

Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, July 24, 2023

Present:

Steven Cea, **President**
Ellyse Okin Berg, **1st Vice President**
Tracy Dressner, **2nd Vice President**
Brian Murrell, **Treasurer**
Diane Christian
Jeremiah Conway
Tamara Jhashi
Moriah Olsen

Absent:

Michael Penn
Daniel Wolff

Staff: Eric McCarthy, Library Director
Sharon Alfano, Business Manager
Minerva Parker, Board Clerk

Call to Order:

The Board President Mr. Cea called the Regular Monthly Meeting of July 24, 2023, to order at 7:00 p.m., in the Community Meeting Room.

Agenda Approval:

Upon motion by Ms. Berg, seconded by Ms. Dressner, it was resolved to approve the agenda. There were 8 yes votes.

Review of the Minutes:

Upon motion by Ms. Olsen, seconded by Ms. Berg, the Board approved the Minutes of the Special Meeting, June 8, 2023. There were 7 yes votes, Mr. Murrell abstained.

Upon motion by Ms. Dressner, seconded by Ms. Christian, the Board approved the Minutes of the Regular Meeting, June 20, 2023, with a change to the Financial Committee report. There were 8 yes votes.

Nominating Committee:

Ms. Christian reported for the Committee. Five candidates were interviewed for the vacant seat and the Committee selected Leslie Kirsch to fill the vacancy. Ms. Christian gave an overview of Ms. Kirsch's background and experience to the Board. Ms. Kirsch, phone conferenced into the meeting, spoke about her background and what she could bring to the Library Board and Nyack Community.

Upon motion by Ms. Christian, seconded by Ms. Berg, the Board accepted the recommendation of the Nominating Committee to seat Leslie Kirsch. There were 6 yes votes and Mr. Conway and Ms. Olsen abstained.

Director's Report:

Mr. McCarthy submitted his written report to the Board. Mr. McCarthy mentioned that during a discussion with Aldona Pilmanis, she reported there were more registrations than ever before for the Summer Reading Club, pre or post COVID. Ms. Jhashi noticed increased circulation on the Monthly Statistic Report, the Teen Room nearly doubled its' check-outs. Ms. Jhashi asked Mr. McCarthy about the new integrated software, what it will replace and how patrons will interact with the program.

Public Comments: (full Board Meeting comments may be heard here <https://soundcloud.com>)

None.

Committee Reports:

Executive Committee:

Mr. Cea stated the Board is looking to hire a Board & Labor Attorney. Would like a general counsel to address questions. Some recommendations were received and interviews done. Mr. Cea will keep everyone posted.

Development Committee:

Upon motion by Ms. Olsen, to accept the Gifts & Grants Report for June 2023, and seconded by Mr. Murrell the Board resolved to accept with appreciation \$2.00 in Designated support to the Annual Appeal. The 2023 Annual Development Appeal total to date has brought in \$15,832.62 in donations. Thank you to all those who generously donated. There were 8 yes votes.

Policy Development & Long-Range Planning Committee:

Upon motion by Ms. Berg, seconded by Ms. Jhashi, the Board unanimously accepted the revised Incident Reporting Policy. The yes votes 8-0.

The C.R.E.S.T. Grant the Library is applying for requires that the Library have specific policies in place, so the Committee will be presenting several policies for Board approval over the next several months. Two policies presented tonight are the *Minority and Woman-Owned Business Enterprise (M/WBE) & Service-Disabled Veteran-Owned Business (SDVOB) Policy* and the *Anti-Nepotism Policy*. Ms. Berg and the Board discussed the new policies in detail and will vote on them at the September 2023 board meeting.

Building & Property Committee:

Mr. McCarthy reported that the DePew House took on more water due to the storms. The plan is to install a sump pump on that lower level. Mr. McCarthy and Jeff Flournoy, Maintenance Tech., are investigating why the Library experiences brown-outs, and the damage brown-outs cause on equipment and technology.

Personnel Committee:

Upon motion by Ms. Dressner, seconded by Ms. Berg, the Board accepted the hiring of Nanor Pogosian, Programming Outreach Librarian, effective August 1, 2023; Tara Iacobellis, Children's Information Specialist, effective July 11, 2023; and Kimberly Pienkawa, Teen Room Summer Assistant, effective July 10, 2023. There were 8 yes votes.

Upon motion by Ms. Dressner, seconded by Ms. Jhashi, the Board approved the closing of Nyack Library for the entire day on Thursday, October 26, 2023, for a full day of staff training and to designate the fourth Thursday of October, thereafter, for a full-day library closure to conduct staff training.

Ms. Dressner stated the Director's Evaluation topic would be tabled until the next meeting, because there needs to be 3/4 of the Trustees present for a vote on that subject. Ms. Dressner explained how the Director's evaluation process will work.

Audit Committee:

None.

Friends of the Nyack Library Committee:

Ms. Jhashi reported Library Tours are still available through the beginning of August. The FONL have contributed to the prizes for the Adult Summer Reading.

Finance Committee:

Mr. Murrell reported the Committee met on July 21. The Library Construction Grant was discussed. Also discussed Internal Controls and a Financial Operations Policy, which will be presented at the September meeting.

The grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of Trustees of the Nyack Library.

Upon motion by Mr. Murrell seconded by Ms. Dressner the Board unanimously approved the application for NYS Construction Grant through the Ramapo Catskill Library System (RCLS). There were 8 yes votes.

Upon motion by Mr. Murrell, seconded by Ms. Christian, the Board unanimously approved the reclassifying \$3,600 from "Audio Visual" line item to "E-books" line item of the FY24 Budget. There were 8 yes votes.

Financial Reports:

Treasurer's Report:

Mr. Murrell reviewed the details of the Treasurer's Report with the Board. On June 30 the available balance in the operating accounts had a total of \$388,939. The outstanding balance on the long-term debt from the tax-exempt bond with TD Bank, \$6,590,678. The Board will be asked to approve \$362,653.20 in disbursements for the month of June. Operations and Budget Performance-the Library operations accounted for a \$164,924 surplus and the DePew House operated at a -\$2,054 deficit, due to prior repairs.

Upon motion by Mr. Murrell, seconded by Ms. Olsen, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of June 30, 2023 and the June 2023 Performance Report. There were 8 yes votes.

Upon motion by Mr. Murrell and seconded by Mr. Conway, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for June 2023 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$148,039.79, Rental Fund Expenses of

\$12,241.59, Debt Fund Expenses for \$36,322.81, Payroll Disbursement for pay date June 2, 2023 for \$57,140.10, Payroll Disbursement for pay date June 16, 2023 for \$54,896.49 and Payroll Disbursement for pay date June 30, 2023 for \$54,012.42 for a total of \$362,653.20. There were 8 yes votes.

Old Business:

None.

New Business:

Ms. Berg noted a change to the Trustee Committee Charges summary sheet, previously handed out to the Board, under the Audit Committee to add a last sentence that reads “It is also responsible for the oversight of the Conflict of Interest Policy.”

Adjournment:

Upon motion by Mr. Cea, seconded by Ms. Dressner, the Board unanimously agreed to adjourn at 8:13 pm. There were 8 yes votes.

Respectfully submitted,

Minerva Parker

Board Clerk