



(APPROVED 07/17/25)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
June 19, 2025 (7 p.m.)
(New City Library, 220 North Main St., New City, NY)

PRESENT: Patricia Voce, President
Nicholas A. Longo, Jr., Vice-President
Robert Axelrod, Treasurer
James Ferguson, Secretary
Joseph Ciardullo, Trustee
Roxanne T. Perrone, Trustee
Mindy Rader, Trustee
Patricia Ranieri, Trustee
Jeffrey Sasson, Trustee

STAFF: Marianne Gallagher, Library Director
Kelly Corrado, Administrative Assistant

ABSENT: Shibu Abraham, Facilities and Finance Manager

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

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

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

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of May 15, 2025.*

The Resolution was passed unanimously. (RM#1-06/2025)

III. EXECUTIVE SESSION

a. Change in Order of Business:

Treasurer Axelrod requested a change in the order of business for the meeting to permit the Board to enter into an *Executive Session* to discuss personnel matters.

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

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

The Resolution was passed unanimously. (RM#2-06/2025)

The Board entered into an *Executive Session* at 7:04 p.m.

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

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

The Resolution was passed unanimously. (RM#3-06/2025)

The Board resumed the *Regular Meeting* at 7:32 p.m.

IV. REPORTS

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

i. Financial Report and Warrant:

Due to Treasurer Axelrod's early departure from the meeting, Vice-President and *Committee* member Longo reported that the Library's operating expenditures were \$391,904 and the capital expenditures were \$0.

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

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

RESOLVED, *That the Board approve Warrant #11 in the amount of \$391,904.*

The Resolution was passed by all those present (Axelrod, absent for the vote due to his early departure from the meeting at 7:32 p.m.). (RM#4-06/2025)

ii. Balance Sheet:

Sasson requested that a *Balance Sheet* be included in the monthly financials.

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

Sasson reported that the *Committee* did not meet. He deferred to Director Gallagher, who reported on the following:

Entrance Railing: A quote was received for the installation of a railing on the entrance stairway. The railing will match existing rails.

Switchgear and Generator: *OLA Consulting Engineers* are currently preparing electrical drawings.

Split Unit HVAC: A *Split Unit HVAC* is necessary to cool the *Create Space Room* and the *Server Room*. Two quotes were received, thus far; however, Finance Manager Abraham will seek two additional quotes for comparison.

Window Replacement Project: *Architect Donald Mac Donald* prepared an inventory for the replacement of the windows. Mac Donald will obtain a budget estimate from a window contractor to submit with the *New York State Department of Library Development* construction aid application.

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

i. Staff Handbook:

Longo reported that the *Committee* has not met; however, review of the existing policies relating to the *Staff Handbook* is currently ongoing.

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri had nothing to report.

e. President’s Report (Voce):

President Voce had nothing to report.

f. Director’s Report (Gallagher):

Director Gallagher referred to her written report and also reported on the following:

LARC Trustee Training Opportunity: The *Library Association of Rockland County (LARC)* event scheduled on June 25 has been postponed.

IV. UNFINISHED BUSINESS

a. Children’s Department Improvements:

Vice-President Longo inquired about the status of the *Children’s Department* improvements to programming and to the decor of the room. Director Gallagher reported that the children’s librarians have put out additional toys for more free playtime, added programming sessions, and hung up decorations in order to create a more inviting place for the children to visit and enjoy. Focus group sessions will be scheduled in the fall.

b. Patio Paver Project:

Administrative Assistant Corrado reported that the next batch of pavers to be engraved and installed included five pavers. Since the patio was installed in 2016, ninety-one pavers have been sold.

V. NEW BUSINESS

a. NYLA “Spring on the Hill: Advocacy for Every Season” Event (Ferguson, Secretary):

Secretary Ferguson reported that he attended the *Spring on the Hill: Advocacy for Every Season* event, sponsored by the *New York Library Association (NYLA)*, on May 20 in Albany, which was a one-day mini conference of educational programming

focused on library advocacy. Ferguson stated that the conference was very informative.

b. Board Communications (Ferguson, Secretary):

Secretary Ferguson had nothing to report.

VI. PUBLIC COMMENT

None.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Axelrod, absent, due to his early departure from the meeting). (RM#5-06/2025)

Meeting was adjourned at 7:45 p.m.

Submitted by James Ferguson, Secretary
Board of Trustees
NEW CITY LIBRARY
June 20, 2025

JF/kc