



(APPROVED 12/21/17)  
**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NEW CITY LIBRARY**  
November 16, 2017

**PRESENT:** Victor Berger, President  
Joseph Reiter, Vice-President  
Ralph Sabatini, Treasurer  
David Zuckerberg, Secretary

Robert Axelrod, Trustee  
Anthony Feliciano, Trustee  
Phyllis Morena, Trustee

**ABSENT:** Agin Antony, Trustee  
Jeffrey Sasson, Trustee

**STAFF:** Marianne Silver, Director  
Shibu Abraham, Finance/Facilities Manager  
Kelly Corrado, Administrative Assistant

**GUESTS:** None

**I. INTRODUCTORY**

a. Meeting Called to Order:

The meeting was called to order at 7:05 p.m.

The *Pledge of Allegiance* was recited.

b. Public Comments:

No public comments were offered.

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

Secretary David Zuckerberg presented the proposed *Minutes of the Regular Meeting of the Board of Trustees of October 19, 2017*, for acceptance.

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

RESOLVED, *that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of October 19, 2017.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent; Phyllis Morena not present for the Motion). (RM#1-11/2017)

### III. REPORTS

a. Personnel and Finance Committee (R. Sabatini, chair):

i. Financial Report of October 31, 2017, and Warrant #4:

Ralph Sabatini reported that *Warrant #4* was almost double that of last month due to an annual payment to the *New York State Employees' Retirement System (NYSERS)*. *NYSERS* encourages organizations to pay early by offering, as an incentive, a deduction in the total amount due. The Library received approximately a \$3,000 deduction in the amount due by paying early.

Sabatini stated that the Library remains under budget.

Sabatini presented the *Financial Report of October 19, 2017*, and *Warrant #4* for approval.

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

RESOLVED, *that the Board approve Warrant #4 in the amount of \$701,304.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent). (RM#2-11/2017)

ii. Audit FY2017:

Ralph Sabatini reported that he met with the auditors last week, along with Victor Berger, Marianne Silver, and Shibu Abraham, to discuss the results of *Audit 2017*. The auditors will officially present the results of the audit at the *Annual Meeting of the Board of Trustees* in January 2018.

Sabatini reported that, in the opinion of the auditors, the materials for the audit were presented fairly with no significant deficiencies. The auditors recommended a reclassification of one account and raised two minor internal control issues.

iii. Personnel:

Sabatini had no personnel matters to report.

b. Building and Grounds Committee (J. Sasson, chair):

i. Redesign Project:

In the absence of Jeffrey Sasson, Marianne Silver reported that the deadline for architects to submit proposals for the *Master Plan* is November 17. Silver stated that one proposal has already been received and that seven architects have expressed interest in submitting proposals.

David Zuckerberg inquired about Donald Mac Donald's role in the *Redesign Project*. Silver stated that Mac Donald assisted in drafting the *Request for Proposal (RFP)* and will assist in reviewing the submissions.

c. Policy and Planning Committee (P. Morena, chair):

Phyllis Morena reminded the Board that the *Procurement Policy* remains pending.

Marianne Silver stated that she and Shibu Abraham attended a seminar regarding the *Paid Family Leave Act* and that a policy will need to be drafted and approved.

d. Ad Hoc Committees:

i. Legal Affairs of the New City Library (J. Reiter, chair):

Joseph Reiter had no report this month.

ii. Patio Paver Fundraiser Project (R. Axelrod, chair):

Robert Axelrod reported that two additional pavers were sold this month and that the third batch of engraved pavers should be installed soon. Ralph Sabatini suggested adding a larger notification in the *Quarterly Newsletter*.

iii. Nominating Committee (J. Reiter, chair):

Joseph Reiter reported that four candidates are running for election, including one petition candidate.

Marianne Silver stated that the promotional materials for the *Trustee Election* are out, with the exception of the *Absentee Ballots*. Joseph Reiter inquired about the application delivery. Silver explained the *Absentee Ballot* process.

e. President (V. Berger):

Victor Berger had no report this month.

f. Director (M. Silver):

Marianne Silver had no other comments to add to her *Director's Report*.

Victor Berger inquired about the *Teen Painting Party* programming. Silver described the program and stated that it appears successful, with steady attendance.

**IV. UNFINISHED BUSINESS**

There was no unfinished business to report.

**V. NEW BUSINESS**

a. Board Communications:

David Zuckerberg reported that he communicated with Robert Hubsher, *Executive Director of Ramapo Catskill Library System*, to inquire about what would be involved in severing the combined budget vote for New City and West Nyack libraries. Zuckerberg stated that Hubsher cited a series of complications; however, Hubsher will research the topic and discuss his findings with the Board at the February meeting.

b. 2018-2022 ANSER Agreement:

Marianne Silver explained that the *RCLS ANSER Agreement*, a five-year contract with *RCLS* for the period of 2018-2022, covers the automated operations by *RCLS* for the Library. Silver presented the agreement to the Board for approval.

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

RESOLVED, that the Board approve the *RCLS 2018-2022 ANSER Agreement*.

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent). (RM#3-11/2017)

c. RCLS 2018 Operating Budget:

David Zuckerberg briefly explained the approval process by member libraries for the operating budget of RCLS. Marianne Silver presented the *RCLS 2018 Operating Budget* to the Board for approval.

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

RESOLVED, *that the Board approve the RCLS 2018 Operating Budget.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent). (RM#4-11/2017)

d. Board Packets: Mail vs. E-Mail:

Joseph Reiter suggested that an “*opt out*” provision be made available to each Board member offering a choice of receiving the monthly *Board Packet* through regular mail and/or through E-Mail. Reiter stated that he prefers to receive the *Packet* only via E-Mail and that receiving the *Packet* via E-Mail, instead of via regular mail, can save on printing, copying, and mailing costs. Some trustees stated that they prefer to continue to receive the *Board Packet* by both methods.

e. Holiday Decorating at the Library:

Victor Berger suggested that the Library return to the tradition of decorating for the holidays by displaying a *Christmas Tree* and a *Menorah*. Berger presented his proposal to the Board for approval.

- Upon motion made by Ralph Sabatini and duly seconded by Joseph Reiter, it was:

RESOLVED, *that the Board approve the holiday display of a Christmas Tree and a Menorah.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent). (RM#5-11/2017)

Phyllis Morena stated that a 24-hour notice should be given to the trustees if a topic needs to be voted on at future Board meetings. Morena expressed concern that the trustees have little time to review a topic before voting on it.

f. Staff Association Breakfast:

Morena stated that the recent breakfast with the *Staff Association* was well-done and the food was delicious. Morena thanked the *Staff Association* for inviting her.

g. Trustee Terms:

Ralph Sabatini stated that a change in trustee terms from a *one-year waiting time* to *no waiting time* and/or the length of term may be discussed in the future. Sabatini stated that the By-laws would need amending to reflect trustee term changes.

**VI. PUBLIC COMMENT**

No public comments were offered.

**VII. ADJOURNMENT**

- Upon motion made by Ralph Axelrod and duly seconded by Joseph Reiter, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent). (RM#6-11/2017)

Meeting was adjourned at 7:35p.m.

Submitted by David Zuckerberg, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
December 1, 2017

DZ/kc

**MOTIONS**

(RM#1-11/2017) Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

*RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of October 19, 2017.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent; Phyllis Morena not present for the Motion).

(RM#2-11/2017) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

*RESOLVED, that the Board approve Warrant #4 in the amount of \$701,304.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent).

(RM#3-11/2017) Upon motion made by Ralph Sabatini and duly seconded by David Zuckerberg, it was:

*RESOLVED, that the Board approve the RCLS 2018-2022 ANSER Agreement.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent).

(RM#4-11/2017) Upon motion made by David Zuckerberg and duly seconded by Ralph Sabatini, it was:

*RESOLVED, that the Board approve the RCLS 2018 Operating Budget.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent).

(RM#5-11/2017) Upon motion made by Ralph Sabatini and duly seconded by Joseph Reiter, it was:

*RESOLVED, that the Board approve the holiday display of a Christmas Tree and a Menorah.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent).

(RM#6-11/2017) Upon motion made by Ralph Axelrod and duly seconded by Joseph Reiter, it was:

*RESOLVED, that the Board adjourn the meeting.*

The Resolution was passed by all those present (Agin Antony and Jeffrey Sasson absent).