s Report (Voce):

President Voce had nothing to report.

f. Director’s Report (Gallagher):

Director Gallagher referred to her written report.

IV. UNFINISHED BUSINESS

a. Legal Counsel Proposal:

President Voce followed up on the proposal recently received from a local attorney to provide legal counsel to the Library. A discussion followed.

V. NEW BUSINESS

a. Board Communications (Ferguson, Secretary):

Secretary Ferguson had nothing to report.

b. Trustee Election Process (Ciardullo, Election Committee Chair):

Ciardullo and Longo reported that the *Election Committee* will begin review of the trustee election process before the next trustee election commences in the fall. A discussion followed.

VI. PUBLIC COMMENT

None.

VII. ADJOURNMENT

- Upon motion made by Ferguson and duly seconded by Longo, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Axelrod and Sasson, absent).
(RM#6-03/2025)

Meeting was adjourned at 8:04 p.m.

Submitted by James Ferguson, Secretary
Board of Trustees
NEW CITY LIBRARY
April 3, 2025

JF/kc