

**The Nyack Library**  
**Minutes of the Regular**  
**Board of Trustees Meeting**  
**Monday, July 20, 2020**

**Present:**

E. Michael Growney, **President**  
Ellyse Okin Berg, **Vice President**  
Brian Murrell, **Treasurer**  
Peter Danish  
Tamara Jhashi  
Michael Penn  
Roger Seiler  
Bebb Wheeler Stone  
Cora Sarjeant Wilder  
Valerie Williams-Sanchez

**Absent:**

\*Debra Karten, **Secretary**

**\*=Excused**

**Staff:** Angela Strong, Library Director  
Sharon Alfano, Business Manager  
Minerva Parker, Board Clerk

**Visitor:**

***Call to Order:***

The Board Vice President Ms. Berg called the Regular Monthly Meeting to order, via teleconference, at 7:39 p.m.

***Agenda Approval:***

**Upon motion** by Mr. Seiler, seconded by Dr. Jhashi, it was resolved to approve the proposed agenda as amended, adding the Personnel Committee and an Executive Session. The yes votes were unanimous, 10-0.

***Review of the Minutes:***

**Upon motion** by Ms. Berg, seconded by Dr. Wilder, it was resolved to approve the Minutes of the Regular Meeting of June 8, 2020, with grammatical corrections under Director's Report. There were 9 yes votes, Mr. Danish abstained.

***Public Comments:***

None.

***Director's Report:***

Mrs. Strong asked all present to mark their calendars, August 6, 7:30 pm for the Staff Anniversary Celebration to honor seven employees via Zoom. Major issues in June continued to be the HVAC system. Local History had a compressor replaced. We are still waiting on the coil for the fourth floor to be delivered. The Carnegie Building continues to leak water in the problem area at the northwest corner when it rains, where the Local History is located. In April the hot water heater in the staff kitchen caused a flood in that area, it spilled down two levels to the Fiction area and the Janitor closet on 1A. Mold was discovered and an air quality test was performed. The test found mold in the Staff Kitchen sink cabinet and the Janitor's closet on 1A. A remediation company was called, and Mrs. Strong is waiting for the proposal from that company. The Board discussed the many different leaks the library has been having over the past months. Mr. Penn would like Mrs. Strong to break-out the leak problems by building. Mrs. Strong explained the reopening process to the Board. Mrs. Strong updated the Board on the NYS Construction Grant. In order to receive the remaining 10% of funding, Mrs. Strong needs to amend the grant to show proof of work done.

**Upon motion** by Mr. Danish, seconded by Ms. Berg, the Personnel Actions were unanimously accepted. The yes vote 10-0.

**Upon motion** by Mr. Danish, seconded by Ms. Berg, the Inventory report was unanimously accepted. The yes vote 10-0.

***Committee Reports:***

*Development Committee:*

**Upon motion** by Mr. Danish to accept the Gifts & Grants Report for June 2020, and seconded by Mr. Growney, the Board resolved to accept with appreciation \$200 in General Support, \$1,949.94 in Designated support to the Annual Appeal 2020 and \$25 in Designated support to the Children's Room. The 2020 Annual Development Appeal total to date has brought in \$23,483.80 in donations. The yes vote was unanimous 10-0.

*Personnel Committee:*

Ms. Berg reported the Personnel Committee had a meeting on July 10 and decided to retain Ruth Metz & Associates, an organizational library person to help with Long Range Planning and organizational issues, as far as the Library as an organization goes. The Committee discussed organizational issues in general.

Mrs. Strong's assessment over the fifteen months as Director would be to do a wellness check on the organization before embarking on developing plans for the future; this library leadership consultant can help. With decades of experience in library services Ruth Metz is a Strategic Planning, Organizational Development and Leadership Development Consultant. Ms. Metz will help identify, analyze, and communicate trends impacting the organization. She will conduct interviews with department Supervisors and several key staff. Interviews will be conducted through Zoom and be about one hour long between August 3 – August 14. She will collect and compile, will communicate and discuss key findings with Mrs. Strong. Mr. Penn questioned this, and Mr. Growney explained the Personnel Committee agreed to it and are presenting to the full Board tonight.

**Upon motion** by Ms. Berg, the Board accepted the recommendation of the Personnel Committee to hire Ruth Metz & Associates to assist the Library Director in Long Range Planning and Organizational Development in the Library. The yes vote was unanimous 10-0.

***Financial Reports:***

*Treasurer's Report:*

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. Cash balances at the end of June, \$1,270,615; Board will be asked to approve \$188,754.84 for June's disbursements; \$7,351,018 in long term debt with TD Bank on the 2017 tax-exempt bond. The Library and the DePew House operated at a \$403,036 surplus.

**Upon motion** by Mr. Murrell and seconded by Ms. Berg, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for June 2020 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$38,010.31, Rental Fund Expenses of \$7,315.22, Debt Fund Expenses for \$36,322.93, Payroll Disbursement for pay date June 5, 2020 for \$53,624.78, and Payroll Disbursement for pay date June 19, 2020 for \$53,481.60 for a total of \$188,754.84. The yes votes, 10-0.

**Upon motion** by Mr. Murrell, seconded by Mr. Growney, the Board unanimously approved the Treasurer's Report and Financial Statements, 10-0.

***Old Business:***

None.

***New Business:***

None.

***Public Comments:***

None.

**Upon motion** by Ms. Berg, seconded by Mr. Penn, the Board unanimously agreed to go into Executive session at 8:53 pm, to discuss an employee's separation from the Library.

***Adjournment:***

**Upon motion** by Ms. Karten, seconded by Mr. Murrell, it was resolved to adjourn the meeting at 9:19 p.m. The yes vote was unanimous, 10-0.

Respectfully submitted,

*Minerva Parker*

Board Clerk