



(APPROVED 01/17/19)
MINUTES OF THE
ANNUAL MEETING OF THE BOARD OF TRUSTEES
NEW CITY LIBRARY
January 18, 2018

The Regular Meeting will immediately follow this Annual Meeting.

PRESENT: Victor Berger, President Agin Antony, Trustee
Joseph Reiter, Vice-President Robert Axelrod, Trustee
Ralph Sabatini, Treasurer Anthony Feliciano, Trustee
David Zuckerberg, Secretary Phyllis Morena, Trustee
Jeffrey Sasson, Trustee

ABSENT: None

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

GUESTS: Jessica Mendoza, CPA, PKF O'Connor Davies, LLP
Edward Bertolino, Trustee-Elect
Denis O'Hanlon, Trustee-Elect

I. INTRODUCTORY

a. Meeting Called to Order:

The meeting was called to order at 6:59 p.m.

The Pledge of Allegiance was recited.

b. Public Comment:

No public comments were offered.

II. REVIEW OF THE MINUTES OF THE PREVIOUS MEETING

Secretary Zuckerberg presented to the Board for acceptance the proposed *Minutes of the Annual Meeting of the Board of Trustees of January 19, 2017.*

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

RESOLVED, that the Board accept the Minutes of the Annual Meeting of the Board of Trustees of January 19, 2017.

The Resolution was passed unanimously. (AM#1-1/2018)

III. REPORTS

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

The *President's Report* was presented by Berger, who offered an overview of the responsibilities of the *Board of Trustees*. Berger stated that the Board does not engage in the day-to-day operation of the Library, which is handled by *Administration*. Berger commented that the Board achieved its goals this past year by working well together as a Board and by working alongside the *Administration Team* and staff.

The following are highlights from the *President's Report*:

- Retiring personnel
- New personnel
- Library's offering of programs of interest
- Maintaining the physical structure
- Selecting an architectural firm for the *Master Plan*

President Berger commented that he receives comments of high praise from patrons about the Library, crediting Silver, Abraham, and the staff for their commitment and professionalism.

i. Exiting Board Members:

Berger reported that Anthony Feliciano and Joseph Reiter have now completed their terms as *Trustees* and Berger presented each one with a *Recognition Plaque*. On behalf of the Board, Berger thanked them for their commitment and service. Both Feliciano and Reiter expressed their gratitude to the Board for the opportunity to serve the community through the Library. Reiter stated that he was proud to be a part of a Board who worked cohesively for the best interests of the Library and Feliciano showed his appreciation of serving the community by reciting a poem.

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

The *Director's Report* was presented by Silver, who reported that the Library experienced great changes this past year in staffing with several staff retiring. Silver was pleased to announce that new and veteran staff blended seamlessly.

The following are highlights from the *Director's Report*:

- *Friends of the Library* building slowly but steadily, having their first successful *Community Tag Sale*
- *Solar Eclipse Viewing Program* had record-breaking attendance, with over 500 participating and Silver commended the staff on a job well done
- Minor changes in the building were made this past year until the *Redesign Project* begins
- *Requests for Proposals (RFPs)* process has begun for the *Master Plan*

Silver thanked the Board for its on-going support and input.

c. Treasurer's Report (R. Sabatini):

The *Treasurer's Report* was presented by Sabatini. Sabatini reported that the Library's finances are in good shape.

ii. Annual Audit 2017:

The New City Library's *Annual Audit 2017* was presented by Jessica Mendoza, a CPA with the accounting firm *PKF O'Connor Davies, LLP*. Mendoza stated her qualifications and experience. Highlights of the *Audit* are as follows:

- Fieldwork was held in the Fall
- *Audit* was completed in November
- Minor recommendations were made to management regarding best practices for procedures and controls

Mendoza explained that procedure is compiled by management, after which the auditors conduct a random walk-through in order to ascertain whether or not procedure is followed accordingly.

Mendoza recommended that the *Audit* be posted to the Library's website.

A short discussion followed.

The Board thanked Mendoza and team for their work and expertise.

Sabatini presented to the Board for acceptance the *Annual Audit 2017*.

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

RESOLVED, *that the Board accept the Annual Audit 2017.*

The Resolution was passed unanimously. (AM#2-01/2018)

Sabatini presented to the Board for approval the retention of *PKF O'Connor Davies LLP* as the Library's auditors for *Audit 2018*.

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

RESOLVED, *that the Board approve the retention of PKF O'Connor Davies LLP as the Library's auditors for Audit 2018.*

The Resolution was passed unanimously. (AM#3-01/2018)

IV. UNFINISHED BUSINESS

None.

V. NEW BUSINESS

a. Incoming Trustees:

President Berger welcomed to the Board new members Edward Bertolino and Denis O'Hanlon, *Trustees-Elect*, and congratulated them on their wins.

b. Board Communications:

None.

VI. PUBLIC COMMENT

No public comments were offered.

VII. ADJOURNMENT

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

RESOLVED, *that the Board adjourn the meeting.*

The Resolution was passed unanimously. (AM#4-1/2018)

Meeting was adjourned at 7:22 p.m.

Submitted by David Zuckerberg, Secretary
Board of Trustees
NEW CITY LIBRARY
December 27, 2018

DZ/kc