

**The Nyack Library
Board of Trustees
Draft Minutes of the Regular Meeting
July 8, 2013**

Present: Stephen Beck, Treasurer
Peter Danish
Kevin Doyle
Mary Anne Evangelist
E. Michael Growney, President
Mark Hussey, Vice President
Myria Jean-Gilles
Debra Karten, Secretary
Peter Vermazen

Absent:
Mary Callan*
Debra Karten
Mark Hussey
Roger Seiler

*=Excused

Staff: Jane Marino, Library Director
Donna Cooper-Lightfoot, Circulation Supervisor
Lori Hylton, Board Clerk

Visitors:

1. Call to Order:

The meeting was called to order at 7:30pm by Board President, Mr. E. Michael Growney.

2. Agenda Approval:

Upon motion by Mr. Growney, and seconded by Mr. Doyle, it was resolved to unanimously approve the agenda.

3. Review of the Minutes:

Upon motion by Mr. Danish, and seconded by Mr. Doyle, it was resolved to approve the Minutes of the Regular Meeting of June 10, 2013.

4. Public Comments:

None.

5. Staff Presentation:

Donna Lightfoot-Cooper, Circulation Supervisor, made an overview presentation of the work of the Circulation Department. There are 13 staff members in circulation including 4 pages. The staff of the Department supports all the other Departments in the Library, i.e. helping support reference with ordering, they organize themes and displays for the public; Donna is going to become a public notary and will be assisting Tom with those duties; and they support Technical Services with reports and holds on weekends. The most important thing that Circulation does is make sure that patrons walk away happy.

6. Director's Report:

The Library Director asked for questions from the Board on her written report which included an update on the Carnegie Concerts and other library programming. The Directory also pointed out that the smart board originally purchased for the computer classroom has been installed and is now in use. There was a short discussion regarding the policy regarding Children in the Computer Resource Room.

7. Financial Reports:

Report from Business Manager:

The Business Manager gave a brief presentation on the new financial reporting system which has a simplified format that is more concise and easy to understand. This new report is extremely transparent and makes it easy to understand the library's fiscal position. The new streamlined reports will be available to everyone.

Treasurer's Report:

The Treasurer, Stephen Beck, asked the Board for questions on his written report which included an overview of the significant financial transactions for the month, the Library's cash on hand, its operations and budget performance and its Bond Status. He also asked the Director to share the information they had received regarding revenues due to the Library from the parking lot. The funds cover the period of July 2011 thru July 8, 2013.

Upon motion by Dr. Evangelist and seconded by Mr. Danish, it was resolved to unanimously adopt the Treasurer's Report.

Financial Statements and Disbursement Reports:

Mr. Beck and Ms. Alfano briefly reviewed these documents for the Board and asked for questions or comments.

Upon motion by Dr. Evangelist and seconded Mr. Danish, it was resolved to unanimously approve the Financial Statements and the Disbursement Report.

Budget Adjustments- 2014 FYE Budget:

Upon motion by Mr. Beck and seconded by Mr. Danish, it was resolved that The Nyack Library Board of Trustees authorize the Director to adjust the 17 budget lines as outlined in the Budget presented to the Board.

8. Committee Reports:

Policy Committee:

The Policy and Long Range Planning Committee met on June 20th to begin work on a new long range plan. The Committee is looking at 4 areas: Personnel, Programming, Buildings & Facilities, and Financial Stability. The expected publication date of the new plan is 6 month. The goal of the plan is to help the Library think ahead and get the Library into better shape overall

9. Old Business:

Carnegie Concerts:

The Library is narrowing the scope of the areas in which the Carnegie Concerts bring a financial risk to the Library through our partnerships the Jazz and Blues Society and Arts Rock. The number of classical concerts which are managed in-house has been reduced to a more manageable number, with the intent of creating stronger programs with better attendance.

Ongoing Discussion of Library Properties:

The Director reported that the Library is waiting to receive the surveyor's reports. Once the survey has been received, the library can approach the town regarding its new boundaries and updated tax assessment.

Transfer of Properties to LLC's:

Mr. Growney is looking into getting the business and physical property associated with the Depew and Stephenson properties transferred in to some kind special purpose entity. Further research is needed. The transfer of these properties to an LLC was a recommendation of our auditors.

Upon Motion by Mr. Beck and seconded by Dr. Evangelist, it was unanimously resolved to move the meeting into Executive Session at 9:20 pm.

Upon Motion by Mr. Doyle and seconded by Mr. Danish, it was unanimously resolved to take the meeting out of Executive Session at 10:00pm.

Upon Motion by Mr. Doyle and seconded by Mr. Danish, it was unanimously resolved that the Library Director be authorized to negotiate a lease with The Art Café, based upon the parameters that were established in the Executive Session.

10. New Business:

The Library received a request for the reconsideration of materials concerning an adult graphic novel that was checked out by a teenager. The Director brought the matter to the board for them to take up the issue. After some discussion the Board President appointed Mr. Doyle, Dr. Evangelist, Mr. Doyle, to a committee to review the issue along with the Library Director and a member of the reference staff to be select by the Director.

11. Public Comments:

None.

12. Adjournment:

Upon motion Mr. Danish and seconded by Mr. Doyle it was unanimously resolved to adjourn the meeting at 10:20 pm.

Respectfully submitted,

Lori Hylton

Board Clerk