



New City
Library

(APPROVED 08/17/23)

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

July 20, 2023 (7 p.m.)

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

PRESENT: Victor Berger, President
Patricia Voce, Vice-President
James Ferguson, Trustee
Nicholas A. Longo, Jr., Trustee
Phyllis Morena, Trustee
Patricia Ranieri, Trustee (*via Zoom*)
Jeffrey Sasson, Trustee

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

ABSENT: Robert Axelrod, Treasurer
Lisa Coughlin, Secretary

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

Due to Secretary Coughlin's absence, 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 Longo, it was:

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of June 15, 2023.*

The Resolution was passed by all those present (Axelrod and Coughlin, absent). (RM#1-07/2023)

III. REPORTS

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

i. Financial Report and Warrant:

Due to Treasurer Axelrod's absence, Finance Manager Abraham reported that the Library's operating expenditures were \$359,631 and the renovation fees were \$587,330.

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

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

RESOLVED, *That the Board approve Warrant #12 in the amount of \$946,961.*

The Resolution was passed by all those present (Axelrod and Coughlin, absent. (RM#2-07/2023)

ii. Personnel Appointment:

Due to Treasurer Axelrod's absence, Director Gallagher reported that several applications for employment were received for the vacant *Librarian I* position in the *Children's Services Department* and that three candidates were interviewed. Gallagher presented to the Board for approval one candidate selected to fill the position.

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

RESOLVED, *That the Board approve the appointment of Maria Martinez as Librarian I in the Children's Services Department.*

The Resolution was passed by all those present (Axelrod and Coughlin, absent). (RM#3-07/2023)

iii. New York State Department of Library Development Grant

New York State and the *Ramapo Catskill Library System (RCLS)* require construction assurances in order for the Library to be awarded a grant from the *Department of Library Development*.

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

RESOLVED, That the application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance Letter have been accepted by the Board of Trustees of the New City Library.

The Resolution was passed by all those present (Axelrod and Coughlin, absent). (RM#4-07/2023)

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

i. Renovation Project:

Sasson deferred to Director Gallagher, who reported on the following:

- Some of the new furniture has arrived.
- The book shelving installation needed minor adjustments to the layout.
- July 24 is the inspection by *Building Department*. A *Limited Temporary Certificate of Occupancy* is anticipated after the inspection so that staff can begin working in the building.
- July 26 is the punch list deadline needed for *VMDO Architects*.
- The clerestory windows installation is now complete.
- The security cameras installation should be completed today, July 20.
- Audiovisual equipment is nearly ready for commissioning.
- Staff elevator is locked for the time being for a minor repair issue.
- Soft opening of the Library is anticipated for mid-August.
- Anticipated vacating the temporary location by August 31.
- Anticipated future replacement of the switch gear and first level windows.

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

Morena had nothing to report.

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 next meeting with the *Staff Association* is scheduled on July 24 to discuss concerns, requests, etc., regarding the *Collective Bargaining Agreement*, which expired on June 30.

f. President's Report (Berger):

President Berger had nothing to report.

g. Director's Report (Gallagher):

Director Gallagher had nothing further to report.

IV. UNFINISHED BUSINESS

a. Patio Paver Project (Corrado):

Administrative Assistant Corrado reported that the recent *eBlast* that the *Community Relations Department* sent out to patrons yielded ten new inquiries for purchasing pavers for the *Patio Paver Project*. There are currently ten pavers on order waiting to be sent to the engravers. Applications to purchase a paver are on the Library's website.

V. NEW BUSINESS

a. Board Communications (Coughlin, Secretary):

Due to Coughlin's absence, President Berger read a letter of praise and thanks from former Treasurer Denis O'Hanlon.

b. Employee Retention Credit (ERC) (Abraham, Finance Manager):

Trustee Sasson requested that Finance Manager Abraham research the *Employee Retention Credit (ERC)* for possible eligibility.

VI. PUBLIC COMMENT

The following public comments were received:

a. Programming:

Staff member Kathy Bachor, a children’s librarian and a member of the audience, thanked Trustee Morena for her thoughtful comments about the quantity and quality of the programming that the Library has offered to the community during the renovation. Bachor reported that 92 children had participated in the recent children’s concert (up from 75 at last month’s concert) and that 52 patrons earlier in the day had participated in the art painting program, *Pollock in the Park*.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Axelrod and Coughlin, absent). (RM#5-07/2023)

Meeting was adjourned at 7:40 p.m.

Submitted by Lisa Coughlin, Secretary
Board of Trustees
NEW CITY LIBRARY
July 26, 2023

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