



# NEW CITY LIBRARY

SERVING THE COMMUNITIES OF NEW CITY, CONGERS AND BARDONIA

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

June 15, 2017

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

**ABSENT:** Robert Axelrod, Trustee  
Anthony Feliciano, Trustee  
Jeffrey Sasson, Trustee

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

**GUESTS:** Karen Vetrano, President, NCLSA

### I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:02 p.m. The *Pledge of Allegiance* was recited.

b. Public Comments:

No public comments were offered.

c. NCLSA Scholarships:

Each year the *New City Library Staff Association* offers scholarships to local high school students. Karen Vetrano, President of the *Staff Association*, announced that three scholarships will be awarded this year. The third scholarship was funded by one of the association members in memory of her parents. The theme for this year's scholarship was "*If I could bring something from the New City Library with me to college, what would I bring?*" The winners, who were present and read their responses, were:

- Rebecca Gorman (awarded the *NCLSA Scholarship*), who wrote a poem
- Marco Amendola (awarded the *Hagues Memorial Scholarship*), who wrote an essay
- A third scholarship winner was not in attendance.

## II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Two typographical errors were discovered in the previous *Minutes* and will be corrected. Secretary David Zuckerberg presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of May 18, 2017*, as amended to correct the typos, for acceptance.

- Upon motion made by David Zuckerberg and duly seconded by Agin Antony, it was:

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of May 18, 2017, as amended.*

The Resolution was passed by all those present (Robert Axelrod, Anthony Feliciano, and Jeffrey Sasson absent). (RM#1-06/2017)

## III. REPORTS

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

#### i. Financial Report of May 31, 2017, and Warrant #11:

Ralph Sabatini reported that the expenses are in line with the past several months' expenses and are running under budget at this time; however, additional expenses are expected.

Sabatini stated that the Library recently received grant funds from RCLS for the *Parking Lot Project* in the amount of \$98,000. Sabatini suggested that those funds be moved into the *Capital Fund* for future construction projects.

Sabatini presented the *Financial Report of May 31, 2017, and Warrant #11* for approval.

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

RESOLVED, that the Board approve Warrant #11 in the amount of \$330,636.

The Resolution was passed by all those present (Robert Axelrod, Anthony Feliciano, and Jeffrey Sasson absent). (RM#2-06/2017)

Sabatini reported that the Library will be accepting credit cards for library-related fees, such as copying, printing, fines, etc. Marianne Silver explained the process.

ii. Personnel:

Ralph Sabatini stated that the Board will discuss personnel matters in *Executive Session* before the close of the meeting.

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

i. Redesign Project:

In Jeffrey Sasson's absence, Marianne Silver stated that Donald MacDonald will submit a proposal for his assistance with helping the Library draft a *Request for Proposal (RFP)* and a *Request for Qualifications (RFQ)* for a master plan for the *Redesign Project*.

Silver reported that a *Belgian Block* curb was recently installed for the front entrance landscaping bed.

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

There was no committee report this month.

Marianne Silver stated that Stephen Hoefler, Fiscal Officer at RCLS, offered suggestions for the *Procurement Policy*. Silver suggested that the Committee meet to discuss Hoefler's recommendations.

A discussion was held about the *Social Media Policy and legal notices*.

d. Ad Hoc Committees:

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

Joseph Reiter reported that he has not yet received a response from legal counsel regarding the *Procurement Policy*.

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-eight pavers have been sold, thus far, totaling \$8,250. Proofs for the second order have been received from the engraver and will be reviewed for accuracy this week.

David Zuckerberg commented that it was gratifying to see students utilizing the patio.

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 Library will be hosting *Library Association of Rockland County's (LARC)* annual meeting on June 16.

Phyllis Morena inquired about the digital checkout process.

**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**

A patron commented that the outdoor concert on Memorial Day was well run and thoroughly enjoyed by all those in attendance.

The patron further commented on the 3D programming and offered his congratulations to staff member Veronica Reynolds, *Head of Community Relations*, who is knowledgeable, helpful, and patient.

The patron also suggested that the Library hold a public end-of-year dinner celebration for retiring staff and/or board members.

**VII. EXECUTIVE SESSION**

- Upon motion made by Ralph Sabatini and duly seconded by Phyllis Morena, it was:

RESOLVED, *that the Board enter into Executive Session to discuss personnel matters.*

The Resolution was passed unanimously by all those present (Robert Axelrod, Anthony Feliciano, and Jeffrey Sasson absent). (RM#3-06/2017)

The Board entered into *Executive Session* at 7:27 p.m.

The Board resumed the regular meeting at 7:43 p.m.

Marianne Silver stated that the Board approved the following three appointments in *Executive Session*:

- Brian Jennings, Local History Librarian, promoted to *Head of Adult Services*
- Matthew Aull, appointed *Librarian I*
- Matthew Ciuccio, appointed *Library Assistant II*

**VIII. ADJOURNMENT**

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously by all those present (Robert Axelrod, Anthony Feliciano, and Jeffrey Sasson absent). (RM#4-06/2017)

Meeting was adjourned at 7:45p.m.

Submitted by David Zuckerberg, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
June 30, 2017

DZ/kc

**MOTIONS**

(RM#1-06/2016) Upon motion made by David Zuckerberg and duly seconded by Agin Antony, it was:

*RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of May 18, 2017, as amended.*

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