



(APPROVED 09/18/25)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
August 21, 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
Shibu Abraham, Facilities and Finance Manager
Kelly Corrado, Administrative Assistant

ABSENT: None

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:01 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 *Regular Minutes* of the previous month's meeting.

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

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of July 17, 2025.*

The Resolution was passed unanimously. (RM#1-08/2025)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer Axelrod reported that the Library's operating expenditures were \$367,683 and the capital expenditures were \$0.

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

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

RESOLVED, *That the Board approve Warrant #1 in the amount of \$367,683.*

The Resolution was passed unanimously. (RM#2-08/2025)

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

Sasson reported that the *Committee* met earlier in the week. Sasson reported on the following:

Switchgear and Generator: *Request for Proposals (RFPs)* will be sent out once the drawings are complete. Sasson suggested that *Architect Consultant Donald Mac Donald* assist with selecting a contractor to install the generator.

Window Replacement Project: The *New York State Department of Library Development* construction aid application was submitted by the August 1 deadline. The *Ramapo Catskill Library System (RCLS) Board* will announce awards at their October meeting.

Entrance Railing: A center railing has been installed in the entrance stairway to provide additional safety measures for patrons.

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

i. Staff Handbook and Policies:

Longo reported that the *Committee* met to discuss several new policies that were drafted and several existing policies that were updated, as well as

updates to the *Staff Handbook*. Longo presented to the Board for approval the following:

- *Alcohol, Marijuana, and Drug Use Policy*
- *Children’s Room Policy*
- *Confidentiality of Patron and Library Records Policy*
- *Sexual Harassment Policy*
- *Teen Room Policy*
- *Tutoring Policy*
- *Workplace Technology*
- *Staff Handbook*

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

RESOLVED, That the Board approve the Alcohol, Marijuana, and Drug Use Policy; the Children’s Room Policy; the Confidentiality of Patron and Library Records Policy; the Sexual Harassment Policy; the Teen Room Policy; the Tutoring Policy; the Workplace Technology Policy; and the Staff Handbook.

The Resolution was passed unanimously. (RM#3-08/2025)

ii. Trustee Terms:

Trustee Sasson recommended that the Board amend the *Bylaws* to remove trustee term limits. Sasson presented his recommendation to the Board for approval.

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

RESOLVED, That the Board amend the Bylaws to remove trustee term limits.

The Resolution was passed by seven in favor. (Ferguson, opposed; Axelrod, abstained). (RM#4-08/2025)

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri had nothing to report.

e. Ad Hoc Committee: Election Committee (Ciardullo, Chair):

Ciardullo reported on the following:

- The *2025 Trustee Election Process* begins next week on Monday, August 25.
- The following three *Trustees* have terms expiring:
 - James Ferguson (1st Term)
 - Jeffrey Sasson (4th Term)
 - Patricia Voce (2nd Term)
- For **incumbents** interested in running for re-election, the *Notification of Intent to Run for Re-election for Trustee of the Board* form must be submitted to the *Administration Office* by October 1st. Forms have been distributed to the incumbents at today's meeting.
- For **residents** interested in running for this year's *Trustee Election*, the deadline to submit an *Application and Petition for Trustee of the Board* form is Wednesday, October 8, to the Library's *Administration Office*. Forms are available on the Library website, at the service desks, and at the *Administration Office* beginning this Monday, August 25.

f. President's Report (Voce):

President Voce had nothing to report.

g. Director's Report (Gallagher):

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

RCLS Annual Meeting: The *Ramapo Catskill Library System (RCLS)* hosts its annual meeting on September 12. Director Gallagher encouraged the Board to attend in order to support Trustee Ferguson, who is running for the *RCLS Board of Trustees* as a representative from Rockland County.

Trustee Training: Director Gallagher reported that the *Library Association of Rockland County (LARC)* will be conducting in-person trustee training at the Library on October 22 regarding salaries and benefits and encouraged the Board to register for the training.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

a. Board Communications (Ferguson, Secretary):

Secretary Ferguson had nothing to report.

VI. PUBLIC COMMENT

No public comments were received.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously. (RM#5-08/2025)

Meeting was adjourned at 7:22 p.m.

Submitted by James Ferguson, Secretary
Board of Trustees
NEW CITY LIBRARY
September 3, 2025

JF/kc