

**Nyack Library**  
**Minutes of the Regular**  
**Board of Trustees Meeting**  
**Monday, October 16, 2023**

**Present:**

Steven Cea, **President**  
Ellyse Okin Berg, **1<sup>st</sup> Vice President**  
Tracy Dressner, **2<sup>nd</sup> Vice President**  
Brian Murrell, **Treasurer**  
Diane Christian  
Jeremiah Conway  
Tamara Jhashi  
Leslie Kirsch  
Moriah Olsen  
Daniel Wolff

**Absent:**

Michael Penn, **Secretary**

**Staff:** Eric McCarthy, Library Director  
Minerva Parker, Board Clerk

***Call to Order:***

The Board President Mr. Cea called the Regular Monthly Meeting of October 16, 2023, to order at 7:00 p.m., in the Community Meeting Room.

***Agenda Approval:***

**Upon motion** by Ms. Berg, seconded by Mr. Murrell, it was resolved to approve the agenda as presented. There were 10 yes votes.

***Special Presentation:***

Sharon Aperto, President-Friends of the Nyack Library. Mrs. Aperto gave an overview of what the non-profit organization does to help the Nyack Library. The group was formed by volunteers sixty years ago and continues to attract volunteers and members who appreciate the role the library plays in the community. Funding support provided by the Friends include hosting and managing the Book Sale & the Book Nook, memberships for museum passes, funding the Carnegie Concerts, program funding, furniture funding and financially supporting a Nyack Library Local History Scholarship, just to name a few.

***Review of the Minutes:***

**Upon motion** by Ms. Olsen, seconded by Ms. Christian, the Board approved the Minutes of the Regular Meeting, September 18, 2023. There were 9 yes votes, Mr. Murrell abstained.

***Director's Report:***

Mr. McCarthy highlighted a few items from his written report with the Board. Library Staff Training will take place on October 26, the library will be closed. Thank you to the Board for allowing this day of training for staff. Mr. McCarthy pointed out the community outreach being done by several staff members and their collaboration with libraries across the county. The desk in the 3<sup>rd</sup> floor Café area will now host different community social service agencies, like Montefiore Nyack Hospital, Rockland Community College, and Center for Safety & Change, they each have a different scheduled day of the week, at the desk.

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

None.

***Committee Reports:***

***Executive Committee:***

Mr. Cea reported the development of an Ad Hoc Committee to review salaries, as suggested by Mr. McCarthy. Mr. Cea is looking for Board Members who would like to serve on this committee.

***Development Committee:***

**Upon motion** by Ms. Olsen, to accept the Gifts & Grants Report for September 2023, and seconded by Mr. Murrell the Board resolved to accept with appreciation \$1,816 in Designated support to the Annual Appeal. The 2024 Annual Development Appeal total to date has brought in \$6,377 in donations. Thank you to all those who generously donated. There were 10 yes votes.

Ms. Olsen reported the Committee met to work toward finalizing the Donor Reception and Donor Appeal flyer. The Donor Appeal flyer will be combined with the Winter Newsletter for cost effectiveness. This year it was decided to invite all donors from 2020-2023.

***Policy Development & Long-Range Planning Committee:***

Ms. Jhashi explained how the Library has been applying for grants and to do that some of the policies need updating and some policies need to be developed. The Conflict of Interest Policy has been revised to include Trustees and Library Staff.

**Upon motion** by Ms. Jhashi, seconded by Ms. Dressner, to accept the revised and updated version of the Conflict of Interest Policy, which will now cover Trustees and Library Staff. The Board had further discussion. After further discussion Ms. Jhashi withdrew the motion.

***Building & Property Committee:***

Mr. Wolff reported the Committee had email discussions about the leak issues and the furnace replacement. Mr. Wolff stated the Committee is researching grants for these projects. Mr. McCarthy reported some grant money was received last week, which will help with the project.

**Upon motion** by Mr. Wolff, seconded by Mr. Conway, the Board unanimously approved the addition of 2 Mac Mini's in the Children's Room. There were 10 yes votes.

***Personnel Committee:***

Mr. Cea discussed with the Board why and how the Personnel Actions were being listed on the Agenda each month. After speaking with the Library Attorney, Mr. Cea has a better understanding about it and will charge the Personnel Committee with recommending how to approve and make personnel actions.

**Upon motion** by Ms. Dressner, seconded by Ms. Kirsch, the Board accepted the resignations of Tara Iacobellis, Children's Room Information Specialist, Terri Ann Chinsee, Circulation Clerk. There were 10 yes votes. Mr. Wolff inquired if the exit interview process was in place for these separations. Mr. McCarthy said they were done.

**Upon motion** by Ms. Dressner, seconded by Mr. Conway, the Board unanimously approved making permanent the additional four hours for a Children's Librarian position on Saturdays. There were 10 yes votes.

**Upon motion** by Ms. Dressner, seconded by Mr. Wolff, the Board unanimously approved the hiring of Dee O'Hagan as the Saturday part-time Children's Librarian. There were 10 yes votes.

**Upon motion** by Ms. Dressner, seconded by Mr. Wolff, the Board approved the hiring of Nicholas Shapiro, Part-time Children's Information Specialist and Carlos Rosario, Part-time Teen Room Information Specialist. There were 9 yes votes, Ms. Kirsch abstained.

**Upon motion** by Ms. Dressner, seconded by Mr. Murrell, the Board unanimously approved the hiring of Keryn Waltzer, Business Manager. There were 10 yes votes.

*Nominating Committee:*

Ms. Christian reported the Committee met last week and discussed the two paths to becoming a member of the Board of Trustees. One is by petition and the other is by nomination from the Board of Trustees. Ms. Christian handed out an *Information Sheet for Petition for Nyack Library's Board of Trustees* and an *Application to the Nominating Committee for Nyack Library's Board of Trustees*. The Board discussed these options in detail.

**Upon motion** by Ms. Dressner, seconded by Ms. Christian, the Board agreed to have two paths (the Application and the Petition processes) to becoming a member of the Board of Trustees, for the February 2024 election only. The ballot will list candidates alphabetically with an indication of who are incumbents. There were 10 yes votes.

*Audit Committee:*

Mr. Cea reported the Auditors should be done with the audit report by the end of the month, at which time the Audit Committee will review the report before submitting it to the entire Board for approval.

*Friends of the Nyack Library Committee:*

None.

*Finance Committee:*

Mr. Murrell reported that the Committee met last week and discussed the Treasurer's report and personnel changes, Sharon Alfano's retirement and Eric assisting with Business Manager work until the position was filled. Mr. Murrell stated the Finance Policy is being reviewed and updated, a requirement for applying for grants.

**Upon motion** by Mr. Murrell, seconded by Ms. Kirsch, the Board unanimously approved the Ramapo Catskill Library System 2024 RCLS Budget. There were 10 yes votes.

***Financial Reports:***

*Treasurer's Report:*

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. Investments in CD's have matured. The operating cash accounts are a little higher totaling \$812,795. We have received the first payment from property tax revenue in October, \$876,511.46. Long term debt still outstanding on the 2017 tax-exempt bond with TD Bank, \$6,568.94. The Library operations accounted for a \$159,798 surplus and DePew House operated at a \$2,072 surplus.

**Upon motion** by Mr. Murrell, seconded by Ms. Kirsch, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of September 30, 2023 and the September 2023 Performance Report. There were 10 yes votes.

**Upon motion** by Mr. Murrell and seconded by Ms. Christian, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for September 2023 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$46,939.94, Rental Fund Expenses of \$1,727.94, Debt Fund Expenses for \$36,323, Payroll Disbursement for pay date September 8, 2023 for \$61,006.52 and Payroll Disbursement for pay date September 22, 2023 for \$53,228.56 for a total of \$216,126.68. There were 10 yes votes.

***Old Business:***

None.

***New Business:***

None.

***Executive Session:***

None.

***Adjournment:***

**Upon motion** by Ms. Dressner, seconded by Ms. Christian, the Board unanimously agreed to adjourn at 8:35 pm. There were 10 yes votes.

Respectfully submitted,

*Minerva Parker*

Board Clerk