

**The Nyack Library**  
**Board of Trustees**  
**Draft Minutes of the Regular Meeting**  
**July 18, 2016**

**Present:**

E. Michael Growney, **President**  
Mary Anne Evangelist, **Vice President**  
Stephen Beck, **Treasurer**  
Ellyse Okin Berg  
Henry Minnerop  
Peter Vermazen

**Absent:**

\*Christopher Bresnan  
\*Peter Danish  
\*Debra Karten, **Secretary**  
\*Karen Roberts  
\*Roger Seiler

\*=Excused

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

**Call to Order:**

The Board President Mr. Growney called the Regular Monthly Meeting to order at 7:35 p.m.

**Agenda Approval:**

**Upon motion** by Dr. Evangelist and seconded by Ms. Berg, it was resolved to approve the revised agenda, moving the “Executive Session: to discuss Personnel Matters” to item 6 Personnel Committee Reports. The yes votes were unanimous.

**Review of the Minutes:**

**Upon motion** by Dr. Evangelist and seconded by Ms. Berg, it was resolved to approve the Minutes of the Regular Meeting of June 13, 2016, with changes under the Director’s Report to read “Miracle on South Division Street, authored by Tom Dudzick” and changes under the Building & Property Committee to include “pending the installation of the railing to be ADA compliant.” The yes votes were unanimous.

**Public Comments:**

None.

**Director’s Report:**

Mrs. Marino asked if there were any questions on the Director’s Report. Mrs. Marino reported the Maker Space Expo on Sunday, July 17 had approximately 200 patrons who came through during the two hour exhibit. It was a

successful kick off to the Makerspace program. Mr. Growney and Ms. Berg were both in attendance at the Expo. Mr. Growney also mentioned that he and Mrs. Growney attended the Annual Staff Appreciation Dinner on July 8, 2016 and had a nice time with staff. Ms. Berg asked why the switch from paper towels to hand blowers is taking place. Mrs. Marino stated this will save time and money. It's cleaner, less work for all re-supplying the units, and decreases the risk of clogged toilets. Mr. Beck asked about the Wi-Fi upgrade and what the cost will be. Mrs. Marino explained in detail the Wi-Fi problems the Library has been experiencing and that this upgrade could help to eliminate the problems. Mr. Beck also asked how the Audio/Visual problem in the Community Meeting Room is being resolved. Mrs. Marino explained the problem has been resolved by Dick Abramson, who is an audio engineer.

There were no changes to the Inventory Report.

**Upon Motion** by Mr. Vermazen and seconded by Dr. Evangelist, the Personnel Actions were unanimously approved.

**Upon Motion** by Mr. Beck, seconded by Dr. Evangelist the Board unanimously accepted the Director's Report.

### **Committee Reports:**

#### *Building and Property Committee:*

Mr. Vermazen asked if a wood or metal rail would be installed at the DePew House. Mrs. Marino showed a sample of the type of material John Fox recommended for this job, which was made of stainless steel inside a plastic tubing cover. Mr. Vermazen did not feel that would work for the DePew House. Using wood or wrought iron would fit better for the overall look of the property.

#### *Development Committee:*

**Upon motion** by Dr. Evangelist to accept the Gifts & Grants Report and seconded by Ms. Berg, the Board resolved to accept with appreciation \$20 in General Support, \$53.88 in contributions from the Seed Exchange, \$50 in contributions to the Trudell Scholarship Fund and \$725 from the Friends of the Library for the Seed Exchange supplies, a Program Speaker for the Seed Exchange and the Children's Summer Reading Program Kick Off. The yes vote was unanimous.

Mrs. Marino is currently working with the Committee on developing a draft for the Annual Appeal Gala, to be scheduled for November 2016. Mrs. Marino stated the draft will be done sometime in August for the Committee's review.

#### *Long Range Plan & Policy Committee:*

Dr. Evangelist discussed each of the Long Range Plan goals in full detail with the Board. Dr. Evangelist would like the Board to adopt the Plan at the September 12 Board Meeting.

#### *Personnel Committee:*

**Upon motion** by Dr. Evangelist, seconded by Ms. Berg, the Board unanimously agreed to go into Executive Session to discuss Personnel matters, at 8:33 p.m.

**Upon motion** by Dr. Evangelist, seconded by Ms. Berg, the Board unanimously agreed to come out of Executive Session, at 8:55 p.m.

The Personnel Committee has recommended the Board to approve that the Director will receive three additional vacation days for 2016; and two more days in January 2017, with a total of five (5) weeks per year. The Board unanimously approved. There were six yes votes.

The Personnel Committee has also been working on revising the Staff Handbook. The recommended changes will be presented at the September 12 Board Meeting.

**Financial Reports:**

*Treasurer's Report:*

Mr. Beck reviewed the financial reports. Cash balances as of June 30 \$391,886; Outstanding Bonds \$10,225,000.

Mr. Beck stated that progress is being made with the re-financing program. As of June 30, interviews were conducted with three banks, 1<sup>st</sup> Niagara, TD Bank and Provident Bank of NJ. They all seem enthusiastic about participating in the re-financing program. Since then another interview was conducted with Sterling Bank, which seemed extremely positive. Mr. Beck would like to schedule a Finance Committee Meeting before the September 12 Board Meeting.

Library Operations realized a \$118,101 cash surplus; DePew House operated at a \$31,756 cash deficit; Parking Lot operated at a \$1,380 cash deficit.

**Upon motion** by Mr. Minnerop and seconded by Dr. Evangelist it was resolved that the Nyack Library Board of Trustees approve the following disbursements for June 2016 which have been reviewed by the President and the Treasurer: General Fund Expenses of \$66,368.06, Rental Fund Expenses of \$35,783.34, Payroll Disbursement for pay date June 10, 2016 for \$51,506.07, Payroll Disbursement for pay date June 24, 2016 for \$52,326.50. The Board unanimously approved.

**Upon motion** by Mr. Vermazen, seconded by Dr. Evangelist the Board unanimously approved the Financial Statements.

**Old Business:**

Mrs. Marino informed the Board that she was officially notified by Ms. Spagna, tenant at the DePew House that she decided not to renew her lease for November. Mrs. Marino would like Board approval to put the space up for rent with Wright Realty.

**New Business:**

None.

**Public Comments:**

None.

**Adjournment:**

**Upon motion** by Dr. Evangelist, seconded by Mr. Vermazen, it was resolved to adjourn the meeting at 9:20 p.m. The yes vote was unanimous.

Respectfully submitted,

*Minerua Parker*

Board Clerk