

The Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, November 15, 2021

Present:

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

Absent:

*Debra Karten, **Secretary**

*=Excused

Staff: Angela Strong, Library Director
Sharon Alfano, Business Manager
Minerva Parker
Morgan Strand, Teen Services Specialist

Call to Order:

The Board President Mr. Growney called the Regular Monthly Meeting of November 15, 2021, to order at 7:07 p.m., in the Community Meeting Room.

Agenda Approval:

Upon motion by Mr. Seiler, seconded by Ms. Berg, it was resolved to approve the amended agenda to add several Motions under the Finance Committee-Audit Report, Debt Service, Unassigned Funds, and Financial information shared format. The yes votes were unanimous 10-0.

Review of the Minutes:

Upon motion by Ms. Berg, seconded by Dr. Stone, it was resolved to approve the Minutes of the Regular Meeting of July 19, 2021. There were 8 yes votes, and 2 abstentions, Mr. Danish and Mr. Henry.

Upon motion by Dr. Stone, seconded by Mr. Murrell, it was resolved to approve the Minutes of the Regular Meeting of September 20, 2021. There were 9 yes votes, and 1 abstained, Dr. Jhashi.

Upon motion by Ms. Berg, seconded by Dr. Jhashi, it was resolved to approve the Minutes of the Regular Meeting of October 18, 2021. There were 8 yes votes, and 2 abstentions, Mr. Danish and Mr. Penn.

Upon motion by Dr. Stone, seconded by Ms. Berg, it was resolved to approve the Minutes of the Special Meeting of October 21, 2021. There were 6 yes votes, and 4 abstentions, Mr. Seiler, Dr. Williams-Sanchez, Mr. Murrell and Mr. Penn.

Public Comments:

None.

Staff Presentation:

Morgan Strand, Teen Services Specialist, gave an overview of services and programs available for Teens at the Nyack Library. Ms. Strand collaborates with the Nyack School District and other Local Organizations to gather the best resources and information to offer the Teens.

Director's Report:

Mrs. Strong reviewed highlights of the month with the Board. On October 21, the Building Condition Study was conducted by Michael Shilale Architects, which took about three hours. The Staff Association's collective bargaining agreement has been settled. A new 3-year contract for the period July 1, 2021-June 30, 2024 has been signed.

Mrs. Strong attended several RCLS meetings in October. A new State Law requires Library Trustees to get training on an annual basis. Mrs. Strong attended three ANSER committee meetings. RCLS have proposed amendments to the ANSER agreement, which may impact the cost & requirements for using IT services, if accepted.

Thank you to Dr. William-Sanchez for conducting the Staff Survey & Forum on behalf of the Long-Range Planning process.

Friends of the Nyack Library had a successful book sale in October. The first in-person Carnegie Concert was held on October 22, performance by Piermont Chamber Music Society. On Saturday, November 20, at 6:30, the Annual Appeal Reception & Concert takes place with a performance by Rita Harvey and Peter Danish.

Morgan Strand, Rosemary Farrell and Tracy Dunstan have been invited to make a presentation during a webinar being hosted by the Banned Book Symposium.

Public Comment: Christina Nicolaou would like more concerts offered, she would also like to see more local artists perform for the Carnegie Concerts. Ms. Nicolaou has offered to be on a committee to help with this process.

Upon motion by Mr. Seiler, seconded by Mr. Henry, the Board unanimously approved the Personnel Actions. The yes vote 10-0.

No Inventory Report.

Committee Reports:

Development Committee:

Upon motion by Mr. Danish to accept the Gifts & Grants Report for October 2021, and seconded by Mr. Seiler, the Board resolved to accept these donations in the spirit in which they were offered, and especially in memory of Tanya Sherman. Designated support this month, \$5,430. The 2022 Annual Development Appeal total to date has brought in \$7,631 in donations. The yes vote was unanimous 10-0.

Policy Development & Long-Range Planning Committee:

Dr. Williams-Sanchez reported for the Committee. Continues moving forward working through the data collected from the surveys to develop a draft. Mrs. Strong reviewed the Local History Room Collection Development Policy.

Upon motion by Dr. William-Sanchez, seconded by Dr. Stone, the Board unanimously adopted the Local History Room Collection Development Policy. The yes vote, 10-0.

Building & Property Committee:

Mr. Seiler reported the committee is waiting for the Building Condition Study to be completed.

Personnel Committee:

None.

Nominating Committee:

Ms. Berg reported for the Committee a Proposed By-Laws change. Under section 2. Board of Trustee, part c. Election of Trustees, to add after the fourth sentence, *Trustees must be Nyack Library cardholders in good standing for one year prior to filing of application.*

Ms. Berg announced that Mr. Growney, Dr. Jhashi and Ms. Karten are up for re-election January 10. Ms. Karten has declined to run again and will resign her seat.

Upon motion by Ms. Berg, seconded by Mr. Murrell, the Board unanimously accepted the re-nomination of E. Michael Growney, Jr. and Tamara Jhashi to run on January 10, 2022 for a term of three years. The yes vote 10-0.

Audit Committee:

Mr. Seiler reported the Committee met with the Auditors via Zoom and reviewed the Audit Report in detail. Mr. Henry discussed the details of the Audit. The Committee recommends the Board accept the Audit Report dated June 30, 2021.

Upon motion by Mr. Seiler, seconded by Dr. Stone, the Board unanimously accepted the FY 2021 Audit Report dated June 30, 2021.

Finance Committee:

Mr. Murrell reported for the Committee. There are three motions related to the financial statement's presentation. Mr. Murrell discussed the changes in detail.

Upon motion by Mr. Murrell, seconded by Mr. Henry, the Nyack Library Board of Trustees unanimously approved the repayment of the Debt Service Fund from the General Fund in the amount of \$64,501. The yes vote, 10-0.

Upon motion by Mr. Murrell, seconded by Dr. Williams-Sanchez, the Nyack Library Board of Trustees unanimously approved the closure of the Debt Service Fund, consolidating the fund back into the General Fund. The yes vote, 10-0.

Upon motion by Mr. Murrell, seconded by Ms. Berg, the Nyack Library Board of Trustees unanimously approved committing the surplus of \$25,000 budgeted for and collected during the fiscal year ended June 30, 2021 from the "Unassigned Funds" balance into "Funds Committed for Debt Retirement. The yes vote, 10-0.

Mr. Murrell talked about changes to the Open Meetings Law, all reports shared with the Board, have to be posted publicly, 24 hours before the meeting takes place.

Upon motion by Mr. Murrell, seconded by Mr. Henry, the Nyack Library Board of Trustees unanimously approved a change in the format of financial information shared at its board meetings, to prospectively include a summary of certain key balance sheet items only. These key items will include cash and debt balances. Other financial information shared monthly will remain unchanged, namely the monthly Performance Report and monthly Disbursements Report. The yes vote, 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 October totaled \$3,136,722. Tax Revenue in the amount of \$2,234,630 was received October 29. Current Bond Status, \$7,021,217 in long term debt remaining on the 2017 tax-exempt bond with TD Bank. Mr. Murrell discussed the details of the monthly disbursements, which require Board approval. Year-to-date FY 2021 the Library operated at a \$41,602 surplus and the DePew House operated at a \$4,547 surplus.

Upon motion by Mr. Murrell, seconded by Mr. Penn, the Library Board unanimously accepted the Financial Statements as presented including the Balance Sheet as of October 31, 2021 and the October 2021 Performance Report. The yes vote 10-0.

Upon motion by Mr. Murrell and seconded by Mr. Danish, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for October 2021 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$69,970.12, Rental Fund Expenses of \$345.27, Debt Fund Expenses for \$36,322.93, Payroll Disbursement for pay date October 8, 2021 for \$52,923.05 and Payroll Disbursement for pay date October 22, 2021 for \$53,743.78 for a total of \$213,305.15. The yes votes, 10-0.

Old Business:

None.

New Business:

The Board discussed the Official Calendar of Closings & Holidays for 2022 and the Official Board Meetings Calendar for 2022.

Upon motion by Dr. Stone, seconded by Ms. Berg, the Board unanimously approved that the February 2022 Board Meeting take place on Tuesday, February 22, 2022, because Monday, February 21, the Library is closed for holiday. The yes vote, 10-0.

Upon motion by Dr. Stone, seconded by Ms. Berg the Board unanimously approved that the June 2022 Board Meeting take place on Tuesday, June 21, 2022, because Monday, June 20 the Library is closed for holiday. The yes vote, 10-0.

Upon motion by Dr. Stone, seconded by Mr. Murrell, the Board unanimously approved closing the Library all day on Saturday, December 24, 2022, Christmas Eve, the Library is closed on Sunday, December 25, 2022, and closing the Library on Monday, December 26, 2022, Christmas Day Observed. The yes vote, 10-0.

Adjournment:

Upon motion by Ms. Berg, seconded by Dr. Stone, the Board unanimously agreed to adjourn at 9:18 pm. The yes vote 10-0.

Respectfully submitted,

Minerva Parker

Board Clerk