



(APPROVED 06/18/20)
**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY**
May 21, 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
David Zuckerberg, Vice-President
Denis O’Hanlon, Treasurer
Robert Axelrod, Secretary
Edward Bertolino, Trustee
Phyllis Morena, Trustee
Patricia Ranieri, Trustee
Patricia Voce, Trustee

ABSENT: Jeffrey Sasson, Trustee

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

GUEST: Ralph Sabatini, Trustee-Emeritus

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:10 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 April 16, 2020.*

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

RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of April 16, 2020.

The Resolution was passed by all those present (Sasson, absent). (RM#1-05/2020)

III. REPORTS

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

i. Financial Report of April 30, 2020, and Warrant #10:

Treasurer O’Hanlon reported that the Library’s finances are below budget since the Library’s temporary closing due to the *Pandemic COVID-19*.

O’Hanlon presented to the Board for approval the *Financial Report of April 30, 2020, and Warrant #10*.

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

RESOLVED, *that the Board approve Warrant #10 in the amount of \$303,232.*

The Resolution was passed by all those present (Sasson, absent). (RM#2-05/2020)

ii. Suspension of Fines:

O’Hanlon recommended that the Library suspend fines until the end of 2020 as a goodwill gesture in order to give patrons ample time to return library materials without risking their health and without incurring fines.

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

RESOLVED, *that the Board approve the suspension of fines through the end of 2020.*

The Resolution was passed by all those present (Sasson, absent). (RM#3-05/2020)

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

i. Redesign Project:

Due to the absence of Sasson, Director Gallagher reported that *Atzl, Nasher & Zigler* drafted a *Concept Plan*, which was sent to the *Technical Advisory Committee (TAC)*.

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

i. Remote Work Policy:

Morena reported that a *Remote Work Policy* had been drafted to reflect the following two remote work situations:

1. Section I covers *Remote Work during a Library Emergency*.
2. Section II sets forth the guidelines for the *Remote Work Program*.

A short discussion followed. A suggestion was made to replace the word “ordered” with the word “requested” in *Section I, Paragraph 3, Sentence 2*, which reads as follows:

*“If the employee has been **ordered** to work remotely, the employee is not to report to the Library building, even if there are technical concerns, unless directed to do so.”*

The amended sentence should read as follows:

*“If the employee has been **requested** to work remotely, the employee is not to report to the Library building, even if there are technical concerns, unless directed to do so.”*

Morena presented to the Board for approval the amended *Remote Work Policy*.

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

RESOLVED, *that the Board approve the Remote Work Policy as amended.*

The Resolution was passed by all those present (Sasson, absent). (RM#4-05/2020)

ii. Temporary Safety Practices Policy: Addendum to Patron Code of Conduct:

Morena reported that a *Temporary Safety Practices Policy: Addendum to the Patron Code of Conduct Policy* had been drafted to develop measures to keep the community and Library staff safe, while allowing access to the Library.

A discussion followed. The Board agreed to table approving the *Policy* until the next Board meeting after further research can be conducted regarding the language on face coverings. Axelrod stated that he will contact the Library’s attorneys for advice.

d. Legal Affairs Committee (Axelrod, Chair):

Axelrod had nothing to report.

e. President’s Report (Berger):

President Berger had nothing to report.

f. Director (Gallagher):

Director Gallagher referred to her written report.

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 Bertolino and duly seconded by Voce, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Sasson, absent). (RM#5-05/2020)

Meeting was adjourned at 7:51 p.m.

Submitted by Robert Axelrod, Secretary
Board of Trustees
NEW CITY LIBRARY
June 3, 2020

RA/kc