



(APPROVED 12/16/21)  
**MINUTES OF THE  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
NEW CITY LIBRARY**  
November 18, 2021  
(7 p.m.)

**PRESENT:** Victor Berger, President  
David Zuckerberg, Vice-President  
Denis O’Hanlon, Treasurer  
Lisa Coughlin, Trustee  
Phyllis Morena, Trustee  
Patricia Ranieri, Trustee  
Jeffrey Sasson, Trustee  
Patricia Voce, Trustee

**ABSENT:** Robert Axelrod, Secretary

**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 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**

Due to Secretary Axelrod’s absence, President Berger presented to the Board for acceptance the proposed *Minutes of the Regular Meeting of the Board of Trustees of October 21, 2021*.

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

RESOLVED, that the Board accept the Minutes of the Regular Meeting of the Board of Trustees of October 21, 2021.

The Resolution was passed by all those present (Axelrod, absent). (RM#1-11/2021)

#### IV. REPORTS

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

i. Financial Report of October 31, 2021, and Warrant #4:

Treasurer O'Hanlon reported that the Library's expenditures for the month were \$380,017.

O'Hanlon presented to the Board for approval the *Financial Report of October 31, 2021, and Warrant #4*.

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

RESOLVED, that the Board approve Warrant #4 in the amount of \$380,017.

The Resolution was passed by all those present (Axelrod, absent). (RM#2-11/2021)

ii. Annual Staff Meeting:

Treasurer O'Hanlon presented to the Board for approval the expenditure in the amount of up to \$2,000 for expenses relating to the *Annual Staff Meeting* to be held in January 2022.

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

RESOLVED, that the Board approve the expenditure in the amount of up to \$2,000 for expenses relating to the *Annual Staff Meeting*.

The Resolution was passed by all those present (Axelrod, absent). (RM#3-11/2021)

iii. Proposed Budget/Budget Hearing/Budget Vote:

Treasurer O’Hanlon reported on the following:

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

iv. PCSB Bank Mortgage Application Fee:

President Berger presented to the Board for approval the *Mortgage Application Fee* in the amount of \$10,000 to *PCSB Bank*. Finance Manager Abraham explained the terms of the refundable fee.

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

RESOLVED, *that the Board approve the Mortgage Application Fee in the amount of \$10,000 to PCSB Bank.*

The Resolution was passed by all those present (Axelrod, absent). (RM#4-11/2021)

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: IT Infrastructure:

Gallagher met with *USIS*, a technology company, along with the Library’s IT team and the Library’s telephone company via videoconference to discuss the electric and data for the *IT infrastructure*.

ii. Redesign Project: Storage Units:

The custodians have begun moving furniture, display cases, etc., to the storage units that are located in the lower parking lot. Certain items that are

no longer needed or have passed their lifespan are being donated to several local libraries that have expressed an interest.

iii. Redesign Project: Library Movers:

A videoconference is scheduled for tomorrow (November 19) with the *Library Movers*, who will pack the collection, dismantle the shelving, etc.

iv. Temporary Location: Building Department:

The building permit is in review by the *Clarkstown Building Department* for the minor alterations that are needed at the temporary location.

v. Temporary Location: Lease:

The lease for the temporary location has been finalized. During the month of December, the temporary location will be prepared for the much-anticipated move-in. The staff will begin to move in starting in January and the server will be installed in February. Anticipated opening day at the temporary location is mid-March.

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

Morena reported that the *Committee* met to review upcoming changes in circulations rules that will aid in the timely return of library materials in preparation for packing. Gallagher reported that the library movers are scheduled to begin packing the collection on January 31.

d. Legal Affairs Committee (Axelrod, Chair):

Due to Axelrod's absence, Ranieri referred to Director Gallagher to report on the following:

i. Temporary Location: Lease:

The Library's attorneys reviewed the draft of the lease for the temporary location. The lease has been signed and the Library takes possession of the temporary location on December 1. The lease is for a period of 18 months, with additional months added as needed.

e. Ad Hoc Committees:

i. Election Committee:

Sasson reported on the following:

- Trustee Election: Application for Absentee Ballot Form:

The *Application for Absentee Ballot* forms are now available on the Library website, at the service desks, and at the *Administration Office*. The following deadlines to submit an *Application for Absentee Ballot form* are as follows:

- Monday, November 29 (if the *Absentee Ballot* is to be mailed to the voter, **OR**)
- Tuesday, December 7, by 4:45 p.m. (if the voter is picking up the *Absentee Ballot* from the *Administration Office*).

- Trustee Election: Final Candidates on Ballot:

The candidates for this year's *Trustee Election* are as follows:

- Incumbent Robert Axelrod
- Incumbent Victor Berger
- Incumbent Patricia Ranieri

- Trustee Election: Candidate Statements:

The *Candidate Statements* will be available beginning November 19 on the Library website, at the service desks, and at the *Administration Office*.

f. President's Report (Berger):

President Berger reported on the following:

i. Redesign Project: Building Permit Fee:

Berger recommended that the Library request that the building permit fee for the *Redesign Project* be waived by the *Town of Clarkstown* as was previously done with past Library construction projects. A letter will be drafted.

ii. Board Meeting Materials:

Berger reported that the documents for Board meetings are now required to be published on the Library's website. Currently, the Library publishes the *Agendas, Minutes, and Director's Reports*. Beginning in December the *Warrants* will also be published.

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

RESOLVED, *that the Board approve the Warrants to be published on the website.*

The Resolution was passed by all those present (Axelrod, absent). (RM#5-11/2021)

g. Director's Report (Gallagher):

Gallagher did not submit a written *Director's Report* this month; however, she reported on the following:

i. Community Outreach: Senior Fair:

Veronica Reynolds, *Head of Community Relations*, attended the *Senior Fair* at *Rockland County Community College*, which was sponsored by *Senator Reichlin-Melnick*. Reynolds met approximately 170 people who visited the Library's booth to discuss programming, the upcoming renovation, etc.

ii. Thank You Letter:

Gallagher read aloud a thank you letter from a patron complimenting the exemplary job performance of *Theresa Dolch, Library Assistant II*. Gallagher noted that the Library consistently receives communications from patrons complimenting the staff's performance.

**V. UNFINISHED BUSINESS**

a. Redesign Project: Mortgage Application (O'Hanlon, Treasurer):

Treasurer O'Hanlon presented to the Board for approval that the President or Treasurer be authorized to sign the *Mortgage Application* once completed.

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

RESOLVED, *that the Board authorize the President or Treasurer to execute the Mortgage Application.*

The Resolution was passed by all those present (Axelrod, absent). (RM#6-11/2021)

b. Proposed Budget/Budget Hearing/Budget Vote (O’Hanlon, Treasurer):

Treasurer O’Hanlon reported on the following:

- Copies of the *Proposed Budget FY2023* will be available on November 19.
- The *Budget Hearing* will be held on November 30, at 7 p.m., at the New City Library.
- The *Budget Vote* will be held on 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):

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

b. Fundraising Flyer (Gallagher, Director):

Director Gallagher reported that the *Community Relations Department* created a fundraising flyer to be mailed in early December to every household of the Library’s service area.

**VII. ADJOURNMENT**

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Axelrod, absent). (RM#7-11/2021)

Meeting was adjourned at 7:37 p.m.

Submitted by Robert Axelrod, Secretary  
Board of Trustees  
NEW CITY LIBRARY  
December 2, 2021

RA/kc