



NEW CITY LIBRARY

SERVING THE COMMUNITIES OF NEW CITY, CONGERS AND BARDONIA

MINUTES OF THE ANNUAL MEETING OF THE BOARD OF TRUSTEES NEW CITY LIBRARY

January 21, 2016

PRESENT: Victor Berger
Anthony Feliciano
George Jacobson
Edward Kallen
Phyllis Morena
Joseph Reiter
Ralph Sabatini
Jeffrey Sasson
David Zuckerberg

ABSENT: None

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

GUESTS: Patricia B. Ciardullo, CPA, O'Connor Davies LLP
Agin Antony, Trustee Elect
Robert Axelrod, Trustee Elect

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 Comment:

No public comment was offered.

II. REVIEW OF MINUTES OF THE PREVIOUS ANNUAL MEETING

George Jacobson presented the proposed *Minutes of the Annual Meeting of the Board of Trustees of January 15, 2015*, for acceptance.

- Upon motion made by Ed Kallen and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board accept the Minutes of the Annual Meeting of the Board of Trustees of January 15, 2015.

The Resolution was passed unanimously. (AM#1-01/2016)

III. REPORTS

a. President's Report (V. Berger):

The *President's Report*, presented by Victor Berger, included the 2015 goals of the Board of Trustees, which were reached with the assistance of the staff. President Berger commented on the professionalism of the staff and management. The following are highlights from the *President's Report*:

- The long-range plan (*Strategic Plan*), compiled by an outside consultant, is now complete and indicated recommendations for improvement. The Plan was prepared with input from surveys, focus groups, staff, and management.
- Major repairs were undertaken for the roof, a new heating system was installed, and masonry work on the exterior bricks was completed. Two generous grants from the State helped defer some of the costs.
- The negotiations with the Staff Association spanned approximately seven months and a contract is now complete pending signatures. The contract is effective July 1, 2015. The Agreement includes salary increases, modest increases in staff contribution to the healthcare plan, and limitations on compensation for unused sick leave.
- The 2015/2016 Budget was approved with less than a 1% increase and was achieved within the permitted budget cap. There was a slight increase in Library operating costs.
- The Board of Trustees worked as a cohesive body and continues to be committed to providing excellent services and being responsive to the community's needs.
- Board committees served the function of resolving issues before coming to the Board.
- Library management discovered that money was being embezzled by a former employee in the amount of approximately \$123,000 and that the employee was indicted on felony charges of larceny in the 2nd degree. More than 99% of the money was recovered through the Library's insurance policy.
- Trustees George Jacobson and Ed Kallen will be leaving the Board in 2016.

Victor Berger presented George Jacobson and Ed Kallen with recognition plaques and thanked them on behalf of the Board for their commitment and service.

b. Director's Report (M. Silver):

Library Director Marianne Silver read highlights from her *Director's Annual Report* and, after doing so, reiterated the Library's goal to offer 21st Century library service to the Clarkstown community.

Ralph Sabatini stated that he has received positive feedback from the community regarding the *3D Printer* programming and was pleased that the Library is offering innovative programming. Suggestions have already been made by patrons for the purchase of additional 3D printers for the Library.

c. Treasurer's Report (D. Zuckerberg):

The *Treasurer's Report*, presented by David Zuckerberg, highlighted the following:

- The financial position of the Library is sound. Future challenges may arise; however, the Library has a balanced operating budget and stayed within the tax cap, which was achieved by setting priorities and seeking efficiencies.
- Aligning resources to the evolving nature of the Library will be a challenge for this and future boards.
- The *Capital Fund* was stretched because of the Library's success in obtaining state grants. Zuckerberg commented that Marianne Silver and Shibu Abraham did a wonderful job of securing grants for the Library. Zuckerberg suggested that if the Library continues to obtain grants, then several projects, which have already been identified, such as upgrading the IT infrastructure and replacing the parking lots, can be undertaken.
- The Library is looking ahead at the *Plan of Service*, which recommends that the Library add additional meeting rooms, offices, and a makerspace.

i. Annual Audit 2015:

The New City Library's *Annual Audit 2015* was presented by the auditor, Patricia B. Ciardullo, CPA, of O'Connor Davies LLP. Ciardullo explained the audit in detail. The Audit findings indicated that, in the opinion of the auditors, the financial statements of the Library "*present fairly, in all material respects, the financial position of the New City Library as of June 30, 2015.*" Ciardullo also noted the following:

- Fieldwork was initiated during the month of October and was completed by the end of December. Shibu Abraham, the Library's Finance Manager, expedited required documentation.
- Assets and liabilities were identified.
- The mortgage will be paid off by June, 2018.
- Approximately \$53,000 was received in fines.
- There were increases in costs for personnel, library materials, and capital funding expenditures.
- Grant money is recognized as a receivable once the grant is awarded.
- Building improvements and depreciation modify the asset balance.

Jeffrey Sasson questioned Ciardullo whether or not the necessary documentation to complete the audit was easily accessible to her and her staff. Ciardullo responded that, for the most part, documentation was available, although some items were not readily accessible. She has made recommendations to Marianne Silver and Shibu Abraham for future audits.

David Zuckerberg thanked Ciardullo for her thorough work and for being a teacher and coach to the staff and the Board.

Ralph Sabatini commented that Ciardullo is a forensic auditor and CPA. She was initially retained to assist with the misappropriated funds issue. Based on the exceptional work of Ciardullo and her staff, the firm of O'Connor Davies was then appointed as the Library's new auditors. Ciardullo is on staff at O'Connor Davies. Sabatini further stated that he was impressed with the work that was done to complete the audit.

IV. UNFINISHED BUSINESS

There was no unfinished business to report.

V. NEW BUSINESS

Victor Berger introduced the two new trustees, Agin Antony and Robert Axelrod, who were elected to the Board of Trustees in December, 2015.

VI. PUBLIC COMMENT

No public comments were offered.

VII. ADJOURNMENT

- Upon motion made by Victor Berger and duly seconded by Anthony Feliciano, it was:

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously. (AM#2-01/2016)

The meeting was adjourned at 7:35 p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
March 15, 2016

DZ/kc

ANNUAL MEETING MOTIONS

(AM#1-01/2016) Upon motion made by Ed Kallen and duly seconded by Ralph Sabatini, it was:

RESOLVED, that the Board accept the Minutes of the Annual Meeting of the Board of Trustees of January 15, 2015.

The Resolution was passed unanimously.

(AM#2-01/2016) Upon motion made by Victor Berger and duly seconded by Anthony Feliciano, it was:

RESOLVED, that the Board adjourn the meeting.

The Resolution was passed unanimously.