

**The Nyack Library
Board of Trustees
Draft Minutes of the Regular Meeting
October 15, 2013**

Present: Stephen Beck, Treasurer

Kevin Doyle
Peter Danish
Mary Anne Evangelist
E. Michael Growney, President
Debra Karten, Secretary
Roger Seiler
Peter Vermazen

Absent:

Myria Jean-Giles
Mark Hussey *

*=Excused

Staff: Jane Marino, Library Director
Sharon Alfano, Business Manager
Lori Hylton, Board Clerk

Visitors:

1. Call to Order:

The meeting was called to order at 7:35pm by Board President, Mr. E. Michael Growney.

2. Agenda Approval:

Upon motion by Dr. Evangelist, and seconded by Ms. Karten, it was resolved to unanimously approve the agenda.

3. Review of the Minutes:

Upon motion by Ms. Karten, and seconded by Dr. Evangelist, it was resolved to approve the Minutes of the Regular Meeting of September 9, 2013 as amended with two abstentions.

4. Public Comments:

None.

5. Staff Presentation:

Aldona Pimianis, Head of Children's Services, made a presentation of Children's Services Department. The staff includes 3 full time librarians, 3 part time staff and 2 high school aged pages. The staff members work together to manage the collection of over 37,000 items and develop programing.

The Department has embraced the American Library Association's Campaign "Every Child Ready to Read" by incorporating early literacy kits into the Children's Collection. The kits are bags filled with thematic stories and

related items (toys, books, music and hand outs) that reinforce the points of early literacy. The department has 5 kits at the moment and hopes to add more in the future with help from the Friends of the Library. These kits are not yet in circulation but will be soon. On Saturday, November 16th the department will host an early literacy event called "Let's Play" in collaboration with the Family Resource Center. The department also hosts a series of other programs for the community including: Programs for New Parents, Infant and Child CPR, Family Book Discussions, Internet Safety Programs, Homework Help and more.

The Department is also working with the Family Resource Center to reach the community's Spanish speaking population. There is a bi-lingual story hour, facilitated by the Library and the Family Resource Center. This program gives the staff an opportunity to introduce the Library's wide variety of resources to an underserved population. This fall Children's Services will be collaborating with the Adult Services Department to host computer training classes for Spanish speaking adults. Childcare will be provided in the Children's room while Brian Jennings and a translator teach the parents basic computer skills.

Finally, the Summer Reading Program, the department's largest program was revamped to shift the emphasis from the number of books read to the amount of time spent reading and added an early literacy component. To promote the program the librarians visited the schools within the district, going from class to class at Upper Nyack Elementary and doing school assembly presentations at Liberty and Valley Cottage Elementary Schools. This year the program included a Carnegie Concert for Kids with Mayor Jen White acting as narrator, a Lego robotics class, and a concert on the Depew lawn.

6. Director's Report:

The Library Director asked for questions from the Board on her written report, which included departmental reports. She then answered a questions related to a bed bug which was found in a book that the library owns. The bug was discovered at one of the school libraries, and reported to the library. The library was not the source of the bug. The library has been tested and declared free of bed bugs. The Director also answered questions regarding the current revenue sharing agreement between the library and the Village of Nyack. After several minutes of discussion it was decided to accept the Village's calculation of \$12K being the Library's share of the revenue for the past two years and to set up a process for collecting quarterly payments going forward.

Upon motion by Mr. Doyle, and seconded by Mr. Danish, it was resolved to unanimously approve the Personnel Actions.

7. Financial Reports:

Treasurer's Report:

As of Sept. 30th the Library has begun to draw upon its line of credit from Provident Bank. Projections from the Director and Business Manager suggest that the Library will only draw down 350K of the 400k available before it receives its FY2014 revenue from the Nyack school district. In terms of operations and budget, the Library is running favorable to the budget due to the strong management of the Business Manager and Library Director. The favorable variance comes largely from operations with the other enterprises under the Library's umbrella operating on a cash neutral basis. The Library has a principal payment on its bonds of \$225k that will be made on December 1st and an interest payment of \$275K that will also be made on December 1st. The remaining \$275k of debt service payments will not be due until June 1, 2014. The Library is beginning the audit process for fiscal 2013, and will send out the audited annual report in November along with the interest and principle payments.

The remainder of the Treasurer's report summarized the efforts to revise the Library's property boundaries, put in place leases for all the rental properties and the status of the Carnegie Concert Series. This was followed by a lengthy discussion of the Grandview property tax question. Finally, the Director recommended that the Library gather its information and then seek guidance from the experts at RCLS and the Department of Library Development in Albany regarding the Grandview property tax matter.

Financial Statements and Disbursement Reports:

Ms. Alfano briefly reviewed the financial statements and disbursement report. Ms. Alfano explained that the Library has been very cautious with its spending and is doing well with sticking to the budget. She explained that there is a new bookkeeper and that the position has been streamlined and requires less time than was needed with the previous bookkeeper. Ms. Alfano then took questions from the Board regarding specific line items in the financial statements regarding receivables.

Upon motion by Dr. Evangelist and seconded Mr. Seiler, it was resolved to unanimously approve the Financial Statements and the Disbursement Report.

8. Committee Reports:

Policy and Personnel Committees:

Mr. Doyle presented the revised Personnel Handbook to the Board of Trustees for approval, on behalf of the Policy and Personnel Committees, which met to review and recommend the updates. After some discussion it was suggested that the revision should include a description of the Nyack Library's service area as well as an update to the Financial Support Section of the handbook removing the reference to the Nyack School District.

Upon Motion by Mr. Doyle and seconded by Mr. Seiler, it was resolved to unanimously approve the revised Personnel Handbook as amended, effective on the date of approval.

Building Committee:

Mr. Seiler presented a brief update on the work of the Building Committee to move forward with the redrawing the Library's boundaries. He noted that the committee was moving to have the issue placed on the agenda for the Village Planning Board, but doubted they would be successful in getting it on for the next meeting. The Building Committee will notify all Trustees when they have secured a date for the issue to go before the Planning Board.

9. Old Business:

Absentee Ballots:

Dr. Evangelist reported back to the Board of Trustees that she has spoken with the District Clerk regarding the possibility of picking up absentee ballots at the Library as well as, at the District offices. The District Clerk is looking into the possibility. What might have to happen is that someone in the Library would need to be appointed as an Assistant or Alternate Clerk for the designated date and time and then they could record and distribute the absentee ballots on behalf of the District. Dr. Evangelist will report back to the Board once she has more definite information, but this possibility is currently being investigated.

10. New Business:

RCLS Proposed Annual Budget:

The Library Director introduced the proposed budget, and the costs to the Nyack Library, which is based on the standard calculation of population and expenditures. She then requested that the Board of Trustees vote on a Resolution to accept the budget. This introduction was followed by a Board discussion of the quality of the current library catalogue and other services provided by RCLS.

Upon Motion by Mr. Doyle and seconded by Mr. Danish, it was unanimously resolved that the Board support the Director in expressing both to other Rockland Libraries and RCLS our longstanding dissatisfaction with the catalogue and other aspects of their services.

Upon Motion by Dr. Evangelist and seconded by Mr. Seiler, it was unanimously resolved not to accept the RCLS Budget as presented.

Upon Motion by Mr. Doyle and seconded by Mr. Danish, it was unanimously resolved that the Board's ballot when returned to RCLS be accompanied by a statement from the Board that the decision not to accept the RCLS Budget reflects the Board's profound dissatisfaction with the service RCLS has provided such as the catalogue and inter-library loan procedures.

Gifts to the Library:

The Director presented a question from a patron regarding gifts of securities to the library. It was noted that the library has accepted such gifts in the past. This was followed by a discussion of the procedures for handling this type of transfers.

Nominating Committee:

It was noted that the Board of Trustees would have 3 open seats during the next election. Library Board Candidates need to be nominated at the December Meeting of the Board of Trustees. Notices regarding the nominations process and the will be posted in the Library Newsletter, on the Library Website, on the doors of the Library, and press release will be issued to local news outlets. The Board President then appointed Mr. Seiler to the Nominating Committee. The committee now consists of the following Trustees: Kevin Doyle, Debra Karten (Chair), Myria Jean-Giles, and Roger Seiler.

11. Public Comments:

None.

12. Adjournment:

Upon motion Mr. Doyle and seconded by Mr. Danish it was unanimously resolved to adjourn the meeting at 9:55pm.

Respectfully submitted,
Lori Hylton
Board Clerk