



**(APPROVED 05/21/20)**  
**MINUTES OF THE**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**NEW CITY LIBRARY**  
April 16, 2020

*Under mandate by New York State,  
the New City Library has closed temporarily due to the Pandemic COVID-19.  
This Regular Meeting of the Board of Trustees was held via Zoom Video Conferencing.*

**PRESENT:** Victor Berger, President (*Via Mobile*)      Edward Bertolino, Trustee  
David Zuckerberg, Vice-President      Phyllis Morena, Trustee  
Denis O’Hanlon, Treasurer (*Via Mobile*)      Patricia Ranieri, Trustee  
Robert Axelrod, Secretary      Patricia Voce, Trustee

**ABSENT:** Ralph Sabatini, Trustee-Emeritus  
Jeffrey Sasson, Trustee

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

**GUESTS:** None

**I. INTRODUCTORY**

a. Meeting Called to Order:

The meeting was called to order at 7:16 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 March 19, 2020.*

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

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of March 19, 2020.*

The Resolution was passed by all those present (Sasson, absent). (RM#1-04/2020)

### III. REPORTS

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

##### i. Financial Report of March 31, 2020, and Warrant #9:

Treasurer O’Hanlon reported that the Library’s finances are below budget due to the Library’s temporary closure mandated by *New York State* due to *Pandemic COVID-19*.

O’Hanlon presented to the Board for approval the *Financial Report of March 31, 2020, and Warrant #9*.

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

RESOLVED, *that the Board approve Warrant #9 in the amount of \$227,612.*

The Resolution was passed by all those present (Sasson, absent). (RM#2-04/2020)

O’Hanlon commended *Finance Manager Shibu Abraham* on a job well done by going to the Library during its closure to prepare checks for invoices in order to keep the Library’s finances current.

##### ii. Employee Retention Credit Program (ERC):

O’Hanlon reported that the Library is entitled to apply for the *Employee Retention Credit (ERC)* program created by the *CARES Act*. A discussion followed. O’Hanlon presented to the Board for approval the proposal that the Library apply.

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

RESOLVED, *that the Board apply for the Employee Retention Credit.*

The Resolution was denied (Bertolino, Morena, Zuckerberg, Yays; Berger, O’Hanlon, Ranieri, Voce, Nays; Axelrod, abstained; Sasson, absent). (RM#3-04/2020)

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

i. Redesign Project:

Director Gallagher reported that she has been in contact with *John Atzl* of *Atzl, Nasher & Zigler*, who will draft a concept plan. Bertolino will research whether or not the *Technical Advisory Committee (TAC)* is currently taking construction projects. Bertolino will speak with *Atzl*.

ii. Maintenance Staff:

Facilities Manager Abraham reported that the *Maintenance Staff* is working seven days a week taking care of deliveries, cleaning, etc. In an effort to maintain social distancing, the *Custodians* are working individual shifts.

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

Morena reported that the *Strategic Plan* will be extended to the end of the calendar year due to the Library's temporary closure under *Pandemic COVID-19*. Morena presented to the Board for approval the extension of the *Strategic Plan*.

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

RESOLVED, *that the Board extend the current Strategic Plan to the end of the calendar year.*

The Resolution was passed by all those present (Sasson, absent). (RM#4-04/2020)

d. Legal Affairs Committee (Axelrod, Chair):

Axelrod had nothing to report.

e. President's Report (Berger):

President Berger had nothing to report; however, Berger, on behalf of the Board, expressed his gratitude to *Finance Manager Abraham* for going to the Library during the closure to keep the Library's finances current under the circumstances. Berger also expressed his thanks to the *Maintenance Staff* for their efforts in sanitizing the building.

f. Director (Gallagher):

In addition to her written report, Director Gallagher reported on the following:

- The staff is working from home creating content for the Library's *YouTube Channel*, now showing over 75 videos.
- The staff is participating in numerous online training courses for professional development, including the annual *Sexual Harassment Prevention Training*.
- The circulation of the digital collection increased. Gallagher suggested that the *Budget* may need to be adjusted to shift funds to digital purchases.

**IV. UNFINISHED BUSINESS**

None.

**V. NEW BUSINESS**

a. Board Communications (Axelrod, Secretary):

Axelrod had nothing to report.

**VI. PUBLIC COMMENT**

None.

**VII. ADJOURNMENT**

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Sasson, absent). (RM#5-04/2020)

Meeting was adjourned at 7:34 p.m.

Submitted by Robert Axelrod, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
April 20, 2020

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