

The Nyack Library
Board of Trustees
Minutes of the Regular Meeting
May 12, 2014

Present:

E. Michael Growney, President
Mark Hussey, Vice President
Stephen Beck, Treasurer
Debra Karten, Secretary
Christopher Bresnan
Kevin Doyle
Mary Anne Evangelist
Roger Seiler
Peter Vermazen

Absent:

Peter Danish

*=Excused

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

Visitors: Karen Roberts

1. Call to Order:

Board President Mr. E. Michael Growney called the meeting to order at 7:30pm.

2. Agenda Approval:

Upon motion by Dr. Evangelist and seconded by Mr. Vermazen, it was resolved to approve the agenda as amended. The vote was unanimous.

3. Review of the Minutes:

Upon motion by Mr. Seiler, and seconded by Mr. Bresnan it was resolved to approve the Minutes of the Regular Meeting of April 14, 2014, with changes to the Development Committee Report to give credit to the Library Director, Mrs. Marino who created the brochure. The vote was unanimous.

4. Public Comments:

None

5. Director's Report:

The Library Director briefly reviewed her written report and asked for questions from the Board. Mr. Seiler commented on the use of the word "Termination" as opposed to "Separation" in the Personnel Actions. It was

discussed at a prior Board Meeting that using the word “Separation” covers terminated employees and employees who resign. Going forward “Separation” will be used with any terminations listed below that heading. Ms. Marino also reported that a new Reference Librarian was hired and her appointment was added to the list of Personnel Actions for approval.

Upon motion by Mr. Seiler and seconded by Dr. Evangelist, it was resolved to approve the personnel actions put forth in the Director’s Report. The vote was unanimous.

Financial Reports:

Treasurer’s Report:

Mr. Beck reported that the third and final payment from the school tax has been received in the amount of \$446,000. He attended a Financial Accountability Workshop held at RCLS in Middletown.

Mr. Beck went on to inform the Board of Trustees that he and Ms. Alfano have been reviewing the utility costs for the year which are approximately \$90,000 per year. He has proposed that the Library seek ways to go out for bids at the end of the summer with one of the energy savings program.

Mr. Beck stated that at the end of April there was \$1.19 million in cash balances and everything is running on schedule.

Mr. Beck asked Mrs. Marino to speak about the Carnegie Concerts. Mrs. Marino stated that the membership drive went out last week, a little late, which affected that budget and on June 21 the Concerts will have their Gala which will help that budget. So between the recent Membership Drive and the June Gala the Concert budget will hopefully be fine. She is also working on getting a better structure in place for this Department.

Mr. Beck stated that he and Mr. Seiler worked closely on constructing a detailed chronology of the financial involvement between the Library and the Village of Grand View, which goes back to 1902. After discussing the Grand View issue, it was stated that Chris Bresnan would be placed on the Grand View Committee.

Mrs. Marino spoke with Libby Post, a consultant who runs a communications firm, and has helped libraries with referenda and could help with the Village of Grand View issue. Ms. Post is willing to meet with the Board on this matter.

Upon motion by Mr. Seiler, and seconded by Ms. Karten, it was resolved to accept the Treasurer’s Report. The vote was unanimous.

Financial Statements and Disbursement Reports:

Business Manager Sharon Alfano discussed aspects of the Balance Sheet, Financial Statements and specific items in the Disbursement Report. Disbursements a little high this month, major roof repairs were done on the Carnegie Room roof.

Upon motion by Dr. Evangelist and seconded by Ms. Karten it was resolved unanimously to approve the Disbursement Report and Financial Statements.

Mr. Growney made a request to amend the order of the Agenda and would like the Nominating Committee to go first.

Upon motion by Dr. Evangelist and seconded by Mr. Doyle it was resolved unanimously to amend the order of the Agenda.

6. Committee Reports:

Nominating Committee:

Ms. Karten reported that the Nominating Committee met in March to review applications to fill the vacated seat of Valerie Williams-Sanchez, who moved out of the Library District and can no longer serve. The Nominating Committee agreed to recommend Karen Roberts for appointment to the open seat on the Board. Ms. Roberts gave a brief description of her background.

Upon motion by Dr. Evangelist and seconded by Mr. Seiler it was resolved unanimously to accept the recommendation of the Nominating Committee to appoint Karen Roberts to the Nyack Library Board of Trustees. Ms. Roberts was seated at the table at this time.

Audit Committee:

Mr. Seiler reported that the Committee received applications from four accounting firms, and they interviewed two, Baldessari & Coster and R. S. Abrams & Co., LLP. Mr. Seiler read the notes of the meeting.

Upon motion by Dr. Evangelist and seconded by Mr. Vermazen, unanimously approved that the Board of Trustees of The Nyack Library engage the accounting firm, Baldessari & Coster to be the Auditor for the Library, beginning with the Fiscal Year End June 30, 2014.

Upon motion by Mr. Seiler and seconded by Dr. Evangelist, it was resolved unanimously to accept the Audit Committee's recommendation of Baldessari & Coster, as Auditor for Fiscal Year End June 30, 2014.

Conflict of Interests Statements for the Board of Trustees for the current fiscal year were reviewed by the Audit Committee, and they found no conflict of interests.

Upon motion by Mr. Seiler and seconded by Dr. Evangelist it was resolved unanimously to accept the Audit Committee's report that the Conflict of Interests Statements were all in compliance.

Building and Property Committee:

Mr. Seiler gave an update to the Board from the Building and Property Committee Meeting on their recent work. The most important item is the application to the Village of Nyack Planning Board to have the property lot lines redrawn. Mr. Seiler gave details on the processes taking place with the Rockland County Planning and the Village of Nyack Planning Boards on where the actual property lines lie. He is working closely with Dennis Lynch on resolving this matter. Another meeting with the Nyack Planning Board is scheduled for the first Monday in June.

Mr. Seiler also discussed the condition of the De Pew House porch. Mr. Seiler has made contact with two carpenters, but only one has responded and stopped by to see the condition of the porch, currently awaiting quotes on the cost to repair.

Mr. Growney asked about the status of the CDBG, Community Development Block Grant. Mrs. Marino replied that the application was declined. The County of Rockland determined that the De Pew House does not qualify for this fund to put in handicap access to ground level.

Policy Committee:

Dr. Hussey discussed the process of revising the Collection Development Policy, and the revisions made. This document was emailed to Board members.

Upon motion by Dr. Hussey and seconded by Mr. Seiler it was resolved unanimously to accept the proposed Collection Development Policy.

Personnel Committee:

Mr. Doyle, upon recommendations from the current Auditors, discussed setting in place a formal process to determine the Director's compensation annually. Mr. Doyle went over the details in the hand out "Policy for Board Approval of Director's Compensation."

Upon motion by Mr. Doyle and seconded by Dr. Evangelist it was resolved unanimously to adopt the Director's Compensation Policy.

Mr. Growney made a request to amend the Agenda and would like to add the Development Committee Report.

Upon motion by Mr. Bresnan and seconded by Dr. Evangelist it was resolved unanimously to amend the order of the Agenda to include the Development Committee.

Development Committee:

Dr. Evangelist read the list of the most recent donations to the Nyack Library, totaling in the amount of \$3,675.

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

7. Old Business:

None

8. New Business:

None

9. Public Comments:

None

10. Adjournment:

Upon motion by Dr. Evangelist and seconded by Mr. Seiler it was resolved to adjourn the meeting at 9:09pm.

Respectfully submitted,

Minerva Parker

Board Clerk