

The Nyack Library
Board of Trustees
Draft Minutes of the Regular Meeting
September 14, 2015

Present:

E. Michael Growney, **President**
Mary Anne Evangelist, **Vice President**
Stephen Beck, **Treasurer**
Christopher Bresnan
Peter Danish
Kevin Doyle
Karen Roberts
Peter Vermazen

Absent:

*Debra Karten, **Secretary**
*Roger Seiler
*Tracie McLee

*=Excused

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

Visitors: Mark Spiers-1st Niagara Bank Representative
Ellyse Berg-Friends of the Nyack Library

Call to Order:

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

Agenda Approval:

Upon motion by Dr. Evangelist and seconded by Ms. Roberts, the agenda was unanimously approved by the Board.

Review of the Minutes:

Upon motion by Mr. Doyle and seconded by Dr. Evangelist, it was resolved to approve the Minutes of the Regular Meeting of July 20, 2015, the Board unanimously approved.

Public Comments:

Ellyse Berg, Friends of the Nyack Library, announced the Friends will be having a Book Sale the weekend of October 3 & 4, 2015. The Book Sale will be held in the lower level Community Meeting Room.

Guest Speaker:

Mr. Beck introduced Mark Spiers, First Niagara Bank Representative, to discuss Municipal Bond Financing. The Library will be recalling the Series A Bonds by December 2017. The information provided by the Bank Representative could be useful for future decisions on the Bond investment possibilities.

Director's Report:

Mrs. Marino summarized her report and asked the Board if they had any questions or would like to discuss anything in the Director's Report. Mr. Beck asked if the Parking Meters have been replaced and if the Village of Nyack will pay to replace. Mrs. Marino responded that the Village had replaced the meters at its expense. Dr. Evangelist asked about the Security System quotes. Mrs. Marino explained why she selected Rockland Security and Surveillance to provide the services. The Security system is currently in place and running. There will be links installed on staff computers to monitor the CCTV. In addition, the Village of Nyack Administrator stated that the Village Parking Authority would install motion detector lighting for the Parking Lot to make for better visual effects. Some Trustees asked if it was possible to change to the paper ticket metering system for the lot. Ms. Alfano has asked the Village about the paper ticket system and was told the time program is different than on the individual meters used in the Library parking lot.

Upon motion by Dr. Evangelist to accept the Director's recommendation to purchase the CCTV Security System from Rockland Security and Surveillance to include upgraded cameras, a new DVR, setup and storage in the amount of \$16,014 was seconded by Ms. Roberts. The yes vote was unanimous.

Upon motion by Mr. Doyle, and seconded by Mr. Bresnan the Board unanimously authorized the Director to make the reconfigurations proposed for the Popular Materials Area in the Circulation Department as described in the Director's September Board Report.

Upon motion by Mr. Doyle and seconded by Dr. Evangelist, it was resolved to approve the Personnel actions put forth in the Director's Report.

No change to inventory report this month.

Committee Reports:*Building and Property Committee:*

Mr. Vermazen reported the committee received two proposals from contractors on the RFPs for the DePew and Stevenson Houses Repair project. The committee had meetings with both contractors and has chosen to go with Fox Fine Carpentry, LLC. The Building & Property Committee has scheduled a meeting for Saturday, September 19, 2015, 12:30 p.m. with Fox Fine Carpentry, LLC and would like the Trustees to attend if available.

Upon motion by Mr. Doyle, seconded by Dr. Evangelist, the Board hereby authorizes the Building and Property Committee to approve the retention of general contractor Fox Fine Carpentry, LLC, to make repairs on the rental properties and through the Committee Chair to charge the Director with contracting with Fox Fine Carpentry, LLC. The yes vote was unanimous.

Personnel Committee:

Mr. Doyle reported the committee had a meeting earlier this evening to review the Staff Handbook. The following are subjects that were modified, with changes in detail put forth by the Personnel Committee:

- merit increases are not connected to performance reviews
- Attendance, Punctuation and Absenteeism
- Coverage for part time employees not available
- Whistleblowers Policy-full policy being made available

Upon motion by Mr. Doyle, seconded by Mr. Beck, the Board unanimously approved the changes recommended by the Personnel Committee.

Development Committee:

Dr. Evangelist reported the Committee had several meetings since the last Board Meeting. One subject discussed was that the Annual Appeal has reached \$30,000 and the campaign goal was \$40,000. It was discussed to start the next round of appeals in November, around the Thanksgiving Holiday. Also discussed was the Donor & Support Reception on November 20 at which the new Donor Wall will be unveiled with additions to the prior lists. There will be guest speakers to speak on the value of donating to the library.

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

Financial Reports:

Treasurer's Report:

Mr. Beck gave a summary of the Treasurer's Report.

Mr. Beck reported the cash balance as of August 31 was \$370,688. As of August 31, \$10,475,000 in outstanding bonds. Disbursements for July were \$181,765, and for August \$151,854.

Baldessari & Coster, Auditor, began the FY 2015 audit process in August, one month earlier than last year.

Operations realized a cash surplus of \$37,458 the first two months of FY 2016. Through August the Depew House lost \$5,676. The Stevenson House lost \$1,841. The Parking Lot broke even for the first two months of the fiscal year.

Upon motion by Dr. Evangelist and seconded by Ms. Roberts it was resolved that the Nyack Library Board of Trustees approve the following disbursements for July 1 - 31, 2015 which have been reviewed by the President and the Treasurer: General Fund Expenses of \$73,839.61, Rental Fund Expenses of \$2,538.52, Payroll Disbursement for pay date July 10 for \$52,103.87 and Payroll Disbursement for pay date July 24 for \$53,283.00.

Upon motion by Mr. Bresnan and seconded by Mr. Danish it was resolved that the Nyack Library Board of Trustees approve the following disbursements for August 1 - 31, 2015 which have been reviewed by the President and the Treasurer: General Fund Expenses of \$39,030.35, Rental Fund Expenses of \$5,247.79, Payroll Disbursement for pay date August 7 for \$54,012.70 and Payroll Disbursement for pay date August 21 for \$53,563.60.

Upon motion by Mr. Vermazen, seconded by Ms. Roberts the Board unanimously approved the Treasurer's Report & Financial Statements.

Old Business:

None.

New Business:

Mrs. Marino discussed the Storywalk Proposal presented in the board packet, what it is and the location of where the Storywalk will be located. Getting local entities like the Village, Nyack Center, etc., involved in the venture.

Upon motion by Dr. Evangelist, seconded by Mr. Danish, the Board authorizes the Director to explore the idea of a Storywalk in the park.

Three Music Concerts proposals presented to the Board were reviewed and discussed in detail. The Board agreed to table this discussion.

Public Comments:

None.

Adjournment:

Upon motion by Dr. Evangelist and seconded by Mr. Beck, it was resolved to adjourn the meeting at 9:58 p.m. The yes vote was unanimous.

Respectfully submitted,

Minerva Parker

Board Clerk