**The Nyack Library**

**Board of Trustees**

**Draft Minutes of the Regular Meeting**

**January 11, 2016**

**Present:**

E. Michael Growney, **President**

Mary Anne Evangelist, **Vice President**

Stephen Beck, **Treasurer**

Debra Karten, **Secretary**

Christopher Bresnan

Henry Minnerop

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-Friends of the Nyack Library

**Call to Order**:

The Board President Mr. Growney called the Regular Monthly Meeting to order at 7:48 p.m.

**Agenda Approval:**

**Upon motion** by Mr. Seiler and seconded by Mr. Bresnan, it was resolved to approve the agenda as presented. The vote was unanimous.

**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 December 14, 2015 as amended with changes to the second Public Comments section to include the response by Mr. Beck “that he spoke with the bank representative recently and he did not envision it would alter the program”. Five yes votes, four abstentions.

**Public Comments:**

Ms. Ellyse Berg, Friends of the Nyack Library gave out a flyer and announced the Annual Meeting of the Friends of the Nyack Library will take place on February 12, 2016, at 6:30 pm, in the Community Meeting Room, with guest authors Holly Caster and Tom Dudzick.

**Director’s Report:**

Mrs. Marino asked if anyone had questions about the Director’s Report or Departmental Reports. Mrs. Marino reported on the progress of the DePew House work. The flooring for the porch area has started. There was a leak in the DePew House which affected two offices which caused some minor damage to books, magazines and a computer mouse between the two offices. The Construction team determined it was caused by rain coming in the siding area and it was taken care of right away. There were no Personnel Actions. This month there were changes to the hardware inventory. There were four incidents during the month of December.

Dr. Evangelist mentioned that she could not register for programs with a mobile device. Mrs. Marino discussed what may have caused this to happen. Mr. Seiler noticed the Monthly Statistics were down in usage. Mrs. Marino said it is not just happening at the Nyack Library, it’s a trend across all libraries in our area. Mr. Minnerop asked about the statistics. The Board discussed statistics.

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

**Committee Reports:**

*Building and Property Committee:*

Mr. Vermazen reported that the change orders have been reviewed; main porch structure is nearly done; boiler replacement needs approval. Mr. Vermazen inquired if it was possible to get an energy efficient tax credit.

**Upon motion** by Mr. Vermazen that the Board adopt the replacement boiler change order, seconded by Mr. Seiler.

The yes vote was unanimous.

Mr. Vermazen reports that Walter Sevastian has approved the site plan changes for five easements and Mr. Sevastian sent them to the attorney, Dennis Lynch. Mr. Seiler added to this stating the Village Planning Board needs to sign off on it; next it goes to the Rockland County Drainage Department for approval, then it goes to the County Clerk to file on the record; then it can be submitted to the Orangetown Tax Assessor. Mr. Beck would like to review the appraisal of the building to see what was taken into consideration when taxes were determined.

Mr. Vermazen reports the building permit for the stairs of the DePew House has been received. Mrs. Marino said the width of the stairs need adjusting.

*Development Committee:*

Dr. Evangelist asked about the Dorothy Masch donations being listed as “designated.” Mrs. Marino explained that the family is considering a naming opportunity. $2,541 in General Support; $7,642.30 in Annual Appeal; $125 designated for Technology; $1,150 designated for Collection & Programming; and $1,622 designated Dorothy Masch Donations.

**Upon motion** by Dr. Evangelist and seconded by Ms. Roberts, it was resolved unanimously to accept the gifts with our thanks and appreciation to the donors.

**Financial Reports**:

*Treasurer’s Report:*

Mr. Beck reviewed the Treasurer’s Report with the Board in detail. Sterling National Bank has renewed the Library’s line of credit, $450,000. The line of credit is used to fund repairs on the Stevenson & DePew properties.

Mr. Beck reported the cash balance as of December 31, 2015 was $1,442,287. Outstanding Bonds as of December 31 were $10,225,000. Disbursements for December were $367,327. The first half of FY 2016 the Library had a $61,460 cash surplus. Year to date DePew House had a $16,793 cash deficit; Stevenson House had a $7,891 cash surplus; Parking lot broke even.

**Upon motion** by Dr. Evangelist, seconded by Ms. Roberts the Board unanimously approved the Treasurer’s Report.

**Upon motion** by Mr. Bresnan, seconded by Ms. Roberts the Board unanimously approved the Financial Statements.

**Upon motion** by Dr. Evangelist and seconded by Mr. Seiler it was resolved that the Nyack Library Board of Trustees approve the following disbursements for December 1-31, 2015 which have been reviewed by the President and the Treasurer: General Fund Expenses of $190,134.98, Rental Fund Expenses of $70,756.75, Payroll Disbursement for pay date December 11, 2015 for $52,778.58, Payroll Disbursement for pay date December 24, 2015 for $53,656.76. The Board unanimously approved.

The Malcolm Foundation has sent a donation that is being designated for the renovation of the DePew House.

Mr. Seiler mentioned that there will be an Annual Meeting for Trustees at RCLS in the Spring, and that Mr. Bresnan might get some guidance there to help him to deal with the Grandview issue.

**Old Business:**

None.

**New Business:**

Dr. Evangelist mentioned that Rockland Tourism has grants available by application, if the library plans programs within the Tourism category. The deadline is February 15, 2016.

**Public Comments:**

None.

**Adjournment:**

**Upon motion** by Mr. Seiler, seconded by Dr. Evangelist, it was resolved to adjourn the meeting at 9:04 p.m. The yes vote was unanimous.

Respectfully submitted,

Minerva Parker

Board Clerk