

**The Nyack Library
Board of Trustees
Draft Minutes of the Regular Meeting
October 10, 2016**

Present:

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

Absent:

* Debra Karten, **Secretary**
*Karen Roberts
*Peter Danish

*=Excused

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

Presenter: Matt DuBeau-New Library Logo

Call to Order:

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

Agenda Approval:

Upon motion by Dr. Evangelist, seconded by Ms. Berg, it was resolved to approve the proposed agenda. The yes votes were unanimous.

Review of the Minutes:

Upon motion by Ms. Berg, seconded by Dr. Evangelist, it was resolved to approve the Minutes of the Regular Meeting of July 18, 2016. There were six yes votes. Mr. Bresnan and Mr. Seiler abstained since they did not attend the July meeting.

The Minutes of the Regular Meeting of September 12, 2016, were tabled until the Regular Board Meeting on November 14, for further clarification on the Finance Committee's resolution to engage Norton Rose Fulbright as borrower's counsel.

Public Comments:

None.

Director's Report:

Mrs. Marino updated the Board on the status of some items in her report. She recently called the Building Department and left a message about closing out the DePew project so that the site plan may be put on file with the County and still has not received a call back from them. She spoke with Barbara Corwin on the lighting issues in the Children's Room. Ms. Corwin sent Mrs. Marino the specifications on the lighting fixtures and they will research the cost and replacement of those fixtures and report back to the Board.

Mrs. Marino explained to the Board that she had submitted a written request two years ago to the NYS Thruway Authority requesting some of the grant funding being offered to villages and not-for-profits directly impacted by the new bridge project. In March of 2016 that they contacted the library requesting that an application be submitted. Mrs. Marino originally requested money for Technology and to make renovations to the Carnegie Building. The Authority states that they will not fund technology; they will fund capital related projects only. Ms. Marino approved an application researched and prepared by Sharon Alfano to be submitted with a total project budget request of \$36,500. They recently responded to the application with a tentative approval in the amount of \$32,755.

Mrs. Marino reported that Cathy Spagna, Hudson View Networks, tenant in DePew House will be vacating the space by Friday, October 7, 2016. She will honor the lease agreement, paying through the end of November.

Presentation by Matt DuBeau:

Mr. DuBeau has been working with the Logo Committee on updating the Library logo to reflect the past and the future of the Library. Mr. DuBeau was given the Library's Long Range Plan for review and the committee verbally gave feedback on how the Library will be represented in this new logo. Mr. DuBeau did a slide show presentation on the steps taken to arrive at the current version of a logo the committee agreed on. The committee members included Jane Marino, Elizabeth Hobson, Sharon Aperto, Friends of Nyack Library, Carol Chung, Friends of Nyack Library, Jennie Chien, and Aldona Pilmanis.

The Board discussed the logo presentation in detail and would like the committee to work on more options to present to the Board at a future Board meeting.

Director's Report continued:

Ms. Berg asked what the difference is between exempt and non-exempt, from the HR departmental reports. Mrs. Marino discussed the changes in the FLSA, Fair Labor Standards Act and how they affect the staff.

Upon Motion by Mr. Seiler and seconded by Mr. Vermazen, the Personnel Actions were unanimously approved.

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 rail has been installed on the DePew House front stairs, which completes the project. Mrs. Marino has asked that the Village of Nyack Building Department close out this project. Mr. Vermazen also reported that we have two leaks, the Café area and the north wall of the basement and a request has been made for Bernie Reagan, who did the roof on the DePew House to examine the leaks and report back.

Mr. Seiler gave a status update on the progress of the Site Plan. The Planning Board Chair has signed off on the site plan, but still needs the signature of the Zoning Board Chair before it is sent to the County to be put on record.

Development Committee:

Upon motion by Dr. Evangelist to accept the Gifts & Grants Report for July/August 2016 and seconded by Ms. Berg, the Board resolved to accept with appreciation \$60 in General Support, \$10.35 in contributions from the Seed Exchange, and \$2,300 from the Friends of the Library for the Museum Passes and Program support. The yes vote was unanimous.

Upon motion by Dr. Evangelist to accept the Gifts & Grants Report for September 2016 and seconded by Mr. Seiler, the Board resolved to accept with appreciation \$5,000 in General Support, and \$4 in contributions from the Seed Exchange. The yes vote was unanimous.

Finance Committee:

Mr. Beck is scheduling a Finance Committee meeting on October 19, at 5 pm in the Director's Conference Room to review the FY 2016 Audit Report Draft.

Mr. Seiler is scheduling a Audit Committee meeting on October 31, at 6 pm in the Director's Conference Room to review the FY 2016 Audit Report Draft.

Personnel Committee:

Dr. Evangelist reported that the Personnel Committee has reviewed the Staff Handbook and other Library Policies. Any recommendation will be forwarded to the Library Policy Development & Long Range Planning Committee for review. A report will be made at the November board meeting.

Friends of the Library Liaison Committee:

Ms. Berg reported the Friends Fall Book Sale raised \$3,500 and the next scheduled Book Sale is June 2017. Friday is a Carnegie Concert featuring Cocomama and cocktails will be available for a requested donation to the Friends.

Financial Reports:

Treasurer's Report:

Mr. Beck reviewed the financial reports. Cash balances as of September 30, \$38,274; Outstanding Bonds \$10,225,000; Debt Service payment \$518,825 is due December 1, 2016.

Baldessari & Coster will have a draft of the FY 2016 Audited Financial Statements for review by October 15. The Library has four banks that are supportive of the financial restructuring plan: Key Bank, TD Bank, Provident Bank (NJ) and Sterling National Bank. Mr. Beck will continue discussions with these banks going forward. The Finance Committee will meet in December 2016.

Overall Operations are being managed close to budget. Disbursements for September \$266,593.75, 59% were for payroll and 41% for property taxes, insurance, library materials, utilities and other miscellaneous expenses.

Upon motion by Mr. Seiler, seconded by Dr. Evangelist the unanimously accepted the Treasurer's Report and Financial Statements.

Upon motion by Mr. Beck and seconded by Dr. Evangelist it was resolved that the Nyack Library Board of Trustees approve the following disbursements for September 2016 which have been reviewed by the President and the Treasurer: General Fund Expenses of \$69,687.44, Rental Fund Expenses of \$39,479.10, Payroll Disbursement for pay date September 2, 2016 for \$53,247.37, Payroll Disbursement for pay date September 16, 2016 for \$52,298.78 and Payroll Disbursement for pay date September 30, 2016 for \$51,881.06. The Board unanimously approved.

Old Business:

None.

New Business:

Upon motion by Mr. Seiler, seconded by Mr. Bresnan the board unanimously accepted the RCLS 2017 Operating Budget.

Upon motion by Mr. Seiler, seconded by Ms. Berg, the board unanimously approved the Board President, Michael Growney, to sign the agreement with the NYS Thruway Authority on behalf of the Nyack Library for grant money.

Upon motion Dr. Evangelist, seconded by Ms. Berg, the board unanimously adopted the 2017 Official Closings & Holiday list.

Public Comments:

None.

Adjournment:

Upon motion by Mr. Bresnan, seconded by Ms. Berg, it was resolved to adjourn the meeting at 9:40 p.m. The yes vote was unanimous.

Respectfully submitted,
Minerva Parker
Board Clerk

APPROVED