



(APPROVED 07/20/23)

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

June 15, 2023 (7 p.m.)

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

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

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

ABSENT: Jeffrey Sasson, Trustee

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7 p.m.

The *Pledge of Allegiance* was recited.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary Coughlin presented to the Board for acceptance the *Minutes* of the previous month's meeting.

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

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of May 18, 2023.*

The Resolution was passed by all those present (Sasson, absent; Ranieri not present for the vote due to her late arrival to the meeting via *Zoom* (7:04 p.m.). (RM#1-06/2023)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer Axelrod reported that the Library's operating expenditures were \$419,701 and the renovation fees were \$547,291.

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

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

RESOLVED, *That the Board approve Warrant #11 in the amount of \$966,992.*

The Resolution was passed by all those present (Sasson, absent; Ranieri not present for the vote due to her late arrival to the meeting via Zoom (7:04 p.m.). (RM#2-06/2023)

ii. Personnel Appointment:

Treasurer Axelrod deferred to Director Gallagher who reported that the Library currently has two vacant *Library Assistant I* positions due to the resignation and retirement of two staff members in *Support Services*. Several applications for employment were received, with eight candidates selected for interviews. Gallagher presented to the Board for approval two candidates selected to fill the positions.

Treasurer Axelrod raised concerns regarding the potential dates of hire and the salaries to be offered to the two candidates since the current *Collective Bargaining Agreement* expires on June 30. Gallagher stated that the dates of hire would be after July 1 and that the terms of employment would fall under the new contract.

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

RESOLVED, *That the Board approve the hiring of two Library Assistant Is with a start date after July 1 with salary rates determined by the July 1, 2023, Collective Bargaining Agreement.*

The Resolution was passed by all those present (Sasson, absent; Ranieri now present for the vote). (RM#3-06/2023)

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

i. Renovation Project:

Due to Sasson's absence, Director Gallagher reported on the following:

- *Clancy Movers* are scheduled for July 5. Shelving units located at *Express* will be dismantled and returned to the Library to be installed.
- By June 30, staff will relocate the books from the shelving at *Express* onto carts and folding tables in order to continue to offer patrons a small browsing section at *Express*.
- A temporary closure of *Express* to patrons may be necessary from July 5-7 for safety precautions while *Clancy Movers* relocate the shelving.
- New furniture deliveries to the Library will be delayed until mid-July in order to give *Clancy Movers* as much space as possible at the Library to move around while reassembling and installing the shelving and restacking the books, which is estimated to take approximately three weeks.
- The *Temporary Certificate of Occupancy* is anticipated around July 14.
- Staff move-in is anticipated at the end of July.
- The contractors are waiting for new windows to arrive in order to complete the work on the *Clerestory Windows*.
- Temporary signage may be needed in some areas until the *Graphic Design Signage* is completed.
- The engineers are exploring solutions for the drainage issue.

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

i. Closing: July 3, 2023:

Morena presented to the Board for approval the closing of the Library on Monday, July 3, 2023.

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

RESOLVED, *That the Board approve the closing of the Library on July 3, 2023.*

The Resolution was passed by all those present (Sasson, absent). (RM#4-06/2023)

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri had nothing to report.

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

President Berger reported that the *Committee* met a few times to discuss the expiring *Collective Bargaining Agreement*. Arrangements will be made to meet with the *Staff Association* to discuss concerns, requests, etc.

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

Due to Sasson's absence, there was no report. A discussion followed regarding eliminating the *Committee* since the *Renovation Project* is coming to a close.

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

RESOLVED, *That the Board eliminate the Fundraising Committee.*

The Resolution was passed by all those present (Sasson, absent). (RM#5-06/2023)

g. President's Report (Berger):

President Berger had nothing to report.

h. Director's Report (Gallagher):

Director Gallagher reported on the following:

i. ILS Catalog Search Committee:

Director Gallagher reported that the *ILS Search Committee* is offering demonstrations of the potential catalog systems in consideration by the *Ramapo Catskill Library System (RCLS)*. Gallagher stated that the member Library Boards will vote on which system is preferred. Gallagher invited the Board to watch the demos in order to learn more about each catalog.

ii. New City Street Fair:

Director Gallagher reported that approximately 200 people visited the Library's tent at the *New City Street Fair*, which was held on June 11. Many positive comments were received from the public, who expressed their excitement of returning soon to their newly-renovated Library.

iii. Librarian I Vacancy:

Director Gallagher reported that interviews are scheduled for the vacant *Librarian I* position in *Children's Services* due to a staff member's resignation this past September. Start date for the position is sometime in August.

iv. Programming:

Trustee Morena credited the incredible adult and children's program offerings by the staff and expressed her gratitude to all staff for a job well done during the renovation period while at *Express*.

Children's Librarian Kathy Bachor, an audience member, was happy to add that 76 children had attended a children's concert earlier in the day.

IV. UNFINISHED BUSINESS

a. Read-Aloud-Day:

Trustee Ferguson reported that he enjoyed reading to students during *Woodglen Elementary School's Read-Aloud-Day*.

V. NEW BUSINESS

a. Ramapo Catskill Library System (RCLS) Annual Meeting:

Director Gallagher reminded the Board that the *Ramapo Catskill Library System (RCLS) Annual Meeting* will be held on September 8 in Goshen, New York, which is an opportunity for the Board to meet the legislators, as well as members of other library boards and staff.

b. Board Communications (Coughlin, Secretary):

Coughlin had nothing to report.

VI. PUBLIC COMMENT

The following public comments were received:

a. Grand Re-opening:

Former Trustee David Zuckerberg commented that he and his family “*are very much looking forward to the Grand Re-opening.*”

b. Trex Bench #2:

Staff member Kathy Bachor, who is leading the plastics collection for the future second composite bench to be donated by *Trex*, reported that both the patrons and staff have collected 425 lbs. of plastics, thus far. The current goal is to collect a total of 500 lbs., at which time *Trex* will then donate another bench to the Library.

VII. ADJOURNMENT

- Upon motion made by Ferguson 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#6-06/2023)

Meeting was adjourned at 7:43 p.m.

Submitted by Lisa Coughlin, Secretary
Board of Trustees
NEW CITY LIBRARY
June 20, 2023

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