



(APPROVED 11/21/19)  
**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NEW CITY LIBRARY**  
October 17, 2019

**PRESENT:** Victor Berger, President  
Ralph Sabatini, Vice-President  
Denis O'Hanlon, Treasurer  
Phyllis Morena, Trustee  
Patricia Ranieri, Trustee  
David Zuckerberg, Trustee

**ABSENT:** Robert Axelrod, Secretary  
Edward Bertolino, Trustee  
Jeffrey Sasson, Trustee

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

**GUESTS:** Kathy Bachor, *Children's Librarian*, and *Award Recipients*  
*"1,000 Books Before Kindergarten"* Reading Program

**I. INTRODUCTORY**

a. Meeting Called to Order:

The meeting was called to order at 7:01 p.m.

The *Pledge of Allegiance* was recited.

b. Guest: Kathy Bachor: 1,000 Books Before Kindergarten Reading Program:

Kathy Bachor, *Children's Librarian* for the *1,000 Books Before Kindergarten* reading program, presented *Certificates of Achievement* to several young patrons, who recently completed the program, which encourages children, along with their parents, to read for early literacy.

Bachor reported that since the program began in January 2016, 67 children had finished the program and 71 other children are actively working toward that goal. Thus far, 103,300 books have been read.

President Berger and Director Gallagher offered their congratulations to the children and their parents and thanked Bachor for her efforts.

## II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Due to the absence of Secretary Axelrod at this meeting and President Berger's absence at the previous meeting, Vice-President Sabatini presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of September 19, 2019*.

- Upon motion made by Sabatini 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 September 19, 2019.*

The Resolution was passed by all those present (Axelrod, Bertolino, and Sasson, absent). (RM#1-10/2019)

## III. REPORTS

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

#### i. Financial Report of September 30, 2019, and Warrant #3:

Treasurer O'Hanlon reported that the finances are within typical range and remain under budget.

O'Hanlon presented to the Board for approval the *Financial Report of September 30, 2019, and Warrant #3*.

- Upon motion made by O'Hanlon and duly seconded by Zuckerberg, it was:

RESOLVED, *that the Board approve Warrant #3 in the amount of \$378,728.*

The Resolution was passed by all those present (Axelrod, Bertolino, and Sasson, absent). (RM#2-10/2019)

#### ii. Capital Account:

O'Hanlon reported that the opening of the new bank account for capital expenditures has been completed.

iii. Personnel:

O’Hanlon had nothing to report.

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

i. Redesign Project:

Due to Sasson’s absence, Gallagher reported that the proposal had been received from *VMDO Architects* and that she will schedule a meeting with the *Committee* to discuss it.

ii. New Carpet:

Gallagher reported that new carpet had been installed in the lobby. The work was completed in one evening after closing without any disruption to patrons or staff.

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

Morena had nothing to report.

d. Legal Affairs Committee (Axelrod, Chair):

Due to Axelrod’s absence, President Berger reported that Axelrod had consulted with the attorney regarding matters related to the *Bylaws*.

e. Negotiation Committee (Berger, Chair):

Berger reported that the *Collective Bargaining Agreement* had been signed.

f. Nominating Committee (Morena, Chair):

Morena reported that eight applicants expressed interest in running for the Board in the upcoming *Trustee Election*. The *Nominating Committee* conducted interviews and selected the following three candidates to run for election:

- Roy Oommen
- Jeffrey Sasson (running for a third term)
- David Zuckerberg (running for a third term)

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

RESOLVED, that the Board approve candidates Roy Oommen, Jeffrey Sasson, and David Zuckerberg to run for election for Trustee of the Board.

The Resolution was passed by all those present (Axelrod, Bertolino, and Sasson, absent). (RM#3-10/2019)

Morena reported that copies of the *Petition for Trustee of the Board* are now available at all three service desks and on the website.

g. President (Berger):

Berger had nothing to report.

h. Director (Gallagher):

Gallagher referred to her *Director's Report*. Gallagher also reported on the following:

i. New City Street Fair:

Gallagher reported that she, Janet Makoujy, and Veronica Reynolds attended the *New City Street Fair* on September 22 to promote literacy and the Library.

ii. Community Tag Sale:

Gallagher reported that 33 vendors participated in the recent *Community Tag Sale* and that the attendance was steady throughout the day.

iii. Radio-Frequency Identification (RFID):

Gallagher reported that the *Radio-Frequency Identification (RFID)* tagging of Library materials is near completion. Gallagher commended the staff on a job very quickly done. The expected launch date is January 2020.

iv. Quarterly Staff Meeting/Strategic Plan:

Gallagher reported that the staff will participate in a *SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)* exercise for the *Strategic Plan*

at tomorrow's *Quarterly Staff Meeting*. The *Strategic Plan* expires at the end of the year.

#### IV. UNFINISHED BUSINESS

a. FY2021 Budget Hearing/Vote:

Gallagher reminded the Board that this year's *Budget Hearing* for the proposed *FY2021 Budget* will be held at the Library on November 26. The *Budget Vote* will be held on December 11.

#### V. NEW BUSINESS

a. RCLS 2020 Operating Budget:

Gallagher presented to the Board for approval the *RCLS 2020 Operating Budget*.

- Upon motion made by Sabatini and duly seconded by Zuckerberg, it was:

RESOLVED, *that the Board approve the RCLS 2020 Operating Budget.*

The Resolution was passed by all those present (Axelrod, Bertolino, and Sasson, absent). (RM#4-10/2019)

b. Trustee Training:

Ranieri inquired about the dates for the trustee training workshops. Gallagher stated that she will send out a reminder to the *Trustees*.

c. Board Communications (Axelrod, Secretary):

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

#### VI. PUBLIC COMMENT

Public comments were offered.

President Berger thanked the public for the comments.

## VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Axelrod, Bertolino, and Sasson, absent). (RM#5-10/2019)

Meeting was adjourned at 7:29 p.m.

Submitted by Victor Berger, President  
(Secretary Axelrod, absent)  
Board of Trustees  
NEW CITY LIBRARY  
October 30, 2019

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