

The Nyack Library
Board of Trustees
Minutes of the Regular Meeting
May 11, 2015

Present:

E. Michael Growney, **President**
Mary Anne Evangelist, **Vice President**
Stephen Beck, **Treasurer**
Debra Karten, **Secretary**
Christopher Bresnan
Kevin Doyle
Tracie McLee
Karen Roberts
Roger Seiler
Peter Vermazen

Absent:

*Peter Danish

*=Excused

Staff: Jane Marino, Library Director
Sharon Alfano, Business Manager
Minerva Parker, Board Clerk

Visitors: Ellyse Berg

1. Call to Order:

Board President Mr. Growney called the Regular Monthly Meeting to order at 7:33 p.m.

2. Agenda Approval:

Upon motion by Dr. Evangelist and seconded by Mr. Beck, the agenda was unanimously approved by the Board.

3. Review of the Minutes:

Upon motion by Mr. Seiler and seconded by Dr. Evangelist, it was resolved to approve the Minutes of the Regular Meeting of April 13, 2015, with corrections to #7 Committee Reports-Building & Property Committee, the second sentence to read “Mr. Seiler *mentioned* the tax issue and the need to get...” And a change to the first motion to read “Upon motion by Mr. Seiler and seconded by Mr. Vermazen, *it was resolved unanimously that the Board* authorizes the Director to hire....” The Board unanimously approved the changes.

4. Public Comments:

Ms. Ellyse Berg wanted to remind everyone that this weekend, May 16-17, 2015, the Friends of the Nyack Library will be having their book sale and would like people to come out and support the sale. The hours of the sale are Saturday 10 – 4 and Sunday 12 – 4.

5. Director's Report:

Mrs. Marino discussed the Annual LARC Conference she attended along with some staff. Several Staff handed in reports summarizing what they were able to take away from the workshops in which they attended. Mrs. Marino discussed the workshop she attended "How to Survive a Library Audit" given by NYS Office of the State Comptroller-Wendy Fiorello, and gave input on what she learned from it and relating that information to the Library.

Mrs. Marino discussed the Memorandum of Agreement between the Nyack Library and the Village of Nyack on the parking lot fee and schedule for payment. Mr. Seiler had concerns that this agreement would replace the original agreement which he felt favored the Library. The Board discussed the agreement in greater detail. After further discussion the Board and the Director made changes to the Memorandum of Agreement/Memorandum of Understanding and decided the changes be presented as an addendum to the original contract from 2011.

Upon Motion by Mr. Seiler and seconded by Dr. Evangelist the Board approved adopting the proposed Memorandum of Understanding, as amended, regarding the Parking Lot payment. The vote was unanimous.

Upon motion by Mr. Doyle and seconded by Ms. Roberts, it was resolved to approve the personnel actions put forth in the Director's Report

Mrs. Marino discussed the new layout for the Monthly Statistics Report in detail to the Board. There are new fields on the report and definitions and descriptions were given for better understanding. Mr. Seiler would like a column showing the percent of change to be included in the report. Mrs. Marino will be sure to add a column for percentage of change.

Mr. Bresnan asked about the inventory list, would like more clarity on the report when inventory is bought in showing what inventory was replaced out.

Upon motion by Dr. Evangelist, seconded by Mr. Bresnan, it was resolved to accept the Technology & Outreach Inventory Report. The yes vote was unanimous.

6. Financial Reports:

Treasurer's Report:

Mr. Beck reported the last and final payment from the property tax revenue for tax year 2014 was received on April 13, 2015 in the amount of \$428,550. The Library's total property tax for FY 2015 was \$2,856,499.

Mr. Beck reported cash balances as of April 30 were \$1,254,633. Operations are running on cash surplus of \$39,036 the first ten months of the fiscal year. Year-to-date the Depew House operated at a cash deficit and is projecting a loss for 2015. The Stevenson House produced a cash surplus for the first ten months of the Fiscal Year. Carnegie Concerts revenues for the month were \$2,500 but programming costs consumed those revenues. Year-to-date the Parking Lot experienced a cash deficit. For all of FY 2015 the Parking Lot is projected to lose \$11,000. The losses can be eliminated when the Parking Lot becomes tax exempt Library property.

Upon motion by Mr. Doyle and seconded by Ms. Roberts it was resolved that the Nyack Library Board of Trustees approve the following disbursements for April 1 - 30, 2015 which have been reviewed by the President and the Treasurer: Operating Expenses of \$72,255.78, Payroll Disbursement for pay date April 3 for \$53,273.15, Payroll Disbursement for pay date April 17 for \$52,708.79. The yes vote was unanimous.

Mr. Beck stated the Director, Mrs. Marino came to the Finance Committee to review the statistics relating to the Carnegie Concerts and the facts are that there has been no progress made on the amount of losses the Carnegie Concert Series has been generating. The number of concerts had been cut back from 125 to 25 annually, but the expenses continue to rise.

Mrs. Marino worked up an analysis covering the past four fiscal years of the Carnegie Concerts to show the Finance Committee the cost to the Library, cost per concert and revenues and/or losses. A lot of effort was put into trying to help this program succeed but it has not generated enough of a profit to support the Concert expenses. It takes up a great deal of the library staff's hours and cannot be sustained in this manner.

Ms. McLee asked about the Concert Series and suggested ways to help fund it using sponsors and cutting back on the number of concerts per year among other things. Dr. Evangelist had concerns about possible conflicts with the Annual Appeal drive and Carnegie Concerts sponsorship. Dr. Evangelist discussed the possible conflict in detail.

Ms. Alfano was asked by Mr. Beck to discuss in detailed how much time from library staff is spent on the Carnegie Concerts.

Upon motion by Mr. Doyle and seconded by Dr. Evangelist the Board unanimously agreed to go into Executive Session at 8:35 pm to discuss an employee.

Upon motion by Mr. Doyle and seconded by Mr. Seiler the Board unanimously agreed to exit Executive Session at 8:55 pm.

The Board discussed the Carnegie Concerts with greater detail.

Upon motion by Mr. Doyle and seconded by Dr. Evangelist the Library Director has been empowered to put the Carnegie Concert Series on a level where the Library provides the venue only and no longer subsidizes the Series in any other way. The Board unanimously agreed.

Finance Committee Report: Mr. Beck reported for the Finance Committee on the memo handed out "Financing Repairs to the DePew & Stevenson Properties" describing how to finance these repairs and the order of importance for repairing each property in great detail. Some short term financing will be necessary for this project. The Library will need to consider scheduling an Information Session sometime around September or October 2015 to inform and allow public the opportunity to respond.

Upon motion by Dr. Evangelist, seconded by Mr. Bresnan the Board unanimously approved the proposal put forth by the Finance Committee in the memo "Financing Repairs to the DePew & Stevenson Properties."

Upon motion by Mr. Seiler, seconded by Ms. Roberts the Board unanimously approved the Treasurer's Report.

Upon motion by Dr. Evangelist and seconded by Mr. Vermazen the Board unanimously approved the Financial Statements.

7. Committee Reports:

Building and Property Committee:

Mr. Vermazen followed up on the Panic Bar installation for the DePew House. Mr. Vermazen spoke with John Fox who was asked to inspect the doors for possible changes and he said the panic bar would not work on those kind of doors. Mr. Vermazen will research more options.

Mr. Seiler followed up on the Site Plan requirements-the Village of Nyack Zoning Board requires all their conditions be added to the Site Plan, which the engineer has not done yet. The utilities easements and parking easements need to be finalized. The engineer needs to complete the Metes and Bounds that are required for utility easements to show exactly where the utilities lie across the properties.

Upon motion by Dr. Evangelist and seconded by Ms. Roberts the Board unanimously accepted the Building & Property Committee Report.

Development Committee:

Dr. Evangelist gave an update on the second letter mailing, which will be in June, for the Annual Appeal request. Dr. Evangelist acknowledged the most recent list of donations to the Nyack Library.

Upon motion by Ms. McLee and seconded by Mr. Seiler, it was resolved unanimously to accept the gifts with our thanks to the donors.

Finance Committee:

Upon motion by Mr. Bresnan and seconded by Mr. Seiler the Board unanimously accepted the Finance Committee Report.

Policy Development & LRP Committee:

Dr. Evangelist reported for the Committee that they reviewed several policies. The Inter-Library Loan Policy was presented and discussed. The Whistle Blower Policy was revised to include library volunteers; it was also given out and discussed. The Photo Policy was discussed and will be addressed at the next committee meeting in August.

Upon motion by Mr. Bresnan and seconded by Mr. Vermazen the Board unanimously adopted the Inter-Library Loan Policy and accepted the Whistleblower's Policy, as amended, to include Volunteers into the language.

8. Old Business:

None.

9. New Business:

None.

10. Public Comments:

None.

11. Adjournment:

Upon motion by Ms. McLee and seconded by Mr. Vermazen, it was resolved to adjourn the meeting at 9:47 p.m. The yes vote was unanimous.

Respectfully submitted,

Minerva Parker

Board Clerk