



(APPROVED 01/15/26)
MINUTES OF THE
REGULAR MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
December 18, 2025 (7 p.m.)
(New City Library, 220 North Main St., New City, NY)

PRESENT: Patricia Voce, President
Nicholas A. Longo, Jr., Vice-President
Robert Axelrod, Treasurer
James Ferguson, Secretary
Joseph Ciardullo, Trustee
Roxanne T. Perrone, Trustee
Mindy Rader, Trustee
Patricia Ranieri, Trustee
Jeffrey Sasson, Trustee

STAFF: Marianne Gallagher, Library Director
Shibu Abraham, Facilities and Finance Manager
Kelly Corrado, Administrative Assistant

ABSENT: None

GUEST: Varghese John, CPA, *V. John Associate*

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 7:03 p.m.

The *Pledge of Allegiance* was recited.

b. Audit 2025:

President Voce welcomed Varghese John, a CPA with the accounting firm *V. John Associate*, who conducted the Library's *Audit FY2025*. John offered an overview of the audit process. Highlights of the *Audit* are as follows:

- Audit commenced in late August and fieldwork was held in early fall.
- The audit report and management letter were reviewed by the *Personnel and Finance Committee*.
- Finances are in good standing.

John thanked the Board for the opportunity to prepare the audit. On behalf of the Board, President Voce thanked John for his efforts and expertise.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary Ferguson presented to the Board for acceptance the *Regular Minutes* of the previous month's meeting.

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

RESOLVED, *That the Board accept the Minutes of the Regular Meeting of the Board of Trustees of November 20, 2025.*

The Resolution was passed unanimously. (RM#1-12/2025)

III. REPORTS

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

i. Financial Report and Warrant:

Treasurer Axelrod reported that the Library's operating expenditures were \$733,246 and the capital expenditures were \$0. Finance Manager Abraham explained that the expenditures were higher this month than usual due to the annual payment to the *New York State Retirement System*.

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

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

RESOLVED, *That the Board approve Warrant #5 in the amount of \$733,246.*

The Resolution was passed unanimously. (RM#2-12/2025)

Finance Manager Abraham reported that a check was received from the *Internal Revenue Service* recently and he will inquire regarding the source of the funds.

ii. FY2027 Proposed Budget Vote:

Treasurer Axelrod reported that the *FY2027 Proposed Budget Vote* overwhelmingly passed with an 82% approval (441/99). On behalf of the

Board, Vice-President Longo congratulated Director Gallagher, Finance Manager Abraham, and the staff.

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

Sasson had nothing to report.

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

Longo reported that the *Committee* met via videoconference to discuss the *Long Range Plan of Service (2026-2030)* and presented it to the Board for approval.

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

RESOLVED, *That the Board approve the Long Range Plan of Service (2026-2030).*

The Resolution was passed unanimously. (RM#3-12/2025)

d. Legal Affairs Committee (Ranieri, Chair):

Ranieri had nothing to report.

e. Ad Hoc Committee: Election Committee (Ciardullo, Chair):

Ciardullo reported on the following:

- *Incumbents James Ferguson and Jeffrey Sasson* were re-elected and resident *Antonio Reda* was also elected. The top three results are as follows:
 - James Ferguson (179 votes)
 - Antonio Reda (171 votes)
 - Jeffrey Sasson (171 votes)
- The remaining candidates' results are as follows:
 - Patricia Voce (168 votes)
 - Pei-Cen Lin (112 votes)
 - Joanne Carey (87 votes)

This concludes the *Election Committee* duties for this year. *Election Committee Reports* will resume when the *Trustee Election Process* begins next year. Ciardullo congratulated the winners.

Director Gallagher explained that a few issues came up regarding the *Trustee Election* that were addressed the day after the election and were rectified. The *Election Committee* will meet to review future procedures. A short discussion followed.

f. President’s Report (Voce):

President Voce had nothing to report; however, Voce offered heartfelt sentiments to the Board expressing her gratitude for being a member of the Board as a *Trustee*, *Vice-President*, and lastly, *President*.

g. Director’s Report (Gallagher):

Director Gallagher referred to her written report and reported on the following:

New Website: The Library’s website, which was created approximately eight years ago, needs to be updated in order to comply with the *American Disabilities Act (ADA)*. Director Gallagher recommends using the same vendor to update the website that the Library currently uses for its Library calendar of events. A short discussion followed.

- Upon motion made by Perrone and duly seconded by Sasson, it was:

RESOLVED, *That the Board approve the expenditure of up to \$16,000 to update the Library’s website and permit Director Gallagher to choose the vendor.*

The Resolution was passed unanimously. (RM#4-12/2025)

Switchgear and Generator: Electrical drawings have been received and were sent to Consultant Architect Donald Mac Donald for review. A meeting with *OLA Consulting Engineers* will be scheduled in January.

Annual Staff Meeting: The *Annual Staff Meeting* will be held on January 23, 2026, with a snow date scheduled for January 30. Director Gallagher encouraged the Board to RSVP using the Google form invitation.

IV. UNFINISHED BUSINESS

a. Open Items:

i. Professional Development: Customer Service Training (Gallagher):

Director Gallagher reported that most of the staff completed the customer service training tutorial.

V. NEW BUSINESS

a. Board Communications (Ferguson, Secretary):

Secretary Ferguson had nothing to report.

b. Senator Bill Weber Coat Drive (Axelrod, Treasurer):

Treasurer Axelrod reported that *Senator Bill Weber* recently held his *Annual Coat Drive*, with a collection box located at the Library. Over 8,000 pounds of coats were collected throughout the County. Axelrod was pleased to announce that the New City Library collected the most donated coats of all County libraries.

VI. PUBLIC COMMENT

Public comments were received regarding the *Trustee Election* process and the *Summer Reading Program*.

A lengthy discussion followed.

Director Gallagher stated that the *Trustee Election* procedures will be reviewed by the *Election Committee* and the *Summer Reading Program* procedures will be discussed with *Children's Services*.

President Voce thanked the patron for her comments.

VII. ADJOURNMENT

- Upon motion made by Sasson and duly seconded by Perrone, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed by all those present (Axelrod, absent for the vote due to his early departure at 7:54 p.m.). (RM#5-12/2025)

Meeting was adjourned at 7:58 p.m.

Submitted by James Ferguson, Secretary
Board of Trustees
NEW CITY LIBRARY
December 30, 2025

JF/kc