



(APPROVED 10/19/23)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
September 21, 2023 (7 p.m.)
(New City Library, 220 North Main St., New City, NY)

PRESENT: Victor Berger, President
Robert Axelrod, Treasurer
Lisa Coughlin, Secretary
James Ferguson, Trustee
Nicholas A. Longo, Jr., Trustee
Phyllis Morena, Trustee
Jeffrey Sasson, Trustee (*via Zoom*)

STAFF: Shibu Abraham, Facilities and Finance Manager
Kelly Corrado, Administrative Assistant

ABSENT: Marianne Gallagher, Library Director
Patricia Ranieri, Trustee
Patricia Voce, Vice-President

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:05 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 Longo, it was:

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of August 17, 2023.*

The Resolution was passed by all those present (Ranieri and Voce, absent).
(RM#1-09/2023)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer Axelrod reported that the Library's operating expenditures were \$257,255 and the capital expenditures were \$1,511,903.

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

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

RESOLVED, *That the Board approve Warrant #2 in the amount of \$1,769,158.*

The Resolution was passed by all those present (Ranieri and Voce, absent).
(RM#2-09/2023)

ii. Override Tax Cap and FY2025 Proposed Budget:

Treasurer Axelrod reported that the *Committee* met last week to discuss the *FY2025 Proposed Budget* and recommends that the Board approve a resolution overriding the tax cap and approve the *FY2025 Proposed Budget*.

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

Whereas, the adoption of this 2025 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 2025 by at least sixty percent of the Board of Trustees as required by state law and approved the FY2025 Proposed Budget on September 21, 2023.*

The Resolution was passed by all those present (Ranieri and Voce, absent).
(RM#3-09/2023)

iii. Employee Retention Credit (ERC)

Treasurer Axelrod reported that the *Committee* met to discuss the *Employee Retention Credit (ERC)*, for which the Library is eligible to apply. Legal Affairs Committee Chair Ranieri reviewed the contract with *Trusaic*, a regulatory compliance software firm, who partners with *ADP Payroll Services*. Axelrod presented to the Board for approval that the Library contract with *Trusaic*, who will apply for the *ERC* on the Library's behalf.

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

RESOLVED, *That the Board approve the contract with Trusaic to apply for the Employee Retention Credit (ERC) on behalf of the Library.*

The Resolution was passed by all those present (Ranieri and Voce, absent).
(RM#4-09/2023)

iv. Auditors:

Treasurer Axelrod reported that the *Committee* met to discuss changing auditing firms since the Library has engaged the firm of *PKF O'Connor Davies* since 2015. The *Committee* recommends sending out a *Request for Proposal (RFP)*.

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

RESOLVED, *That the Board send out a Request for Proposal (RFP) for auditing firms.*

The Resolution was passed by all those present (Ranieri and Voce, absent).
(RM#5-09/2023)

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

i. Renovation Project:

Sasson had nothing to report; however, he deferred to Facilities Manager Abraham, who reported on the following:

Plumbing Issues:

Drains in the bathrooms are backing up. *Roto Rooter* was called in to snake the drains; however, shortly thereafter, the backup reoccurred and then *Minuteman Drain & Sewer* was called in to jet pulse the pipes in order to clear the drains of any debris. *Roto Rooter* suggested that the backup may be from lack of use during the construction period.

HVAC Issues:

The *HVAC* is not working properly, as there are hot and cold areas of the building. *Trane* expects that one, or more, of the compressors is not working properly. The *Committee* met yesterday (September 20) with several companies to discuss issues, solutions, etc. It is suggested that the *Roof Top Units (RTUs)* may need replacing. The Board requested that Finance Manager Abraham seek an independent engineer to check the system for an objective opinion.

ii. Tree Removal:

Facilities Manager Abraham reported that several damaged trees need to be removed and/or trimmed for safety reasons and presented to the Board for approval a quote from *Perfect Cut Tree Service* in the amount of \$7,000.

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

RESOLVED, that the Board approve tree work to be performed by *Perfect Cut Tree Service* in the amount of \$7,000.

The Resolution was passed by all those present (Coughlin, not present for the vote due to her early departure at 7:37 p.m.; Ranieri and Voce, absent).

(RM#6-09/2023)

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

Morena had nothing to report.

d. Legal Affairs Committee (Ranieri, Chair):

Due to Ranieri's absence, there was no report.

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

President Berger reported that the *Committee* has arranged three upcoming dates to meet with the *Staff Association* to continuing negotiating the *Collective Bargaining Agreement*, which expired on June 30.

f. Ad Hoc Committee: Election Committee (Ranieri, Chair):

Due to Ranieri’s absence, President Berger reported on the following:

- The deadline for residents to submit an *Application and Petition for Trustee of the Board* form is 4:45 p.m. on October 11.

g. President’s Report (Berger):

President Berger had nothing to report.

h. Director’s Report (Gallagher):

Due to Director Gallagher’s absence, there was no report.

IV. UNFINISHED BUSINESS

a. Patio Paver Project (Corrado):

Administrative Assistant Corrado reported that 17 pavers were in the process of being engraved for installation in the outdoor patio for the *Patio Paver Project*.

V. NEW BUSINESS

a. Board Communications (Coughlin, Secretary):

Secretary Coughlin gave her report before she left early (7:37 p.m.), there was nothing to report.

b. Public Comments Policy and Filming in the Library Policy:

Trustee Ferguson inquired if the Board had a *Public Comments Policy* and if the Library had a *Filming in the Library Policy*. Administrative Assistant Corrado commented that the Board previously had offered public comments both at the

beginning and at the end of board meetings; however, *Public Comments* had been moved to the end of meetings, instead, and that a two-minute time limit had been established for *Public Comments*.

VI. PUBLIC COMMENT

Public comments were received.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Coughlin, not present for the vote due to her early departure at 7:37 p.m.; Ranieri and Voce, absent).
(RM#7-09/2023)

Meeting was adjourned at 7:56 p.m.

Submitted by Lisa Coughlin, Secretary
Board of Trustees
NEW CITY LIBRARY
October 2, 2023

LC/kc