



NEW CITY LIBRARY

SERVING THE COMMUNITIES OF NEW CITY, CONGERS AND BARDONIA

(AMENDED)

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

May 18, 2017

(AMENDED):

The following Minutes were amended to correct two typographical errors.

PRESENT: Victor Berger, President Agin Antony, Trustee
Ralph Sabatini, Treasurer Anthony Feliciano, Trustee
Joseph Reiter, Vice President Phyllis Morena, Trustee
David Zuckerberg, Secretary Jeffrey Sasson, Trustee

ABSENT: Robert Axelrod, Trustee

STAFF: Marianne Silver, Director
Shibu Abraham, Finance/Facilities Manager
Kelly Corrado, Administrative Assistant

GUESTS: None

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:04 p.m. The *Pledge of Allegiance* was recited.

b. Public Comments:

No public comments were offered.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary David Zuckerberg presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of April 20, 2017*, for acceptance.

- Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of April 20, 2017.*

The Resolution was passed with six in favor (Robert Axelrod absent, Anthony Feliciano abstained due to his absence at the previous board meeting; Jeffrey Sasson not present for the Motion). (RM#1-05/2017)

III. REPORTS

a. Personnel and Finance Committee (R. Sabatini, chair):

i. Financial Report of April 30, 2017, and Warrant #10:

Ralph Sabatini reported that spending is running under budget at this time; however, additional expenses are expected. Sabatini stated that with the potential building redesign, funds will need to be moved into the *Capital Fund*.

Sabatini presented the *Financial Report of April 30, 2017, and Warrant #10* for approval.

- Upon motion made by Ralph Sabatini and duly seconded by Joseph Reiter, it was:

RESOLVED, *that the Board approve Warrant #10 in the amount of \$368,685.*

The Resolution was passed by all those present (Robert Axelrod absent, Jeffrey Sasson not present for the Motion). (RM#2-05/2017)

ii. Personnel:

Ralph Sabatini deferred to Marianne Silver to report on personnel matters. Silver reported that Harriet Wollenberg retired at the end of April, after serving the Library for thirty-one years. Silver is currently conducting interviews for a replacement.

b. Building and Grounds Committee (J. Sasson, chair):

i. Redesign Project:

Jeffrey Sasson was not yet present for the *Building and Grounds* report.

Marianne Silver suggested that the *Committee* schedule a meeting since the *Committee* was unable to meet recently. Silver reported that she has spoken with three architects and has sent for evaluation the *Facilities Condition Assessment Report*, which was completed in December 2013, to determine whether or not the *Report* is suitable for creating a *Master Plan*. David Zuckerberg commented that several of those projects listed in the *Report* have now been completed and suggested updating the *Report* to reflect the completed work.

Silver stated that it would cost approximately \$2,000 to draft a *Request for Proposal (RFP)*. Silver plans to review sample *RFPs* and hopes to be able to use the recent *Strategic Plan* for the *RFPs*, rather than spend resources and time conducting additional surveys, etc.

c. Policy and Planning Committee (P. Morena, chair):

Phyllis Morena reported that the *Committee* met to discuss two Library policies.

Marianne Silver stated that Adult Services Librarian Dana Munsch, who oversees the Library's social media, drafted the *Social Media Policy*. Morena presented the *Social Media Policy* for approval.

- Upon motion made by Ralph Sabatini and duly seconded by Agin Antony, it was:

RESOLVED, *that the Board adopt the Social Media Policy.*

The Resolution was passed by all those present (Robert Axelrod absent, Jeffrey Sasson now present for the Motion). (RM#3-05/2017)

Morena reported that a *Procurement Policy* was reviewed by the *Committee*. David Zuckerberg recommended clarifications to the *Policy* and suggested sending it to Stephen Hofer, Fiscal Officer at RCLS, for review.

A discussion followed regarding the expenditure cap for the *Financial Manager* in the absence of the Director and the section of the *Policy* regarding Library collection material purchases.

Berger stated that the approval of the *Procurement Policy* will be deferred until it is reviewed by Hoefer and legal counsel.

d. Ad Hoc Committees:

i. Legal Affairs of the New City Library (J. Reiter, chair):

Joseph Reiter reported that he received a response from legal counsel regarding the Library's obligation to subpoenas as noted in the *Confidentiality of Patron and Library Records*. Counsel recommends the Policy remain as written.

Reiter reported that legal counsel confirmed that the Library is not required to publish *Legal Notices* in newspapers; other methods of publication are acceptable, such as the Library's web site and/or social media.

ii. Patio Paver Fundraiser Project (R. Axelrod, chair):

Robert Axelrod was absent; however, Administrative Assistant Kelly Corrado, coordinator of the paver orders, reported that thirty-three pavers have been sold, thus far, totaling \$7,300. The next order is ready to be sent to the engravers.

A short discussion was held regarding the upcoming *Ribbon Cutting Ceremony* planned for May 28, 2017.

iii. Nominating Committee (J. Reiter, chair):

Reiter will offer reports when the *Nominating Committee* becomes active again, that is, when the trustee election process begins later in the year.

e. President (V. Berger):

Victor Berger offered no report.

f. Director (M. Silver):

Marianne Silver offered no further comments to her *Director's Report*; however, she stated that the recent *Book Sale* was a success and a good experience, but much work. Silver added that many volunteers offered their time. Lessons were learned and will be applied to future book sales—for example, donation days will be limited, books accepted will be restricted, and an extended period of time will be allotted for the book sale. Many books were leftover and 50 cartons of books were given to *Better World Books*.

Silver reported that the *Clarkstown Garden Club* offered to design the front entrance flower bed and to help select plants for the new patio planters.

Anthony Feliciano inquired about *Boopsie*. Silver stated that special scanners are needed.

IV. UNFINISHED BUSINESS

There was no unfinished business to report.

V. NEW BUSINESS

There was no new business to report.

a. Board Communications:

No board communications were received this month.

VI. PUBLIC COMMENT

No public comments were offered.

VII. ADJOURNMENT

- Upon motion made by Agin Antony and duly seconded by Ralph Sabatini, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Robert Axelrod absent).
(RM#4-05/2017)

Meeting was adjourned at 7:50p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
June 5, 2017

DZ/kc

MOTIONS

(RM#1-05/2017) Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of April 20, 2017.

The Resolution was passed with six in favor (Robert Axelrod absent, Anthony Feliciano abstained due to his absence at the previous board meeting; Jeffrey Sasson not present for the Motion).

(RM#2-05/2017) Upon motion made by Ralph Sabatini and duly seconded by Joseph Reiter, it was:

RESOLVED, that the Board approve Warrant #10 in the amount of \$368,685.

The Resolution was passed by all those present (Robert Axelrod absent, Jeffrey Sasson not present for the Motion).

(RM#3-05/2017) Upon motion made by Ralph Sabatini and duly seconded by Agin Antony, it was:

RESOLVED, that the Board adopt the Social Media Policy.

The Resolution was passed by all those present (Robert Axelrod absent, Jeffrey Sasson now present for the Motion).

(RM#4-05/2017) Upon motion made by Agin Antony and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board adjourn the meeting.

The Resolution was passed by all those present (Robert Axelrod absent).