



(APPROVED 06/15/23)

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

May 18, 2023 (7 p.m.)

(New City Library Express, 198 S. Main St., New City, NY)

PRESENT: Victor Berger, President
Robert Axelrod, Treasurer
Lisa Coughlin, Secretary
James Ferguson, Trustee
Nicholas A. Longo, Jr., Trustee
Phyllis Morena, Trustee
Patricia Ranieri, Trustee
Jeffrey Sasson, Trustee (*via Zoom*)

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

ABSENT: Patricia Voce, Vice-President

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

Due to Secretary Coughlin's late arrival to the meeting, President Berger presented to the Board for acceptance the *Minutes* of the previous month's meeting.

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

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of April 20, 2023.*

The Resolution was passed by all those present (Voce, absent; Coughlin, not present for the vote due to her late arrival at 7:04 p.m.). (RM#1-05/2023)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer Axelrod reported that last month's operating expenditures were \$307,828 and renovation fees were \$1,600,875. The renovation fees are higher this month because the construction company had not submitted its request for payment last month; thus, it is included in this month's renovation fees.

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

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

RESOLVED, *That the Board approve Warrant #10 in the amount of \$1,908,703.*

The Resolution was passed by all those present (Voce, absent; Coughlin now present for the vote). (RM#2-05/2023)

ii. Renovation Budget Overview:

Treasurer Axelrod reported on the status of the renovation budget. Axelrod further reported that funds from the *New York State Library Construction Aid* and from the *State and Municipal Grant* are expected to arrive in the fall.

iii. Funds Transfer: Chase Bank Invoice Account to PCSB Bank Capital Account:

Finance Manager Abraham reported that a funds transfer of \$600,000 from *Chase Bank Invoice Account* to the *PCSB Bank Capital Account* is necessary in order to cover future construction costs.

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

RESOLVED, *That the Board approve the transfer of \$600,000 from the Chase Bank Invoice Account to PCSB Bank Capital Account.*

The Resolution was passed by all those present (Voce, absent). (RM#3-05/2023)

iv. Payroll Services:

Treasurer Axelrod reported that multiple issues have surfaced with the new payroll processing software company, *Paylocity*, that the Library switched to at the start of the year from its previous payroll processing software company, *ADP*. After five months, *Paylocity* has still been unable to correct the issues. Finance Manager Abraham recommended that the Library return to *ADP*.

Ranieri, Chair of the *Legal Affairs Committee*, reported that she reviewed *ADP's* proposed new contract. The current contract with *Paylocity* will be reviewed by the Library's legal counsel, Brian Nugent.

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

RESOLVED, That the Board approve ADP Payroll Processing Company to provide payroll services beginning July 1, 2023, contingent upon approval by the Library's legal counsel.

The Resolution was passed by all those present (Voce, absent). (RM#4-05/2023)

v. Personnel:

Treasurer Axelrod reported that the Board will enter into an *Executive Session* to discuss a personnel matter.

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

RESOLVED, that the Board enter into an Executive Session to discuss a personnel matter.

The Resolution was passed by all those present (Voce, absent). (EX-SESS-RM#1-05/2023)

The Board entered into an *Executive Session* at 7:24 p.m.

COMMENCEMENT OF EXECUTIVE SESSION

a. Job Description: Technology Support Assistant:

The Board reviewed the proposed job description for the position of *Technology Support Assistant*.

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

RESOLVED, *that the Board approve the job description of Technology Support Assistant.*

The Resolution was passed by all those present (Voce, absent). (EX-SESS-RM#2-05/2023)

b. Personnel Matter:

The Board discussed the promotion of Library Assistant II Matthew Ciuccio to *Technology Support Assistant*.

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

RESOLVED, *that the Board approve the promotion of Matthew Ciuccio to Technology Support Assistant.*

The Resolution was passed by all those present (Voce, absent). (EX-SESS-RM#3-05/2023)

ADJOURNMENT OF EXECUTIVE SESSION

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

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

The Resolution was passed by all those present (Voce, absent). (EX-SESS-RM#4-05/2023)

The Board resumed the *Regular Meeting* at 7:34 p.m.

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

i. Renovation Project: HVAC:

Sasson reported that the *Committee* met to discuss the condition of the *HVAC System*. The *Committee* plans to meet with *Trane*, who services the system, and *Consigli Construction Company* on June 12 to discuss how to proceed. Director Gallagher explained the issues affecting the *HVAC System*. A short discussion followed.

ii. Renovation Project: Commissioning:

Gallagher reported that the commissioning of the systems is currently scheduled from May 31-June 13.

iii. Renovation Project: Miscellaneous:

Sasson reported the Library is waiting for further information on the following matters:

- Repair of basement leak.
- Clerestory windows change order.
- Foundation drainage.
- Future generator system design.

iv. Cell Phone Tower Inquiry:

Sasson reported that the Library received an inquiry regarding the possibility of erecting a *Cell Phone Tower* on the property. The Board declined the offer.

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

i. Appointment of Trustee Longo to Policy and Planning Committee:

President Berger appointed Trustee Longo to the *Policy and Planning Committee*.

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

RESOLVED, *That Nicholas A. Longo, Jr., be appointed to the Policy and Planning Committee.*

The Resolution was passed by all those present (Voce, absent). (RM#5-05/2023)

ii. Public Meeting Room Policy:

Morena reported that the *Committee* met to review the proposed *Public Meeting Room Policy*, which permits non-commercial use. Morena presented it to the Board for approval.

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

RESOLVED, *That the Board adopt the Public Meeting Room Policy.*

The Resolution was passed by all those present (Voce, absent). (RM#6-05/2023)

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri reported that she reviewed the *Paylocity* contract and recommended that it undergo further review by the Library's legal counsel.

e. Ad Hoc Committee: Bargaining Negotiating Committee (Berger, Chair):

President Berger reported that the *Committee* met for a preliminary review of the *Collective Bargaining Agreement*, which expires on June 30. A meeting with the *Staff Association* will need to be scheduled to discuss contract issues, questions, etc. Christopher Ely is the current President of the *Staff Association*.

f. Ad Hoc Committee: Fundraising Committee (Sasson, Chair):

Sasson had nothing to report. Director Gallagher reported that the fundraising fund managed by the *Rockland Community Foundation* has raised approximately \$16,000 since its inception in July 2021.

g. President's Report (Berger):

President Berger had nothing to report.

h. Director's Report (Gallagher):

Director Gallagher had nothing further to report.

Trustees Morena commented that the *Zoom* online programs appear to be very well attended. Director Gallagher explained that the *Zoom* online programming will continue due to its popularity.

Trustee Ferguson commented that he is enjoying the multitude of *YouTube* videos uploaded to the Library's *YouTube* channel.

IV. UNFINISHED BUSINESS

a. Grand Re-opening Event (Gallagher):

Director Gallagher reported that the *Grand Re-opening* is scheduled for Sunday, October 1.

b. Patio Paver Project (Corrado):

Administrative Assistant Corrado reported that activity on the *Patio Paver Project* has picked up, with six pavers recently sold. The pavers will be installed in time for the *Grand Re-opening*. Applications to purchase a paver are on the Library's website.

V. NEW BUSINESS

a. Board Communications (Coughlin, Secretary):

Coughlin had nothing to report.

VI. PUBLIC COMMENT

None.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Voce, absent). (RM#7-05/2023)

Meeting was adjourned at 8:08 p.m.

Submitted by Lisa Coughlin, Secretary

Board of Trustees

NEW CITY LIBRARY

May 25, 2023

LC/kc