

The Nyack Library
Minutes of the
Nyack Library Board of Trustees
Special Meeting via Telephone Conference
Sunday, March 22, 2020

Present:

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

Absent:

Michael Penn
Debra Karten, **Secretary**

***=Excused**

Staff: Angela Strong, Library Director
Sharon Alfano, Business Manager

Members of the Public

Call to Order:

The Board Vice President Ellyse Okin Berg called the Special Meeting to order at 3:00 p.m.

Agenda Approval:

Upon motion by Mr. Danish, seconded by Dr. Stone, it was resolved to approve the proposed agenda with the amended old business concerning payment of bills during the coronavirus crisis. The yes votes were unanimous, 8-0.

President E. Michael Growney joined the meeting at 3:07 p.m.

Review of the Minutes:

Upon motion by Mr. Danish, seconded by Mr. Seiler, it was resolved to approve the Minutes of the Special Meeting of March 15, 2020. The yes votes were unanimous, 9-0.

Report on current actions taken:

Mrs. Strong reported that a schedule of deep cleaning and disinfection was being followed by Greenpoint Maintenance. Programs and Community Engagement, Reference and Youth Services staff were all working on providing public services. A training schedule for staff is being developed for the closure period. Virtual meetings, email, and telephone were used to connect with library staff, RCLS staff and other Library Directors to discuss public service during the pandemic. RCLS-recommended virtual meeting service Zoom was subscribed to at the total annual price of \$340 to support internal, Board, and public meetings. Due to the rapidly escalating pandemic emergency, it is recommended that the Library close until further notice.

Old Business:

Motion as amended:

Be it resolved that in the interest of public health and safety during the duration of the Covid-19 pandemic emergency, the Nyack Library Board of Trustees hereby extends the closure of the library until further notice. Be it further resolved that the Nyack Library Board of Trustees authorizes the Library Director, Angela Strong, to maintain library services to the public by directing and compensating staff to accomplish work and training assignments through the use of phones, computers, and associated digital technologies.

Upon motion by Mr. Seiler, seconded by Dr. Wilder, the motion to extend the closure of the library until further notice was accepted. The yes votes were unanimous, 9-0.

Motion as amended:

Whereas the COVID-19 Pandemic Emergency may interrupt the Nyack Library's ability to respond to accounts payable processes through the creation and mailing of physical checks;

Be it resolved that the Nyack Library Board of Trustees authorizes the Library Director to direct the Business Manager to establish online bill payment from the Nyack Library's checking account at TD Bank, N.A. for the payment of invoices received from vendors for services rendered with the limitation that bills cannot be set for automatic payment, nor for amounts greater than the current bill received from the vendor. The bi-weekly Unpaid Bills Report will identify which invoices will be paid electronically through disbursements from the Library's checking account. The Unpaid Bills Detail report will be distributed via email to the designated Trustee check signers, who will review and authorize the payment and disbursement of library funds. The previous month's Disbursement Report will be reviewed and approved by the Board of Trustees at their regular monthly meeting.

Upon motion by Mr. Murrell, seconded by Mrs. Williams Sanchez the motion to authorize online bill payment was unanimously accepted. The yes vote 9-0.

New Business:

The Trustees were requested to respond to an emailed technology survey.

Adjournment:

Upon motion by Mr. Seiler, seconded by Mr. Murrell, it was resolved to adjourn the meeting at 3:20 p.m. The yes vote was unanimous, 9-0.

Respectfully submitted,
Sharon Alfano
Business Manager