**The Nyack Library**

**Board of Trustees**

**Minutes of the Regular Meeting**

**December 11, 2017**

**Present:**

E. Michael Growney, **President**

Stephen Beck, **Treasurer**

Debra Karten, **Secretary**

Ellyse Okin Berg

Chris Bresnan

Peter Danish

Henry Minnerop

Roger Seiler

**Absent:**

\*Peter Vermazen

\*Cora Sarjeant Wilder

**\*=Excused**

**Staff:** Jane Marino, Library Director

Sharon Alfano, Business Manager

Minerva Parker, Board Clerk

**Nominee for vacant seat:** Brian Murrell

**Call to Order**:

The Board President Mr. Growney called the Regular Monthly Meeting to order at 7:30 p.m.

**Agenda Approval:**

**Upon motion** by Mr. Seiler, seconded by Ms. Karten, it was resolved to approve the proposed agenda. The yes votes were unanimous.

**Review of the Minutes:**

**Upon motion** by Mr. Seiler, seconded by Mr. Danish, it was resolved to approve the Minutes of the Regular Meeting of November 13, 2017. There were seven yes votes, Mr. Minnerop abstained.

**Public Comments:**

None.

**Director’s Report:**

Mrs. Marino summarized her written report. Mr. Beck made reference to the Digital Marketing & Social Media Proposal submitted to the Board for review. Mrs. Marino asked that the Board give feedback after they have reviewed the proposal.

**Upon motion** by Ms. Berg and seconded by Ms. Karten, the Personnel Actions were unanimously approved.

**Upon motion** by Mr. Beck and seconded by Mr. Seiler, the Inventory was unanimously approved.

**Committee Reports:**

*Nominating Committee:*

Ms. Karten, chair, reported for the Nominating Committee. The Committee interviewed Mr. Brian Murrell as a candidate to fill the Trustee position vacated by Dr. Evangelist. The Committee found him to be well qualified and recommended the Board appoint him to fill the unexpired term of Dr. Evangelist. Mr. Murrell was then introduced to the Board and gave a short presentation of his background and experience and stated that he resides in Upper Nyack with him family.

**Upon motion** by Ms. Karten, seconded by Ms. Berg, the Board unanimously accepted and approved the recommendation from the Committee of Brian Murrell to fill the unexpired term of Dr. Evangelist, contingent on clearance approval from his employer.

The Committee also recommended that the Board nominate Ms. Berg, Mr. Danish, Dr. Wilder and Mr. Murrell to run for regular terms as Trustee in the Board elections to take place on January 8, 2018. All of them have agreed to do so.

**Upon motion** by Ms. Karten, seconded by Mr. Seiler, Ms. Berg, Mr. Danish and Dr. Wilder are nominated to run for new three year terms as Trustees for the Nyack Library at the election to take place on January 8, 2018. The Board unanimously accepted.

*Personnel Committee:*

Mr. Bresnan reported the Committee met to discuss the wage and benefit portion of the Budget. The Committee accepted Mrs. Marino’s recommendations, and voted to send it to the Finance Committee for review for recommendation to the Board for approval.

*Development Committee:*

**Upon motion** by Ms. Berg to accept the Gifts & Grants Report for November 2017 and seconded by Ms. Karten, the Board resolved to accept with appreciation $ 25.12 in General Support and $1,545.00 in Designated Support. The yes vote was unanimous.

*Finance Committee:*

Mr. Beck reported the Finance Committee met and the minutes of that meeting were distributed to the Board for review. The Committee discussed the Pro Forma Balance Sheet for June 2018 and FY 2019 Preliminary Budget. The Committee is recommending a 1.0% increase in the property tax, which is below the property tax cap imposed by the State. Mrs. Marino discussed additions and changes to the Budget in detail with the Board, including changes to the Financial Reserve Account.

**Upon motion** by Mr. Beck, seconded by Mr. Seiler the Board unanimously accepted the Preliminary Budget FY 2019.

**Financial Reports:**

*Treasurer’s Report:*

Mr. Beck summarized his report for the Board. The second payment of the tax levy from the school, $90,149, was received November 30 and the remaining balance 15%, $450,740 is due April 2018. The Library has opened an account at Key Bank which will be used to deposit fees, fines and miscellaneous money. Mr. Minnerop asked if thank you letters were sent to the attorneys at Norton Rose Fulbright for their role as *pro* *bono* borrower’s counsel on the tax-exempt refinancing. Mr. Beck stated that in November formal letters of appreciation signed by Mr. Growney and himself were sent to Larry Bauer, Uyen Poh, and Mark Norell at Norton Rose Fulbright for their work as borrower’s counsel; to John Cavaliere at McManimon, Scotland & Baumann for his role as bond counsel; and to Noah Nadelson at Munistat Services for his work as the Library’s financial advisor. Mr. Beck requested that Ms. Parker forward copies of these letters of appreciation to Mr. Minnerop.

The Board reviewed the Balance Sheet and Performance Report.

**Upon motion** by Mr. Seiler, seconded by Mr. Bresnan the Board unanimously accepted the Financial Statements and Treasurer’s Report as presented.

**Upon motion** by Mr. Beck and seconded by Mr. Seiler it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for November 1 – 30, 2017 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of $56,580.29, Rental Fund Expenses of $3,353.35, Debt Fund Expenses for $131,187.50, Payroll Disbursement for pay date November 10, 2017 for $54,330.29 and Payroll Disbursement for pay date November 24, 2017 for $53,346.33, for a total of $298,797.76. The Board unanimously approved 8-0.

**Old Business:**

Mr. Danish spoke with Ray Wright, Wright Realty, about selling the small portion of property that is in back of the Library. Mr. Wright is not interested in selling he will be doing a renovation and will need that square footage for that project.

**New Business:**

**Upon motion** by Mr. Seiler, seconded by Ms. Berg, the Board unanimously approved the RCLS ANSER Agreement, January 2018 – December 2023.

***Motion to override the Tax Cap for FYE 2019 Budget***

**Whereas**, the adoption of the FYE 2019 budget for The Nyack Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

**Whereas**, General Municipal Law Section 3-c expressly permits the Library Board to override the tax levy limit by resolution approved by a vote of sixty percent of qualified board members; now therefore be it

**Resolved** that the Board of Trustees of The Nyack Library approve to exceed the tax levy limit for FYE 2019 Budget on December 11, 2017 moved by Mr. Bresnan, seconded by Mr. Seiler.

The count: 8 to 0 Trustees present voted yes meeting the 60% approval requirement by state law. Roll call vote of Trustees present: Mr. Steve Beck, Ms. Ellyse Berg, Mr. Chris Bresnan, Mr. Peter Danish, Mr. Michael Growney, Ms. Debra Karten, Mr. Henry Minnerop and Mr. Roger Seiler, all yes votes.

Mrs. Marino would like to apply for a construction grant from NYS DLD to expand the Circulation work space. Mrs. Marino would like authorization from the Board to begin steps for this process. The Board agreed to allow her to speak to architects and contractors in order to cost out the project.

**Public Comments:**

**None.**

**Adjournment:**

**Upon motion** by Mr. Seiler, seconded by Mr. Bresnan, it was resolved to adjourn the meeting at 8:55 p.m. The yes vote was unanimous.

Respectfully submitted,

Minerva Parker

Board Clerk