**The Nyack Library**

**Minutes of the Regular**

**Board of Trustees Meeting**

**Monday, July 23, 2018**

**Present:**

E. Michael Growney, **President**

Chris Bresnan, **Vice President**

Stephen Beck, **Treasurer**

Ellyse Okin Berg

Peter Danish

Roger Seiler

Peter Vermazen

Cora Sarjeant Wilder

**Absent:**

\*Debra Karten, **Secretary**

\*Brian Murrell

**\*=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 7:30 p.m., one week later than regularly scheduled, due to Summer Hours, there is no meeting in August.

***Agenda Approval:***

**Upon motion** by Ms. Berg, seconded by Dr. Wilder, it was resolved to approve the proposed agenda. The yes votes were unanimous, 8-0.

***Review of the Minutes:***

The Minutes of the May 14, 2018 Regular Board Meeting were not approved, there was no quorum of Board Members who were present at that meeting to approve them.

**Upon motion** by Ms. Berg, seconded by Mr. Beck, it was resolved to approve the Minutes of the Regular Meeting of June 11, 2018. Mr. Growney and Mr. Danish abstained. There were 6 yes votes, 2 abstentions.

***Public Comments:***

***New Staff introductions:***

Jennifer Harrigan, Program Coordinator. Ms. Harrigan discussed a little of her background experience before coming to Nyack and described in detail her job description as Program Coordinator.

Shira Barkoe, Head of Technology & Digital Services. Ms. Barkoe discussed her background experience and her new position here. Ms. Barkoe has goals to get the Library to go paperless, has also met with the staff of each department, Tech Services and Computer Res. Ctr., and looking forward to working at the Library.

***Director’s Report:***

Mrs. Marino added to her written report that she will be attending a Construction Grant Workshop at RCLS on August 2, 2018. The last part of the Carnegie Renovation is complete. The portable stage has been delivered and when the bills have been paid they will be submitted for reimbursement to the NYS Bridge Authority. Mrs. Marino discussed new initiatives from RCLS. A program called Automatic Renewals-when a due date arrives if no holds it will automatically renew and a program called Fine-Free-eliminating fines on juvenile and young adult materials, thirteen libraries will be participating in this program. Mr. Beck noted how this fine-free program would affect the revenue line on the Monthly Performance Report. Mr. Bresnan inquired about the Teen Room Report in reference to the book talk, “The Other Boy” and wanted to know what the school district’s perspective was and the final outcome. Mrs. Marino discussed the response from the school district, Dr. Gregory, in detail with the Board. The Board discussed this in detail.

**Upon motion** by Mr. Bresnan, seconded by Mr. Vermazen, the Board unanimously accepted the Personnel Actions, 8-0.

No Inventory Report this month.

Mr. Seiler states that the monthly statistics report is the “Library Report Card” and special attention should be noted in the changes in monthly statistics report. Mr. Seiler made a request to Mrs. Marino to include in her monthly report a brief explanation why the change in numbers month to month. Mr. Beck finds the trends alarming. The Board discussed this in detail. Mrs. Marino suggested a quarterly report on statistical trends. The Board agreed to quarterly reporting on the statistical trends, by the Director in her monthly report.

***Committee Reports:***

*Building & Properties Committee:*

Mr. Vermazen is working on getting area rugs as a donation for the Carnegie Room and hoped to receive samples soon.

*Development Committee:*

**Upon motion** by Ms. Berg to accept the Gifts & Grants Report for June 2018, seconded by Mr. Seiler, the Board resolved to accept with appreciation $40.00 in General Support. The 2018 Annual Development Appeal total to date has brought in $13,340.00 in donations. The yes vote was unanimous 8-0.

*Finance Committee:*

Mr. Beck reported the Finance Committee met on July 14, 2018, in the Director’s Conference Room and recommended that the Board of Trustee’s authorize the establishment of financial reserves on the Library’s June 30, 2018 Balance Sheet.

**Upon motion** by Mr. Beck, seconded by Mr. Seiler, the Board considered the following resolution:

Consistent with the Library’s Fund and Minimum Balance Policy (GASB 54) adopted by the Board of Trustees on May 14, 2018, the Library shall establish financial reserves of the following type and amount on the June 30, 2018 balance sheet.

Building Maintenance $75,000

Debt Retirement $100,000

General (unassigned) $75,000

The use and maintenance of these reserve accounts will be subject to the conditions outlined in the Fund and Minimum Balance Policy. The Board unanimously adopted the resolution 8-0, with no abstentions.

The Mr. Beck discussed other assets and the placement on the Balance Sheet. Also discussed at that meeting was TD Bank’s offer to work with the Library in their repurchase the Series B bonds.

***Financial Reports:***

*Treasurer’s Report:*

Mr. Beck reviewed his report with the Board. The Fiscal Year ended on June 30, the Library’s long term debt had a total of $9,077,175, of that $7,837,175 is tax-exempt debt with TD Bank, with the remaining debt $1,240,000 of 2007 taxable Series B bonds.

Cash on hand on June 30 in the Library’s operating & reserve accounts totaled $827,134. The Library ended its FY 2018 with a $315,064 surplus from all enterprises. For FY 2018 the DePew House operated at a $65,781 cash deficit, the Stevenson House operated at a $27,317 cash surplus.

Mr. Beck reported that the Orangetown Tax Assessor has refused the grievance application submitted by the Library on the DePew House property.

**Upon motion** by Mr. Beck and seconded by Ms. Berg it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for June 2018 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of $68,983.48, Rental Fund Expenses of $10,324.95, Debt Fund Expenses for $36,322.92, Payroll Disbursement for pay date June 8, 2018 for $50,178.75 and Payroll Disbursement for pay date June 22, 2018 for $51,700.29, for a total of $217,510.39. The yes votes, 8-0.

No approval of Financials and Treasurer’s Report.

Mr. Seiler discussed with the Board, the RCLS Statistic Report. Mr. Seiler compiled information from several RCLS Libraries into a spreadsheet to show the Board.

***Old Business:***

None.

***New Business:***

**8:59 pm. Upon motion** by Ms. Berg, seconded by Mr. Seiler, the Board unanimously agreed to go into Executive Session to discuss new Automation for Circulation Department.

**9:14 pm. Upon motion** by Mr. Seiler, seconded by Mr. Danish, the Board unanimously agreed to come out of Executive Session.

**Upon motion** by Mr. Growney and seconded by Mr. Seiler, the Board unanimously agreed to enter into a subscription agreement with Bibliotheca to lease four machines for five years with all appropriate hardware, software and staff training. The Board unanimously agreed, 8-0.

***Public Comments:***

None.

***Adjournment:***

**Upon motion** by Mr. Bresnan, seconded by Mr. Danish, it was resolved to adjourn the meeting at 9:23 p.m. The yes vote was unanimous 8-0.

Respectfully submitted,

Minerva Parker

Board Clerk