



**(AMENDED 09/23/21)**  
**MINUTES OF THE**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**NEW CITY LIBRARY**  
August 19, 2021  
(7 p.m.)

**(AMENDED 09/23/21):**

*The following Minutes were amended to replace the word “finances” with “expenditures” on page 2 under Section IV(a)(i). The amended section should read as follows:*

Treasurer O’Hanlon reported that the Library’s expenditures for the month were \$399,334.

**PRESENT:** Victor Berger, President  
David Zuckerberg, Vice-President  
Denis O’Hanlon, Treasurer  
Robert Axelrod, Secretary  
Phyllis Morena, Trustee  
Patricia Ranieri, Trustee (*via Zoom*)  
Jeffrey Sasson, Trustee  
Patricia Voce, Trustee (*via Zoom*)

**ABSENT:** Lisa Coughlin, Trustee

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

**GUESTS:** None

**I. INTRODUCTORY**

a. Meeting Called to Order:

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

The *Pledge of Allegiance* was recited.

**II. PUBLIC COMMENT**

There were no public comments offered.

### III. 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 July 15, 2021*.

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

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of July 15, 2021.*

The Resolution was passed by all those present (Coughlin, absent). (RM#1-08/2021)

### IV. REPORTS

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

i. Financial Report of July 31, 2021, and Warrant #1:

Treasurer O’Hanlon reported that the Library’s expenditures for the month were \$399,334.

O’Hanlon presented to the Board for approval the *Financial Report of July 31, 2021, and Warrant #1*.

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

RESOLVED, *that the Board approve Warrant #1 in the amount of \$399,334.*

The Resolution was passed by all those present (Coughlin, absent). (RM#2-08/2021)

ii. Construction Assurances:

O’Hanlon reported that the *Ramapo Catskill Library System (RCLS)* and *New York State* require assurances from the Board for construction aid. Vice-President Zuckerberg offered an explanation of the assurances to the Board. O’Hanlon presented the assurances to the Board for approval.

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

*RESOLVED, that the State Aid for Library Construction application and accompanying documents are 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 (Coughlin, absent). (RM#3-08/2021)

iii. Proposed Budget FY2023:

O’Hanlon reported that the *Committee* met earlier before the Board meeting to discuss the *Proposed Budget FY2023*, which reflects a 2% increase from *FY2022*. A discussion followed.

O’Hanlon presented to the Board for approval the *Proposed Budget FY2023*.

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

*RESOLVED, that the Board approve the Proposed Budget FY2023.*

The Resolution was passed by all those present (Coughlin, absent). (RM#4-08/2021)

iv. Override Tax Cap:

O’Hanlon reported that the *Committee* recommends that the Board approve a resolution overriding the tax cap.

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

*Whereas, the adoption of this 2023 Budget for the New City Library requires a tax levy increase that may exceed the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the Library Board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it*

*RESOLVED, that the Board of Trustees of the New City Library voted and approved to exceed the tax levy limit for 2023 by at least sixty percent of the Board of Trustees as required by state law on August 19, 2021.*

The Resolution was passed by all those present (Coughlin, absent). (RM#5-08/2021)

v. Personnel:

On behalf of the Board, O’Hanlon offered congratulations to *Dana Munsch* who was recently promoted to *Librarian II*.

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

Sasson referred to Director Gallagher for the report.

i. Redesign Project: Technical Advisory Committee:

Director Gallagher reported that the application for the permitting process was submitted to the *Technical Advisory Committee (TAC)* last week. A meeting with *TAC* and the architects, engineers, and landscape designer is scheduled for September 1 via video conferencing. Gallagher will include Sasson and Donald MacDonald, as well.

ii. Redesign Project: NYS Construction Aid:

Director Gallagher reported that the Library is awaiting construction estimates from *Consigli Construction Company* in order to complete the application for state construction aid. The deadline to submit the application is September 1.

iii. Temporary Location:

Gallagher reported that a draft lease for the temporary location had been received from the real estate broker and was sent to the Library’s attorney for review. Attorney’s recommendations were minor in nature.

iv. State and Municipal Grant:

Gallagher reported that the *Senator Reichlin-Melnick* nominated the Library for a \$75,000 *State and Municipal Grant*.

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

i. NYS HERO Act: Airborne Infectious Disease Exposure Protection Plan:

Morena reported that under the *New York State HERO Act*, the Library must adopt an *Airborne Infectious Disease Exposure Protection Plan*. Morena presented the *Plan* to the Board for approval.

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

RESOLVED, *that the Board adopt the Airborne Infectious Disease Exposure Protection Plan*.

The Resolution was passed by all those present (Coughlin, absent). (RM#6-08/2021)

d. Legal Affairs Committee (Axelrod, Chair):

Axelrod had nothing to report.

e. Ad Hoc Committees:

i. Nominating Committee: Bylaws Amendments: Trustee Election Process:

Sasson reported that the *Committee* met to discuss the current trustee election process and recommends eliminating the candidate interviews, but rather, require the applicants to submit an application and petition form instead. *Trustees* running for re-election will not be required to submit the application and petition form, however, they must submit a notice of intent on running for re-election form. The *Committee* welcomes the applicants to meet the Board, if they wish.

Amendments to the *Bylaws* were drafted to reflect the above-noted recommended changes, along with the revised committee name—*Election*

*Committee to replace Nominating Committee.* Sasson presented the amended *Bylaws* to the Board for approval.

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

RESOLVED, *that the Board amend Article IV, Section 3(b) and Section 4; Article V, Section 6; and Article VII, Section 4 of the Bylaws to update the trustee election process and to revise the name of the committee. The amended sections of the Bylaws should read as follows:*

## **ARTICLE IV**

### **Board of Trustees**

#### **Section 3. Qualifications**

(b) For purposes of this provision, within the immediate family means a spouse, parent, sibling, child, grandparent, in-law, grandchild, domestic partner, or any person residing in the employee's home. If an employee or a family member of an employee seeks election to the Board, the employee must resign before a signed *Application and Petition for Trustee of the Board* form (the "*Application and Petition*") is submitted to the Library.

#### **Section 4. Nomination of Trustees**

(a) The *President* of the Board shall name an election committee (the "*Election Committee*") no later than the Board's August meeting. The *Election Committee* shall consist of not less than three (3) Board members, but no *Trustee* who is a candidate for re-election may be a member of the *Election Committee*. A *Trustee* whose term will expire at the end of the year and who is eligible for a second (2<sup>nd</sup>), third (3<sup>rd</sup>), or fourth (4<sup>th</sup>) term, but who will not run, may serve on the *Election Committee* if that *Trustee* gives the Board a written commitment not to run for re-election.

(b) Notice of the availability of open trustee positions shall be publicized at least once each week for three (3) weeks following the August Board meeting. Notice shall be posted in the Library lobby, at Library service desks, on the Library website, as well as any other reasonably appropriate online outlet. Notices shall include instructions on how *Residents* may inform the *Election Committee* of their interest in running.

- (c) Any *Resident* who wishes to be included on the *Ballot* as a candidate for *Trustee*, must submit to the Board the *Application and Petition* form signed by not less than twenty (20) eligible voters. The *Application and Petition* must be submitted by the second (2<sup>nd</sup>) Wednesday in October and must include all the information requested therein. The Library shall have *Application and Petition* forms available on the Monday following the August Board meeting through the second Wednesday in October. The *Application and Petition* form shall be available at all Library service desks, as well as on the Library website.
- (d) *Trustees* whose terms are expiring, who are eligible to serve another term, and wish to be considered for one, must notify the *Election Committee* in writing of their interest by submitting the *Notification of Intent to Run for Re-election* form by the first day of October. *Trustees* who intend to run for re-election are not required to submit the *Application and Petition* form.
- (e) A list of all candidates for the trustee opening(s), together with summaries of their backgrounds, not to exceed one (1) page per candidate, will be available at all Library service desks and shall be posted on the Library website starting no later than the third (3<sup>rd</sup>) week of November.

## **ARTICLE VI**

### **Officers**

#### **Section 6. President**

The *President* shall be the principal *Officer* of the Library and shall provide leadership to the Board. Specifically, the *President* shall preside at all meetings of the members and the Board; serve as an *ex-officio* member of each committee of the Board with the exception of the *Election Committee*; appoint ad hoc committees with approval of the Board; appoint chairpersons of each committee with the exception of the *Personnel and Finance Committee* which will be chaired by the *Treasurer*; prepare a report on the condition of the Library for presentation at the *Annual Meeting*; and perform other duties that customarily belong to the *Office of President* or that are prescribed by the Board.

## ARTICLE VII

### Committees

#### Section 4. Ex-officio Committee Members

The *President* shall be an *ex-officio* member of each committee except the *Election Committee*.

The Resolution was passed by all those present (Coughlin, absent). (RM#7-08/2021)

ii. Patio Paver Project Committee Report (Axelrod, Chair):

Axelrod reported that the *Committee* met to discuss the new pricing for the pavers for the *Patio Paver Project* in order to defray the price increase from *Travis Monuments*, which is set to begin on September 1. The *Committee* recommends the following new selling prices of the pavers:

Size	Previous Purchase Price	New Purchase Price
4x9	\$150	\$175
9x9	\$250	\$285
13/9	\$400	\$450
13x9 Premier	\$1,000	\$1,100

f. President's Report (Berger):

President Berger had nothing to report.

g. Director's Report (Gallagher):

Gallagher referred to her written *Director's Report*. In addition, Director Gallagher reported on the following:

i. Patron Compliments:

Director Gallagher read a letter from a patron highly complimenting the fine job performance of the staff during the pandemic.

ii. Thank You:

Director Gallagher extended her heartfelt thanks to the *Board of Trustees*, *Finance Manager Abraham*, and *Administrative Assistant Corrado* on their combined donation to *St. Jude’s Children’s Hospital* in memory of her mother.

**V. UNFINISHED BUSINESS**

None.

**VI. NEW BUSINESS**

a. Board Communications (Axelrod, Secretary):

Axelrod reported that the Board received a glowing complimentary letter praising the job performance of *Library Assistant II Theresa Dolch*.

**VII. ADJOURNMENT**

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Coughlin, absent). (RM#8-07/2021)

Meeting was adjourned at 7:34 p.m.

Submitted by Robert Axelrod, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
August 24, 2021

RA/kc