

Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, December 18, 2023

Present:

Steven Cea, **President**
Ellyse Okin Berg, **1st Vice President**
Tracy Dressner, **2nd Vice President**
Brian Murrell, **Treasurer**
Michael Penn, **Secretary**
Diane Christian
Jeremiah Conway
Tamara Jhashi
Leslie Kirsch
Moriah Olsen
Daniel Wolff

Absent:

Staff: Eric McCarthy, Library Director
Keryn Waltzer, Business Manager
Minerva Parker, Board Clerk

Call to Order:

The Board President Mr. Cea called the Regular Monthly Meeting of December 18, 2023, to order at 7:00 p.m., in the Community Meeting Room.

Agenda Approval:

Upon motion by Ms. Dressner, seconded by Ms. Berg, it was resolved to approve the agenda as presented. There were 11 yes votes.

Review of the Minutes:

Upon motion by Ms. Kirsch, seconded by Ms. Christian, the Board approved the Minutes of the Regular Meeting, November 20, 2023. There were 10 yes votes, Ms. Dressner abstained.

Director's Report:

Mr. McCarthy reviewed with the Board new hires in the Children's Room and Circulation Department, and there is one part-time Adult Librarian position open. Mr. McCarthy updated the Board on the false alarm calls, due to smoking in the restrooms, and that after speaking with the Fire Chief, will replace the smoke alarms with heat sensors. This would help with the false alarm calls.

Ms. Berg inquired about several members of the community, and other communities who are here all day, and wanted to know if there is outreach for them, maybe from the County. Mr. McCarthy discussed aspects of this situation with the Board. Mr. McCarthy mentioned that Frontline, a company who works on the Library's technology with Lou

Moreno, IT, helped out with a problem with the library's server. Mr. Wolff asked about the HR position. Mr. McCarthy stated that the Business Manager will be handling that work. The job was posted, but the library never received any applicants for the position.

Public Comments: (full Board Meeting comments may be heard here <https://soundcloud.com>)

None.

Committee Reports:

Executive Committee:

Upon motion by Mr. Cea, seconded by Mr. Wolff, the Board agreed to renew the retainer agreement with Whiteman, Osterman & Hanna, LLP, effective January 1, 2024 through December 31, 2024.

Development Committee:

Upon motion by Ms. Olsen, to accept the Gifts & Grants Report for November 2023, and seconded by Ms. Berg the Board resolved to accept with appreciation \$700 in Designated support to the Annual Appeal. The 2024 Annual Development Appeal total to date has brought in \$8,152 in donations. Thank you to all those who generously donated. There were 11 yes votes.

Policy Development & Long-Range Planning Committee:

Upon motion by Ms. Berg, seconded by Ms. Jhashi, the Board unanimously adopted the Diversity, Equity and Inclusion Policy as is, which was presented at the last Board Meeting. There were 11 yes votes.

Ms. Dressner presented the Proposed Emergency Preparedness Policy for the Boards review. Ms. Dressner explained that when applying for State grants certain policies need to be in place before applying.

Building & Property Committee:

Mr. Wolff reported he has received two bids on the Landscaping job and will compare it with the current Landscaper's costs. Will be going forward with the furnaces project, but will need help with the application process. Mr. Wolff mentioned the uneven sidewalk on Hudson Avenue, near the driveway where a Staff tripped and fell. This area will be repaired when it gets warm enough to pour concrete.

Personnel Committee:

Ms. Dressner reported the Committee met and discussed the Director's Evaluation and the Boards role in approving new hires. A procedure for the Board regarding new hires and resignations document was given to each Board member.

Nominating Committee:

Ms. Christian reported the Committee met last week and worked on editing the application process, by application or petition. At the January meeting Board members with expiring positions will be asked if they are still interested in serving on the Board. There is a possibility there could be a Meet the Candidates Forum, depending on how many are running.

Audit Committee:

Mr. Penn reported for the Committee. Mr. Penn reported they met with the accountants and would like them to present the Audit Report to the Board at the next meeting.

Upon motion by Mr. Penn, seconded by Mr. Murrell, the Board accepted the Audit Financial Reports June 30, 2023. There were 11 yes votes.

Friends of the Nyack Library Committee:

None.

Finance Committee:

Mr. Murrell reported that the Committee met last Friday, preceded by a meeting with the Audit Committee.

Upon motion by Mr. Murrell and seconded by Ms. Kirsch to increase the Debt Retirement Reserve \$175,000, for a total of \$355,000, seconded by Ms. Kirsch, unanimously approved. There were 11 yes votes.

Mr. Cea discussed the Proposed Budget with the Board.

Upon motion by Mr. Murrell, seconded by Ms. Dressner, the Board adopted the Budget for Fiscal Year ending 2024-2025. There were 10 yes votes, 1 no vote.

Financial Reports:

Treasurer's Report:

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. On November 30 cash balance in the operating accounts totaled \$1,062,964, and other committed funds totaled \$423,339. Investment in CD's, \$2,250,000, at one, three, and six-month terms at around 5.3%. Property tax revenue received in November, \$290,300. On November 30 \$6,524,851 in long term debt remains outstanding on the 2017 tax-exempt bond with TD Bank. Fiscal year-to-date the Library operated at a \$212,887 surplus, and the DePew House operated at a \$2,896 deficit.

Upon motion by Mr. Murrell, seconded by Mr. Penn, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of November 30, 2023 and the November 2023 Performance Report. There were 11 yes votes.

Upon motion by Mr. Murrell and seconded by Ms. Kirsch, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for November 2023 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$75,568.99, Rental Fund Expenses of \$721.29, Debt Fund Expenses for \$35,485.20, Payroll Disbursement for pay date November 3, 2023 for \$55,174.69 and Payroll Disbursement for pay date November 17, 2023 for \$55,947.60 for a total of \$222,897.77. There were 11 yes votes.

Old Business:

None.

New Business:

Mr. Wolff would like to see information distributed by Nyack Library in Spanish and English. On the website, in newsletter, etc.

Executive Session:

8:10 pm Upon motion by Ms. Berg, seconded by Ms. Dressner, the Board agreed to go into Executive Session to discuss Personnel Matters related to the Director's Evaluation.

8:50 pm Upon motion by Ms. Berg, seconded by Ms. Christian, the Board agreed to come out of Executive Session.

Adjournment:

Upon motion by Ms. Dressner, seconded by Ms. Christian, the Board agreed to adjourn at 8:52 pm. There were 10 yes votes.

Respectfully submitted,

Minerva Parker

Board Clerk

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