



(APPROVED 11/17/22)

**MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY**

October 27, 2022 (7 p.m.)

(Rescheduled from October 20, 2022)

(New City Library Express, 198 S. Main St., New City, NY)

PRESENT: Victor Berger, President
David Zuckerberg, Vice-President
Denis O’Hanlon, Treasurer
Robert Axelrod, Associate Treasurer
Lisa Coughlin, Secretary
Phyllis Morena, Trustee
Patricia Ranieri, Trustee
Jeffrey Sasson, Trustee (*via Zoom*)
Patricia Voce, Trustee

ABSENT: Kelly Corrado, Administrative Assistant

STAFF: Marianne Gallagher, Library Director
Shibu Abraham, Facilities and Finance Manager

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:08 p.m. The *Pledge of Allegiance* was recited.

II. MINUTES

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 O’Hanlon, it was:

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of September 15, 2022.*

The Resolution was passed unanimously. (RM#1-10/2022)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer O'Hanlon reported that the Library's expenditures (\$243,196) are lower this month because some invoices had not yet been received; thus, next month's expenditures will reflect a higher amount, which will include those invoices. The *Warrant* also includes renovation fees (\$31,004).

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

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

RESOLVED, *That the Board approve Warrant #3 in the amount of \$274,200.*

The Resolution was passed unanimously. (RM#2-10/2022)

ii. Personnel Appointment:

O'Hanlon reported that the *Committee* met earlier before the Board meeting to discuss the promotion of *Stephanie Roberts* to the position of *Head of Support Services* and O'Hanlon presented it to the Board for approval.

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

RESOLVED, *that the Board promote Stephanie Roberts to the position of Head of Support Services.*

The Resolution was passed unanimously. (RM#3-10/2022)

iii. Payroll Services:

O'Hanlon reported that the *Committee* met to discuss changing payroll providers beginning January 2023 from *ADP Payroll Processing* to *Paylocity Software*. O'Hanlon presented to the Board for approval switching to *Paylocity Software*.

Sasson suggested that the Library should lock in the rate with *Paylocity* to avoid future high price increases.

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

RESOLVED, *that the Board approve using Paylocity Software to provide payroll services.*

The Resolution was passed unanimously. (RM#4-10/2022)

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

Sasson stressed the importance of locking down, not just shutting off, the Library’s *HVAC system* during construction in order to avoid construction debris from clogging the ductwork.

Sasson had nothing to report; thus, he referred to Director Gallagher who reported on the following:

- Removal of the front stone steps to prepare for the extended terrace at the entrance has begun.
- Drywall has begun.
- Some receptacles for data ports have been installed.
- Possible change order in ceiling height in the patron service area.
- Slab has been poured in the new *Children’s Meeting Room*.
- Construction is moving along.

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

Morena had nothing to report.

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri had nothing to report.

e. Ad Hoc Committees:

i. Election Committee: Trustee Election 2022 (Coughlin, Chair):

Coughlin reported on the following:

- The deadline of October 12 has now passed for applicants to submit an *Application and Petition for Trustee of the Board* form.
- Two applications have been received from residents and eligible voter signatures have been verified.
- The slate of *Candidates*, who will be listed on the *Ballot*, will be officially announced at the November Board meeting.
- 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 14.
- The *Trustee Election* will be held on Wednesday, December 14, 2022, from 9 a.m.-9 p.m., at the *Street School Community Center Auditorium*, 31 Zukor Road, New City, New York. Snow date is December 21.
- Copies of the *Candidate Statements* will be available beginning Friday, November 18.
- Candidates are welcome to meet with the Board.

f. President's Report (Berger):

President Berger had nothing to report.

g. Director's Report (Gallagher):

Director Gallagher had nothing further to report.

IV. UNFINISHED BUSINESS

i. Budget Hearing and Budget Vote (O'Hanlon, Chair):

O'Hanlon reported on the following:

- The *Budget Hearing* for the *FY2024 Proposed Budget* will be held on Tuesday, December 6, 2022, at 7 p.m., at *West Nyack Library*.
- The *Budget Vote* will be held on Wednesday, December 14, 2022, from 9 a.m.-9 p.m., at the *Street School Community Center Auditorium*, 31 Zukor Road, New City. Snow date will be December 21.
- Copies of the *Budget* will be available on the Library's website, at the service desks, and at the *Administration Office* beginning Friday, November 18.

V. NEW BUSINESSa. Board Communications (Coughlin, Secretary):

Coughlin had nothing to report; however, she inquired about how patrons can make a donation in memory of a loved one.

b. RCLS 2023 Operating Budget (Gallagher, Director):

Director Gallagher reported that the *Personnel and Finance Committee* met to review the *2023 Operating Budget of the Ramapo Catskill Library System (RCLS)* and the *Committee* recommends that the Board disapprove.

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

RESOLVED, *that the Board disapprove the Ramapo Catskill Library System (RCLS) 2023 Operating Budget.*

The Resolution was passed unanimously. (RM#5-10/2022)

VI. PUBLIC COMMENT

A patron inquired about what is the usage of online digital offerings from the Library, such as *Libby* and *Hoopla*. Director Gallagher responded to the inquiry.

VII. ADJOURNMENT

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

RESOLVED, *That the Board adjourn the meeting.*

The Resolution was passed unanimously. (RM#6-10/2022)

Meeting was adjourned at 7:38 p.m.

Submitted by Lisa Coughlin, Secretary
Board of Trustees
NEW CITY LIBRARY
November 11, 2022

LC/kc