



**(APPROVED 11/18/21)**  
**MINUTES OF THE**  
**REGULAR MEETING OF THE BOARD OF TRUSTEES**  
**NEW CITY LIBRARY**  
October 21, 2021  
(7 p.m.)

**PRESENT:** Victor Berger, President  
David Zuckerberg, Vice-President  
Denis O’Hanlon, Treasurer  
Robert Axelrod, Secretary

Lisa Coughlin, Trustee (*via Zoom*)  
Phyllis Morena, Trustee  
Patricia Ranieri, Trustee  
Jeffrey Sasson, Trustee

**ABSENT:** Patricia Voce, 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 7:02 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 Special Meeting of the Board of Trustees of August 9, 2021*.

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

RESOLVED, that the Board accept the *Minutes of the Special Meeting of the Board of Trustees of August 9, 2021*.

The Resolution was passed by all those present (Voce, absent; Ranieri, abstained due to her absence at the August 9 *Special Meeting*). (RM#1-10/2021)

Due to Secretary Axelrod's absence at the previous *Regular Meeting*, President Berger presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of September 23, 2021*.

- Upon motion made by Berger 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 23, 2021.*

The Resolution was passed by all those present (Voce, absent; Axelrod and Sasson abstained due to their absences at the September 23 *Regular Meeting*). (RM#2-10/2021)

#### IV. REPORTS

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

i. Financial Report of September 30, 2021, and Warrant #3:

Treasurer O'Hanlon reported that the Library's expenditures for the month were slightly below budget at \$366,732.

O'Hanlon presented to the Board for approval the *Financial Report of September 30, 2021, and Warrant #3*.

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

RESOLVED, *that the Board approve Warrant #3 in the amount of \$366,732.*

The Resolution was passed by all those present (Voce, absent). (RM#3-10/2021)

Director Gallagher explained that the expenditures were lower than previous months due to a decrease in ordering of materials in preparation for the upcoming move to the temporary location.

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

Sasson reported that the *Committee* did not meet since the last Board meeting; thus, Sasson referred to Director Gallagher who reported on the following:

i. Redesign Project: Audio-Visual System:

The estimate for the proposed *Audio-Visual System* has been received.

ii. Redesign Project: Construction Documents:

The *Construction Documents* should be completed by the end of December. Construction is anticipated to commence on March 1.

iii. Redesign Project: PCSB Bank:

Director Gallagher, Finance Manager Abraham, President Berger, and Treasurer O’Hanlon met with *PCSB Bank* to discuss the mortgage application. Abraham explained to the Board the process of applying for a mortgage. A discussion followed.

iv. Temporary Location: Building Department:

Gallagher visited the temporary location with *Architect Donald Mac Donald* and *IT Consultant Bob Panzera* to finalize the building permit submission to the *Clarkstown Building Department* for minor alterations to the space.

v. Temporary Location: Lease:

The lease for the temporary location is currently in review with the Library’s attorney. Gallagher anticipates that it will be signed shortly.

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

Morena had nothing to report.

d. Legal Affairs Committee (Axelrod, Chair):

Axelrod had nothing to report.

e. Ad Hoc Committees:

i. Election Committee:

Sasson reported on the following:

Trustee Election: Extension Request:

One individual requested a two-day extension to the deadline of October 13 to submit an *Application and Petition for Trustee of the Board* form. The request was reviewed by the *Committee* and denied since the *Committee* followed the approved procedures for *Trustee Elections* outlined in the *Bylaws*. No other applications were submitted.

Trustee Election: Candidates Listed on Ballot:

The three incumbents (*Robert Axelrod, Victor Berger, and Patricia Ranieri*) will be the only three names listed on the *Ballot*.

Trustee Election: Application for Absentee Ballot:

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 8.

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, Gallagher reported on the following:

i. 1,000 Books Before Kindergarten Program:

The *1,000 Books Before Kindergarten* program, led by *Children's Librarian Kathy Bachor*, had realized tremendous success over a five-year period with 136,000 books read by 200 pre-kindergarten children.

ii. Redesign Project: New York State Library Construction Grant:

The Library was informed by the *Ramapo Catskill Library System (RCLS)* that it has been awarded a grant from the *New York State Library Construction Grant* program administered by the *New York State Division of Library Development*. Gallagher commended *Finance Manager Abraham* for his exceptional work in preparing the grant application.

iii. Redesign Project: Fundraising Campaign:

The *Community Relations Department* is creating a publicity mailer to be sent to every household in the community in hopes of generating contributions for the renovation. Sasson suggested that a comprehensive fundraising campaign be initiated. A discussion followed.

iv. Redesign Project: Planning Board:

The first meeting with the *Planning Board* may be scheduled as early as December 8.

v. Redesign Project: Storage Containers:

Five 20' long storage containers have been ordered for delivery to the lower parking lot for November 1. The containers will be used to store furniture, files, etc., during the construction. The custodial staff will begin loading the containers as soon as possible in order to spread the workload over the next several months before the deadline of March 1.

vi. Redesign Project: Library Movers:

Gallagher reported that the *Request for Proposal (RFP)* for the collection moving, storing, and relocating has been issued. The deadline for submissions is November 29.

vii. Trustee Training:

Gallagher reported that *Trustee Training* is now available. Trustees participating in the training should inform *Administrative Assistant Corrado*, who keeps track of the trustee training hours.

viii. New City Rotary:

Gallagher reported that on November 8 she will meet with the *New City Rotary Club* to present the renovation project.

**V. UNFINISHED BUSINESS**a. Proposed Budget Hearing/Vote (O’Hanlon, Treasurer):

Treasurer O’Hanlon reported on the following:

- Copies of the *Proposed Budget FY2023* will be available on Friday, November 19, at the Library service desks, on the website, and at the *Administration Office*.
- The *Budget Hearing* will be held on Tuesday, November 30, at 7 p.m., at the *New City Library*.
- The *Budget Vote* will be held on Wednesday, December 8, from 9 a.m. to 9 p.m., at the *New City Library* for Areas 1, 2, and 3.

**VI. NEW BUSINESS**a. Board Communications (Axelrod, Secretary):

Axelrod reported that the Board received two complimentary emails praising the exemplary job performance of the *Children’s Librarians*.

Vice-President Zuckerberg also complimented the fine programs that the *Children’s Librarians* create in which his granddaughters participate.

b. RCLS 2022 Operating Budget (Gallagher, Director):

Director Gallagher reported that the *Personnel and Finance Committee* met to review the *2022 Operating Budget of the Ramapo Catskill Library System (RCLS)* and the *Committee* recommends that the Board approve it.

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

RESOLVED, that the Board approve the *Ramapo Catskill Library System (RCLS) 2022 Operating Budget*.

The Resolution was passed by all those present (Voce, absent; Coughlin not available to vote due to her early departure from the meeting via Zoom video conferencing). (RM#4-10/2021)

## VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Voce, absent; Coughlin not available to vote due to her early departure from the meeting via Zoom video conferencing). (RM#5-09/2021)

Meeting was adjourned at 8:05 p.m.

Submitted by Robert Axelrod, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
October 28, 2021

RA/kc