



(APPROVED 11/16/23)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
October 19, 2023 (7 p.m.)
(New City Library, 220 North Main St., New City, NY)

PRESENT: Victor Berger, President
Patricia Voce, Vice-President
Robert Axelrod, Treasurer

James Ferguson, Trustee
Nicholas A. Longo, Jr., Trustee
Phyllis Morena, Trustee
Patricia Ranieri, Trustee
Jeffrey Sasson, Trustee (*via Zoom*)

STAFF: Marianne Gallagher, Library Director
Shibu Abraham, Facilities and Finance Manager
Kelly Corrado, Administrative Assistant (*via Zoom*)

ABSENT: 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's 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 Voce, it was:

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of September 21, 2023.*

The Resolution was passed by all those present (Coughlin, absent). (RM#1-10/2023)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer Axelrod reported that the Library's operating expenditures were \$423,807 and the capital expenditures were \$161,200.

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 #3 in the amount of \$585,007.*

The Resolution was passed by all those present (Coughlin, absent). (RM#2-10/2023)

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

i. Renovation Project:

Sasson reported that recently the *Committee* met with the various trades of the *Renovation Project* regarding several building issues and will meet again next week to discuss solutions to correct the issues.

Facilities Manager Abraham reported that *Trane* came earlier today for some minor repairs to the HVAC and *Trane* will issue a report to him tomorrow.

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

i. Security Cameras Policy:

Morena reported that a proposed *Security Cameras Policy* had been drafted and she presented it to the Board for approval.

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

RESOLVED, *That the Board approve the Security Cameras Policy.*

The Resolution was passed by all those present (Coughlin, absent). (RM#3-10/2023)

ii. Children’s Department Renovation/Programming/Activities:

Due to Secretary Coughlin’s absence, Morena deferred to Director Gallagher who reported that an email was received from a patron regarding her disappointment with the *Children’s Department’s* renovation and the current program/activity offerings. Director Gallagher drafted a letter to the patron advising the patron that the programming/activities for the children are a work in progress and that plans are underway.

Gallagher and the *Policy and Planning Committee* will meet to discuss future plans. Gallagher requested approval from the Board to send the letter to the patron on the Board’s behalf.

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

RESOLVED, *that the Board approve the letter to the patron addressing the Children’s Department renovation/programming/activities and future plans, as drafted.*

The Resolution was passed by all those present (Coughlin, absent). (RM#4-10/2023)

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* had several meetings to discuss minor outstanding issues of the *Collective Bargaining Agreement*, which expired on June 30, and that an agreement with the *Staff Association* should be soon.

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

Ranieri reported on the following:

- Incumbent *Nicholas A. Longo, Jr.*, has submitted his intent to run for re-election.
- Trustees *Lisa Coughlin* and *Phyllis Morena* have declined to run for re-election.
- The deadline of October 11 has now passed for applicants to submit an *Application and Petition for Trustee of the Board* form.
- Seven applications have been received from residents and eligible voter signatures have been verified for voter eligibility by the *Board of Elections*.
- The slate of *Candidates*, who will be listed on the *Ballot*, will be officially announced at the November Board meeting. Copies of the *Candidate Statements* will be available beginning Friday, November 17.
- The *Application for Absentee Ballot* forms will be available on the Library website, at the service desks, and at the *Administration Office* beginning Monday, November 13.
- The *Trustee Election* will be held on Wednesday, December 13, 2023, from 9 a.m.-9 p.m., at the Library. Snow date is December 20.

g. President's Report (Berger):

President Berger had nothing to report.

h. Director's Report (Gallagher):

Director Gallagher reported on the following:

- Building usage is proving very popular with teens and young adults.
- Program attendance numbers are increasing.
- Food and beverages may become a challenge—beverages with caps are permitted and patrons are encouraged to utilize the *Café* if they would like to eat something more substantial other than a snack.

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESSa. Grand Re-opening Event (Director Gallagher):

Director Gallagher reported that the *Grand Re-opening Event* that was previously scheduled for October 1 had to be re-scheduled due to some building issues. Gallagher suggested that the event be held on Saturday, December 30, to coincide with the very popular children’s program, *Noon Year’s Eve*.

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

RESOLVED, that the Board approve the *Grand Re-opening Event to be held on Saturday, December 30*.

The Resolution was passed by all those present (Coughlin, absent). (RM#5-10/2023)

b. RCLS 2024 Operating Budget (Director Gallagher):

Director Gallagher reported that the *2024 Operating Budget of the Ramapo Catskill Library System (RCLS)* will need to be voted on by December. A short discussion followed. The Board agreed to table the vote until the November Board meeting after the *Personnel and Finance Committee* has met to review it and offer its recommendation to approve or disapprove. The Board agreed to table the discussion.

c. RCLS Integrated Library Software (ILS) (Director Gallagher):

Director Gallagher reported that the *Directors’ Association ILS Search subCommittee* recommended switching *ILS* software from *SirsiDynix Symphony* to open-source *Koha* managed by *ByWater Solutions*. Gallagher presented it to the Board for approval.

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

WHEREAS *the New City Library (the Library)* and *Ramapo Catskill Library System (“RCLS”)* are party to an *Agreement for Integrated Library System Participation (the “ILS Agreement”)* with a five-year term beginning January 1, 2023; and

WHEREAS The Directors' Association (DA) voted to change the current ILS vendor, SirsiDynix, to the new ILS vendor, ByWater Solutions, with the affirmative consent of a majority of member library directors; therefore

BE IT RESOLVED that the Library hereby AGREES with DA and votes IN FAVOR of switching Integrated Library System providers from SirsiDynix to ByWater Solutions.

The Resolution was passed by all those present (Coughlin, absent). (RM#6-10/2023)

d. Board Communications (Coughlin, Secretary):

Due to Coughlin's absence, Morena and Director Gallagher gave their report regarding Board communications received in the *Policy and Planning Committee* report earlier in the meeting.

e. Recorded Minutes:

Trustee Sasson raised concerns that recorded audio of the Board *Minutes* should be erased once the typed *Minutes* are approved. Director Gallagher will research the *Open Meetings Law* for the legal requirements.

f. Trustee Training:

Trustee Ferguson reminded the Board that only a handful of trustee training opportunities remain available before the end of the year and encouraged the trustees to register for the training. Ferguson found the webinars to be informative.

VI. PUBLIC COMMENT

None.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Coughlin, absent). (RM#7-10/2023)

Meeting was adjourned at 7:54 p.m.

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

LC/kc