



(APPROVED 04/18/24)

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

March 21, 2024 (7 p.m.)

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

**PRESENT:** Victor Berger, President  
Patricia Voce, Vice-President  
Robert Axelrod, Treasurer  
James Ferguson, Secretary  
Joseph Ciardullo, Trustee  
Nicholas A. Longo, Jr., Trustee  
Roxanne T. Perrone, Trustee  
Patricia Ranieri, Trustee (*via Zoom*)  
Jeffrey Sasson, Trustee (*via Zoom*)

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

**ABSENT:** None

**I. INTRODUCTORY**

a. Meeting Called to Order:

The meeting was called to order at 7:01 p.m.

The *Pledge of Allegiance* was recited.

**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 Ciardullo 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 15, 2024.*

The Resolution was passed unanimously. (RM#1-03/2024)

### III. REPORTS

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

##### i. Financial Report and Warrant:

Treasurer Axelrod reported that the Library's operating expenditures were \$452,896 and the capital expenditures were \$400.

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 #8 in the amount of \$453,296.*

The Resolution was passed unanimously. (RM#2-03/2024)

##### ii. Renovation Project: Subcontractor Default Issue and Walkway Repairs:

Treasurer Axelrod reported that the *Personnel and Finance Committee* and the *Building and Grounds Committee* met at a combined videoconference with the Library's counsel to discuss the subcontractor default issue and the repairs of the deteriorating walkways regarding the *Renovation Project*.

##### iii. Personnel Appointment:

Treasurer Axelrod reported that interviews were conducted for the vacant Children's Services *Librarian I* position. Two candidates were selected as final prospects; however, both candidates declined the offer. Director Gallagher and the *Head of Children's Services* will determine the next steps to fill the vacancy.

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

##### i. Renovation Project:

HVAC: Sasson had nothing to report; however, he deferred to Director Gallagher, who reported that a crew will be working on the *HVAC System* tomorrow, March 22, to address the areas of the building lacking proper air flow, which was indicated in the *Testing and Balancing Report*.

Cracked Grout: Director Gallagher reported that a crack line in the grout had been discovered in the men’s public bathroom.

ii. Drainage Project:

Director Gallagher reported that the basement continues to have drainage issues. *Atzl Engineering* will prepare a *Request for Proposal (RFP)* for drainage work.

iii. Generator Project and Switch Gear:

Director Gallagher reported that she contacted *All Bright Electric* requesting separate budget estimates for a whole building generator and for the replacement of the switchgear, which is nearing the end of its life. Once these estimates are obtained, the Board will determine the viability of these projects and possibly submit an application to the *New York State Department of Library Development* construction aid program.

Trustee Sasson suggested that a portable generator be used to power the building whenever the Library proceeds with the installation of a generator.

Gallagher reported that the electrician returns next week to conduct some warranty electrical work.

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

Longo had nothing to report; however, Director Gallagher requested that the *Committee* meet to re-visit the topic of library fines and possible options.

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri reported that the *Committee* has been meeting with the Library’s counsel regularly regarding the subcontractor default issue.

e. President’s Report (Berger):

President Berger had nothing to report.

f. Director's Report (Gallagher):

Director Gallagher deferred to her written report and also reported on the following:

- *2023 New York State Annual Report* has been submitted.
- *ILS* migration is scheduled for August 1 and will be down until August 5.
- The *Hot Beverage Machine* has been installed in the *Café* and is now available for patron use. Hot beverage packets will be sold at the *Front Desk* for a nominal fee.

**IV. UNFINISHED BUSINESS**

None.

**V. NEW BUSINESS**a. Children in the Library Policy:

Trustee Ciardullo reported that recently in the news a Westchester County library had banned an adult with autism from using the *Children's Department*. Ciardullo was pleased to discover that the New City Library already had a policy in place (*Children in the Library Policy*) permitting this population of adults use of the *Children's Department*.

b. Board Communications (Ferguson, Secretary):

Secretary Ferguson had nothing to report.

**VI. PUBLIC COMMENT**

There were no public comments offered.

**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 unanimously. (RM#3-03/2024)

Meeting was adjourned at 7:35 p.m.

Submitted by James Ferguson, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
March 27, 2024

JF/kc