

The Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, September 20, 2021

Present:

Ellyse Okin Berg, **Vice President**
Brian Murrell, **Treasurer**
Peter Danish
Wayne Henry
Michael Penn
Bebb Wheeler Stone
Valerie Williams-Sanchez

Absent:

*Tamara Jhashi
*Debra Karten, **Secretary**

Conference Call:

E. Michael Grownney, **President**
Roger Seiler

*=Excused

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

Call to Order:

The Board Vice President Ms. Berg called the Regular Monthly Meeting of September 20, 2021, to order at 7:07 p.m., in the Community Meeting Room.

Agenda Approval:

Upon motion by Dr. Stone, seconded by Mr. Murrell, it was resolved to approve the agenda. The yes votes were unanimous 9-0.

Review of the Minutes:

The minutes of the July 19, 2021, were tabled until the October 18 Board Meeting there was no quorum. Mr. Henry and Mr. Danish abstained.

Public Comments:

None.

Director's Report:

Mrs. Strong reviewed her report in detail with the Board. The Library closed on Sunday, August 22, 2021 for inclement weather, and also closed a little early for tropical storm Ida. Mrs. Strong informed the Board about the NY Hero Act, Model Airborne Infectious Disease Exposure Prevent Plan. On August 5, Mrs. Strong had a Staff Training to inform and review with the staff this new mandatory Prevention Plan.

The roof has been repaired. Thank you to Wright Bros. Realty for allowing use of their parking lot to gain entry to the back of the library building to make the necessary repairs. There is still a problem with the clerestory windows, which will be addressed in October. Mrs. Strong discussed other facility issues with the Board.

On August 5 the Library reinstated the mask wearing requirement for Staff and Patrons, because of the increased COVID-19 transmission rates in Rockland.

Mrs. Strong attended a meeting on August 27 called Community Brew, a virtual meeting arranged by Kim Cross, Nyack Center Director, and shared information on the Community Survey and the Summer Reading Program.

Mandatory Staff Training sessions took place in July & August. The Staff & Community Surveys were completed. Fifty-five percent of the Staff participated, and 269 responses were completed by the Community.

New York State's appropriated Local Library Service Aid (LLSA) was received, \$3,804. The calculation is based on the 2010 Census. Nyack resident, Alan Englander has loaned his collection of Tappan Zee Playhouse posters to the Library. He also gave an original oil painting "Yesteryear on the Hudson" by John Elliot, to the Library. Susanna Styron, Nyack filmmaker donated copies of her film "9/12: from Chaos", to Nyack Library and other member Libraries of the RCLS System.

The 2021 Staff Anniversary celebration took place on August 6 to celebrate: Kim Weston, 30 years; Sharon Aperto & Myra Starr, 20 years; Lou Moreno, Joan Rosen, Tamara Theodate, 10 years; Ruth Vandevanter, Michelle Morales, Julie Zweibel and Elyse Stoller, 5 years.

Looking ahead-there will be a series of Book Club events based on "The Handbook for Library Trustees of New York State", by Jerry Nichols and Rebekkah Smith Aldrich. These events will take place over the next several months.

No Personnel Actions.

Upon motion Mr. Danish, seconded by Dr. Stone, the Board unanimously accepted the August 2021 Inventory Report. The yes vote, 9-0.

Committee Reports:

Development Committee:

Upon motion by Mr. Danish to accept the Gifts & Grants Report for July & August 2021, and seconded by Mr. Henry, the Board resolved to accept with appreciation \$971.00 in Designated support. The 2021 Annual Development Appeal total to date has brought in \$766.00 in donations. The yes vote was unanimous 9-0.

Policy Development & Long-Range Planning Committee:

Dr. Williams-Sanchez reported the Committee met September 16, 2021, to discuss on-going efforts with the 2022-2026 Long-Range Plan, Community Survey, Community Forums, and planning of a Staff Forum. Dr. Williams-Sanchez reviewed her committee report with the Board. The objective of the forums is to gather constructive feedback from members of the community around issues to be included in the next 5-year Long-Range Plan.

Building & Property Committee:

Mr. Seiler reported for the committee. The Committee reviewed two proposals to conduct a Building Condition Study and selected Michael Shiale, architect, to perform the Building Condition Study for a fee of \$7,500. The Committee vote 4 yes, 0 no, and 0 abstained.

Personnel Committee:

Ms. Berg reported the Committee met and approved closing the Library on Friday, December 24 & December 31 from 10 am – 1 pm, making it a full day closure. Full-time staff will receive 3.5 hours floating holiday for each day to be scheduled with their Supervisor prior to or after December 24. The Board unanimously approved the decision. The yes vote 9-0.

Audit Committee:

Mr. Seiler reported for the Committee. There was a question whether the Treasurer serving on the Audit Committee was considered a conflict of interest. Mr. Seiler spoke with the auditor, Al Coster, Baldesarri & Coster, who did not think it was a conflict; and Stephen Hoefler, RCLS Fiscal Officer, who thought it was a potential conflict when the Committee audits the Treasurer's work. The Committee sided with the auditor's answer and the Audit Committee remained the same. The Committee also discussed the reconsideration of the present accountant/auditor, this is something to consider every few years. No decisions have been made, but will be considering this over the next few months.

Finance Committee:

Mr. Murrell reported the Committee met last Friday to review the Treasurer's Report, the Long Range Plan and finances related to building repairs.

Financial Reports:

Treasurer's Report:

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. At the end of July cash balances in the Operating and Reserve Accounts, \$1,285,745; at the end of August cash balances in the Operating and Reserve Accounts, \$1,012,025.

On July 31, the Library had \$7,084,281 in long term debt; On August 31 \$7,063,149 in long term debt remaining on the 2017 tax-exempt bond with TD Bank.

Year to date FY 2021 the Library and DePew House operated at a \$38,381 deficit, for July. Year to date FY 2021 the Library and DePew House operated at a \$12,524 deficit.

Upon motion by Mr. Murrell, seconded by Mr. Danish, the Library Board unanimously accepted the Financial Statements as presented including the Balance Sheet as of July 31, 2021 and the July 2021 Performance Report. The yes vote 9-0.

Upon motion by Mr. Murrell, seconded by Dr. Williams-Sanchez, the Library Board unanimously accepted the Financial Statements as presented including the Balance Sheet as of August 31, 2021 and the August 2021 Performance Report. The yes vote 9-0.

Upon motion by Mr. Murrell and seconded by Dr. Stone, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for July 2021 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$116,877.12, Rental Fund Expenses of \$842.38, Debt Fund Expenses for \$36,322.93, Payroll Disbursement for pay date July 2, 2021 for \$52,550.45, Payroll

Disbursement for pay date July 16, 2021 for \$52,781.44 and Payroll Disbursement for pay date July 30, 2021 for \$53,621.37 for a total of \$312,995.69. The yes votes, 9-0.

Upon motion by Mr. Murrell and seconded by Dr. Williams-Sanchez, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for August 2021 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$133,609.06, Rental Fund Expenses of \$7,805.96, Debt Fund Expenses for \$36,322.91, Payroll Disbursement for pay date August 13, 2021 for \$53,504.70 and Payroll Disbursement for pay date August 27, 2021 for \$53,012.25 for a total of \$284,254.88. The yes votes, 9-0.

Old Business:

The 2021 Official Calendar of Closings, was reviewed above during the Personnel Committee report.

New Business:

Mrs. Strong and the Board reviewed and discussed the RCLS Board of Trustees 2022 Operating Budget. Mrs. Strong mentioned funding was restored and there is an increase for RCLS service fees, 4%.

Upon motion by Dr. Stone, seconded by Mr. Danish, the Board unanimously accepted the RCLS 2022 Operating Budget. The yes vote, 9-0.

Upon motion by Mr. Henry, seconded by Dr. Stone, the Board unanimously would like to thank the Library Team for the excellent work and enthusiasm they show day-in and day-out, representing the Library to the Community. We thank them for their efforts. The yes vote 9-0.

The Nyack Library Book Sale is scheduled for Saturday, October 2 and Sunday, October 3.

Adjournment:

Upon motion by Dr. Stone, seconded by Mr. Murrell, the Board unanimously agreed to adjourn at 8:15 pm. The yes vote 9-0.

Respectfully submitted,
Minerva Parker
Board Clerk