

YONKERS PUBLIC LIBRARY  
ANNUAL BOARD MEETING  
RIVERFRONT LIBRARY  
January 24, 2019

**ATTENDANCE**

TRUSTEES:	Anietra Guzmán-Santana Nancy Maron Stephen Jannetti Derrick Touba Joseph Puglia Josephine Ilarraza
LIBRARY DIRECTOR:	Ed Falcone
DEPUTY DIRECTOR:	None
BUSINESS MANAGER:	Vivian Presedo
ADMINISTRATIVE SECRETARY:	James Hackett
WLS BOARD REPRESENTATIVE:	Tr. Puglia
UNION REPRESENTATIVE:	None

The Board Meeting began at 7:06 p.m., with Library Director Falcone presiding until the Election of Officers for 2019.

**MINUTES**

On motion of Tr. Ilarraza, seconded and unanimously carried, the Board approved the Minutes of the Board Meeting of December 13, 2018.

**ELECTION OF OFFICERS FOR YEAR 2018**

On motion of Tr. Touba from the Nominating Committee, seconded and unanimously carried, the following officers were elected: Anietra Guzman-

Santana, President; Nancy Maron, Vice President; and Stephen Jannetti, Treasurer.

Following a discussion of committee roles and proposed amendments to the by-laws, the Board agreed to postpone committee appointments until all Trustees are present. On motion of Tr. Touba, seconded and unanimously carried, the appointment of committees by the President was postponed.

## **MANAGEMENT REPORT**

Director Falcone updated the Board on the Will façade project. The railings, windows and lobby are near completion. Delivery of the façade material is expected next month, with installation to follow soon thereafter.

Director Falcone informed the Board that the Will boiler project is complete.

Director Falcone updated the Board on the Con Edison grant-funded arts education workshops at the Riverfront Library. The Art Gallery curator, Haifa Bint-Kadi, has begun a search for artists to lead families and young adults in art projects throughout the year. Tr. Maron also attended a meeting of the Neo teen club and was very impressed.

Director Falcone updated the Board on the budget. Library management met with the City Department of Finance in advance of the formal budget request meeting and learned that the City Council will examine their request at the same time as the Mayor's Office. Library management expects a formal meeting with Finance later next month.

Director Falcone advised the Board on this year's CDBG grant request. The Library has requested \$40,000 for the purpose of a planning study for a new Y/A Room at the Riverfront Library. The goal is either a completely redesigned room on the third floor or a new room on the first floor, both with input from young adult patrons.

Director Falcone reminded the Board that the Library will be migrating to the new WLS Evergreen computer system over the next couple of months and is hopeful the transition will be complete by the end of March.

Tr. Touba asked Director Falcone for more information on the VR Committee meeting he attended. Director Falcone explained that the purpose of the meeting was to discuss the Library's new Virtual Reality technology and how it was being implemented in partnership with Yonkers Public Schools. Tr.

Jannetti suggested that Tech Central come up with guidelines for using the equipment.

**UNION REPRESENTATIVE’S REPORT** – None

**WLS REPORT** – None

**PERSONNEL REPORT**

On motion of Tr. Jannetti, seconded and unanimously carried, the Board ratified the following appointments:

- Jason Eisenberg, Clerk I, \$38,013.00/yr, eff. 12/14/18
- Eissa Sawan, P/T Page, \$12.00/hr, eff. 1/2/19
- Mohamed Murshed, P/T Page, \$12.00/hr, eff. 1/21/19
- Eileen Fusco, Librarian Trainee, \$48,406.00/yr, eff. 1/2/19

The Board acknowledged the following terminations:

- Ernest Amoyaw, P/T Page, \$11.00/hr., eff. 12/18/18
- Tanya Key, P/T Page, \$11.00/hr., eff. 12/18/18
- Enis Kolasinac, P/T Page, \$11.00/hr., eff. 12/18/18
- Tiffany Osei, P/T Page, \$11.00/hr., eff. 12/18/18
- Summer Prassor, P/T Page, \$11.00/hr., eff. 12/10/18
- Alexia Rodriguez, P/T Page, \$11.00/hr., eff. 12/18/18
- Tasfia Tasnim, P/T Page, \$11.00/hr., eff. 12/18/18
- Gloria Buckley, Clerk I, \$48,350.00/yr., eff. 1/2/19
- Joan Daly, Clerk II, \$56,118.00/yr., eff. 1/2/19
- Melissa Glazer, Librarian I, \$56,747.00/yr., eff. 12/31/18

**COMMITTEE REPORTS**

**Finance, Budget & Planning:**

On motion of Tr. Puglia, seconded and unanimously carried, the Board authorized Business Manager Presedo to renew or find new accounts with more favorable rates for the following certificates:

- 2/27/19 Saunders Book Fund, Sterling National Bank, 14 mo. CD, \$75,074.78; 1.60%
- 2/27/19 Contributions Account, Sterling National Bank, 14 mo. CD, \$26,935.87; 1.60%

On motion of Tr. Ilarazza, seconded and unanimously carried, the Board authorized Business Manager Presedo to write a check in excess of \$5,000 from the Contributions Fund for VR equipment (\$6,799.00, Invoice #78624)

Director Falcone distributed copies of a new Operating Budget presentation. The Board was impressed with the presentation and asked that it be distributed to them monthly.

**Employee Relations:**

**Buildings & Grounds:**

**Fundraising & Development:**

Tr. Maron reported that the Foundation wrote their first check to the library and that they were preparing a public statement for donors. Tr. Maron announced an upcoming book talk with Mary Calvi, author of *Dear George, Dear Mary*. The event is scheduled at the Riverfront Library on February 13 and it is free and open to the public; 20% of book sales will go to the Foundation. Tr. Maron also reported that the spring fundraising gala will be held on May 20 at the Riverfront Library and she was pleased to announce that the Foundation had secured author Sandra Cisneros as a special guest.

**PAYMENT OF BILLS**

On motion of Tr. Jannetti, seconded and unanimously carried, the Board approved payment of bills as listed on Schedule #799.

On motion of Tr. Ilarazza, seconded and unanimously carried, the Board voted to designate Vice President Maron to certify claims for payment in the absence of the Treasurer and the President.

**UNFINISHED BUSINESS**

Tr. Guzmán-Santana distributed an analysis of Trustee Self-Evaluations and led a discussion on how they can grow as Board. Ideas discussed included policy, meeting recaps and outreach and advocacy.

Tr. Guzmán-Santana distributed proposed revisions to the Board of Trustees by-laws. The proposed revisions included updates to names, locations, meeting times, committees and methods of communication. The Board

agreed to continue a discussion and vote on the proposed revisions when all Trustees were present.

**NEW BUSINESS**

None.

**NEXT BOARD MEETING DATE** – Thursday, February 28, 2019, 7:00 p.m. at the Riverfront Library.

**EXECUTIVE SESSION**

Tr. Maron motioned to move into Executive Session to discuss the performance of a particular employee at 8:50 p.m.

The Board exited Executive Session at 9:22 p.m. On motion of Tr. Ilarazza, seconded and unanimously carried, the Meeting was adjourned at 9:22 p.m.



Edward Falcone  
Library Director & Secretary

YPL Operating Budget 2018-19

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month (December)	YTD	Balance	% used
101	Salaries	6,335,062	6,335,062	2,931,548	45,881	2,977,429	3,357,633	47%
103	Temp Services	613,900	613,900	190,957	37,996	228,953	384,947	37%
119	Contractual Settlements	130,537	130,537	132,892	0	132,892	-2,355	102%
150	Termination Payments	35,000	35,000	37,803	0	37,803	-2,803	108%
198	Overtime	263,040	263,040	34,177	24696.63	58,873	204,167	22%
	Personal Services Total:	7,377,539	7,377,539	3,327,376	108,574	3,435,949	3,941,590	47%
280	Reference Materials	82,000	82,000	478	0	478	81,522	1%
	Materials Total	82,000	82,000	478	0	478	81,522	1%
301	Office Supplies	89,110	89,110	42,773	3,042	45,814	43,296	51%
306	Janitorial Supplies	22,200	22,200	12,236	2,128	14,364	7,836	65%
308	Wearing Apparel	2,971	2,971	0	0	0	2,971	0%
309	Fuel For Heating	85,500	85,500	527	2,292	2,819	82,681	3%
312	Hardware	7,025	7,025	2,669	282	2,951	4,074	42%
313	Misc. Supplies	1,000	1,000	254	529	783	217	78%
314	Electrical Supplies	800	800	0	0	0	800	0%
327	Nursery Supplies	100	100	0	0	0	100	0%
361	Gas	2,000	2,000	818	194	1,012	988	51%
	Material and Supplies Total	210,706	210,706	59,277	8,467	67,744	142,962	32%
401	Insurance	22,700	22,700	22,700	0	22,700	0	100%
402	Telephones	74,700	74,700	22,554	4,690	27,244	47,456	36%
403	Printing	13,310	13,310	330	1,178	1,509	11,801	11%
404	Lights and Power	194,268	194,268	53,093	7,347	60,440	133,828	31%
405	Postage	5,800	5,800	0	13	13	5,787	0%
406	Freight and Express	750	750	36	0	36	714	5%
407	Equipment Maint. And Repair	35,400	35,400	16,800	0	16,800	18,600	47%
408	Rental of Equipment	14,988	14,988	2,552	395	2,947	12,041	20%
409	Building Maint. And Repair	73,000	73,000	25,094	0	25,094	47,906	34%
410	Milage Allowance	710	710	0	15	15	695	2%
413	Professional Fees	176,450	176,450	92,909	18,932	111,841	64,609	63%
415	Outside Labor & Related Charge	27,500	27,500	9,753	10,429	20,182	7,318	73%
419	Misc. Expenses	16,750	63,312	26,975	5,889	32,864	30,448	52%
421	Rental of Space	750,000	750,000	750,000	0	750,000	0	100%
422	Janitorial Service	2,600	2,600	2,446	0	2,446	154	94%
424	Maint. Of Office Equipment	10,200	10,200	925	0	925	9,275	9%
425	Subscriptions and Publicationns	147,183	147,183	90,347	26,376	116,723	30,460	79%
430	IT Hardware Maint.	24,000	24,000	14,987	2,133	17,119	6,881	71%
431	IT Software Licensing and Maint.	486,323	486,323	202,006	7,729	209,734	276,589	43%
436	Tuition/Bd/Travel Reimburseme	2,150	2,150	197	0	197	1,953	9%
446	Automobile Repair	6,000	6,000	1,747	597	2,344	3,656	39%
481	Binding of Books	1,550	1,500	470	0	470	1,080	30%
496	Special Projects	0	0	0	0	0	0	
	Contractual Services Total	2,086,332	2,132,844	1,335,922	85,721	1,421,643	711,201	68%
	Total Operating Budget	9,756,577	9,803,089	4,723,053	202,761	4,925,336	4,877,275	50%
	Misc. Expenses:Includes refunds and insurance payments							

YPL Operating Budget 2018-19

Code	Account Name	Adopted Budget	Current Budget (with transfers)	Spent Previous Months	Spent This Month (December)	YTD	Balance	% used
	Personal Services Total:	7,377,539	7,377,539	3,327,376	108,574	3,435,949	3,941,590	47%
	Materials Total:	82,000	82,000	487	0	478	81,522	1%
	Material and Supply Total:	210,706	210,706	59,277	8,467	67,744	142,962	32%
	Contractual Services Total:	2,086,332	2,132,844	1,335,922	85,721	1,421,643	711,201	67%
	<b>Total Operating Budget</b>	<b>9,756,577</b>	<b>9,803,089</b>	<b>4,723,062</b>	<b>202,762</b>	<b>4,925,814</b>	<b>4,877,275</b>	<b>50%</b>

Note :includes refunds and insurance payments

YONKERS PUBLIC LIBRARY  
By-Laws

ARTICLE  
NAME AND LOCATION

The name of this organization shall be The Yonkers Public Library. Its administrative offices are located at One Larkin Center, Yonkers NY 10701. Its libraries are:

- Riverfront Library, One Larkin Center, Yonkers NY 10701
- Grinton I. Will Branch Library, 1500 Central Park Avenue, Yonkers NY 10710
- Crestwood Branch Library, 16 Thompson Street, Yonkers NY 10708.

ARTICLE  
MISSION STATEMENT

The Yonkers Public Library changes lives every day. Our expert, trusted staff help all the people of Yonkers find the information they need, the programs they enjoy, and the reading they love.

ARTICLE I.  
OFFICE OF TRUSTEES

1. The Board of Trustees shall consist of not less than five nor more than seven members appointed by the Board of Education of the City of Yonkers, as provided in the charter of the Yonkers Public Library, Number 697, granted by the Regents of the University of the State of New York, February 9, 1893, and the Amendment of Charter, dated March 26, 1993.
2. Each of the Trustees shall hold office for a term of five years. The term of each Trustee shall end on December 31<sup>st</sup> of the fifth year following appointment, unless the said Trustee shall have resigned or otherwise terminated membership on the Board. In the event of the creation of a vacancy for any reason, the successor Trustee appointed by the ~~board~~Board of Education shall serve for the balance of the unexpired term of the Trustee, whom such successor shall have succeeded.
3. In the event that any Trustee shall fail to attend three successive meetings of the Board and shall fail to present a satisfactory excuse, the Board shall, upon resolution and upon notice thereof mailed to said Trustee, be deemed to have accepted the resignation of said Trustee.
4. No Trustee shall receive any compensation whatever for services as such.

ARTICLE II.  
OFFICERS

1. The officers of the Board shall be a President, a Vice President, and a Treasurer.



2. A nominating subcommittee consisting of members of the Board of Trustees shall be appointed by the President no less than one month prior to the Annual Meeting. The nominating committee shall present a slate of officers at the Annual Meeting.
3. Officers shall serve for a term of one year from the Annual Meeting at which they are elected and until their successors are duly elected.
4. The **President** shall preside at all meetings of the Board; authorize calls for any special meetings; appoint all committees; execute documents as authorized by the Board; serve as ex-officio voting member of all committees; and generally perform all duties associated with that office. The President of the Yonkers Public Library Board of Trustees and one member of the Board of Trustees appointed by the President shall automatically be members of the Board of Directors of The Foundation for the Yonkers Public Library Foundation with all the rights and privileges of a Foundation Director but without need for election by the Board of Directors of The Foundation for the Yonkers Public Library Foundation.
5. The **Vice President** shall act in the absence of the President.
6. The **Treasurer**, President, or designated Trustee shall certify all bills that have been presented for payment, to be subsequently ratified by the Board of Trustees. The Treasurer, President, or designated Trustee are authorized to sign checks in payment of obligations of the Yonkers Public Library as authorized by the Board.
7. The **Secretary** shall be the Library Director who shall furnish the minutes of all meetings of the Board; have custody of all the records of the Board as a body corporate; and receive and preserve all correspondence of the Board; and shall transmit all notices and communications to members of the Board. The Yonkers Public Library Director, and one Yonkers Public Library staff member appointed by the Library Director, shall automatically be members of the Board of Directors of the Yonkers Public Library Foundation with all the rights and privileges of a Foundation Director but without need for election by the Board of Directors of the Yonkers Public Library Foundation.

### ARTICLE III. MEETINGS

1. The regular meeting of the Board shall be held monthly on ~~the second Wednesday of each month unless otherwise ordered~~ dates agreed upon by the Board. Notice of the time and place of each meeting shall be ~~mailed~~ delivered by mail or email not less than five nor more than ten days before the meeting. Four Trustees shall constitute a quorum. In the absence of a quorum, the Trustees present may adjourn the meeting to a day fixed. The Board may meet on shorter notice or on a different date if every absent Trustee waives notice in writing or by telephone.
2. Special meetings may be called by the Secretary at the direction of the President or at the request of two Trustees for the transaction of business stated in the call for the

- meeting. Notice of such special meeting shall be given to all members by telephone or in writing at least twenty-four hours prior to the meeting time.
3. The regular meeting in January shall be the Annual Meeting at which officers shall be elected for a term of office of one year each. The President shall name standing committees for a term of one year at the Annual Meeting, or within one week from the date of the Annual Meeting.
  4. The Director or Deputy Director, when the Director is not available, shall attend all meetings, may participate in the discussion and offer professional advice, but shall not be accorded a vote on any question.
  5. The order of business for regular meetings shall include; but not be limited to, the following items which may be covered in the sequence shown below:
    - Disposition of minutes of the prior meeting
    - Director's Report
    - Union Representative's Report
    - Committee Reports
    - Communications
    - Payment of bills
    - Unfinished Business
    - New Business
    - Adjournment
  6. An affirmative vote of the majority of those Trustees present shall be necessary to approve any action before the Board, with the exception of the revision of By-Laws, which requires unanimous Board approval.
  7. *Robert's Rules of Order* shall govern the parliamentary procedure of the Board.

#### ARTICLE IV. COMMITTEES

1. There shall be three standing committees of the Board as follows: Finance, Budget and Planning, Policy and Employee Relations.

The Finance Committee shall consist of no less than the Treasurer and one Trustee and shall supervise the monies, investments and funds of the Library and make recommendations to the Board regarding such investments.

The Budget and Planning Committee shall consist of at least one member and shall review the annual budget with the Director and shall seek its adoption by the Board and the City of Yonkers and participate in planning activities as directed by the Board.

The Employee Relations Committee shall consist of at least two members of the Board and shall undertake contract negotiations and report and recommend action to the Board on matters affecting employee management relations.

The Policy Committee shall consist of at least two members of the Board and shall review and recommend amendments to current library policies and recommend new policies when applicable.

2. Special committees may be appointed by the President from time to time at the discretion of the Board.
3. When appropriate, each committee shall make a progress report to the Board at its meetings. No committee shall have other than advisory powers, unless the Board has delegated specific power to act.

#### ARTICLE V. LIBRARY DIRECTOR

1. The Board shall appoint a Director who shall be the executive and administrative officer of the Library on behalf of the Board and under its review and direction.
2. The Director shall be responsible for the proper direction and supervision of the staff, care and maintenance of Library property, selection of books in keeping with the policy of the Board, efficiency of service to the public, preparation of the budget, and the operation of the Library within the budgeted appropriation.
3. The Director shall recommend to the Board appointments and other personnel transactions in accordance with the provisions of appropriate civil service regulations and contractual obligations.
4. The Director shall have interim authority to appoint employees without prior approval of the Board, provided such appointments are reported to the Board at its next regular meeting.
5. The Director shall assist the Board in any collective bargaining negotiations with employee representatives and may recommend the form and substance of agreement for action by the Board.
6. All communications or petitions from the staff to the Board shall be transmitted through the Director who shall have the right of recommendation prior to consideration by the Board.
7. The Director shall submit monthly and annual reports of the work of the Library; certify all bills incurred; and perform such other duties as the Board shall direct.

#### ARTICLE VI.

## AMENDMENTS

These By-Laws may be repealed, amended or added to at a regular meeting of the Board of Trustees by a majority vote of the members present after the proposed repeal, amendment or addition has been submitted in writing at least ten days prior to the meeting at which such action is proposed to be taken.

Original By-Laws 1936  
Revised February 24, 1949  
Revised July 14, 1965  
Revised July 10, 1969  
Revised January 9, 1980  
Revised March 8, 1989  
Revised January 9, 1991  
Revised October 19, 1992  
Revised November 16, 1994  
Revised January 14, 1998  
Revised November 10, 1998  
Revised September 20, 2001  
Revised January 24, 2019