

**The Nyack Library**  
**Minutes of the Regular**  
**Board of Trustees Meeting**  
**Monday, December 20, 2021**

**Present:**

E. Michael Growney, **President**  
Ellyse Okin Berg, **Vice President**  
Brian Murrell, **Treasurer-via phone**  
Wayne Henry  
Tamara Jhashi  
Roger Seiler-**via phone**  
Bebb Wheeler Stone  
Valerie Williams-Sanchez

**Absent:**

\*Debra Karten, **Secretary**  
Peter Danish  
Michael Penn

\*=Excused

**Staff:** Angela Strong, Library Director  
Sharon Alfano, Business Manager

***Call to Order:***

The Board President Mr. Growney called the Regular Monthly Meeting of December 20, 2021, to order at 7:12 p.m., in the Community Meeting Room.

***Agenda Approval:***

**Upon motion** by Ms. Berg, seconded by Mr. Henry, it was resolved to approve the agenda. The yes votes were unanimous 6-0.

***Review of the Minutes:***

**Upon motion** by Ms. Berg, seconded by Dr. Stone, it was resolved to approve the Minutes of the Regular Meeting of November 15, 2021. The yes vote 6-0.

***Public Comments:***

None.

***Director's Report:***

Mrs. Strong reviewed highlights of the month with the Board. An independent energy study was conducted in November, as part of the Building Condition Study. There is no projected date of completion for the Building Condition Study report.

Mrs. Strong is working with the Village Administrator to resolve the Parking Fees payment for 2020-2021. In November the labor contract was finalized, a new payroll system was implemented and the Staff Handbook was updated.

Mrs. Strong informed the Board about the Art Café installing a pergola on their front patio of their residence. Mrs. Strong attended a Village Zoning Meeting and expressed her concerns on the project.

Mrs. Strong mentioned all the time and effort to produce the draft of the Long-Range Plan handed out in the reports.

Mrs. Strong thanked Mr. Danish, Rita Harvey, and pianist Maija Kupris for their performance at the Donor Reception in November.

There are two RCLS training sessions for Trustees-January 11- Advocacy 101, and January 25-Basic Library Trustee Education.

**Upon motion** by Ms. Berg, seconded by Wayne Henry, the Board unanimously approved the Personnel Actions. The yes vote 6-0.

**Upon motion** by Mr. Henry, seconded by Dr. Stone, the Board unanimously approved the Inventory Report. The yes vote, 6-0.

***Committee Reports:***

***Development Committee:***

**Upon motion** by Ms. Berg to accept the Gifts & Grants Report for November 2021, and seconded by Dr. Stone, the Board resolved to accept with appreciation \$2,026 in Designated support and \$5,841.94 in Friends of the Library support. The 2022 Annual Development Appeal total to date has brought in \$9,657 in donations. The yes vote was unanimous 6-0.

***Policy Development & Long-Range Planning Committee:***

Dr. Williams-Sanchez reported for the Committee. The Board reviewed in detail the changes to the Nyack Library Staff Handbook.

**Upon motion** by Dr. William-Sanchez, seconded by Ms. Berg, the Board unanimously accepted the changes to the Nyack Library Staff Handbook. The yes vote, 6-0.

Dr. Williams-Sanchez discussed all the work involved in developing the draft of the Long-Range Plan 2022-2026. The Board should take the time to review and reflect on the new plan and be ready to vote on it at the January 2022 Board Meeting.

***Building & Property Committee:***

Mr. Seiler reported the committee is waiting for the Building Condition Study to be completed.

Mr. Seiler discussed the Village of South Nyack dissolving and how it relates to the Library Charter. The Board discussed this matter.

Personnel Committee:

Dr. Jhashi stated the Committee met last week and reviewed the changes to the Staff Handbook; they also reviewed the Long-Range Plan and had a general discussion about it and agree with it.

Nominating Committee:

Ms. Berg announced the Committees candidate, Steven Cea, to fill the seat vacated Debra Karten, and stand for election at the January 10, 2022 Trustee Election. Mr. Cea reviewed his background for the Board.

**Upon motion** by Ms. Berg, seconded by Mr. Henry, the Board accepted E. Michael Grownney, Tamara Jhashi and Stephen Cea as candidates to run for the three seats up for election at the January 10, 2022 Trustee Election. The yes vote was 4 with 2 Abstentions.

Audit Committee:

Mr. Seiler and Mr. Henry had phone discussions to clarify the role of the Auditor. The Committee will begin discussions on that in the new year.

Finance Committee:

Mr. Murrell reported for the Committee. The Committee met last week and continued discussion on the financial objectives in relation to the Long-Range Plan, and they reviewed a draft of the proposed budget. Also reviewed were the format changes to board reports, and how they are presented to the Board.

**Financial Reports:**

*Treasurer's Report:*

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. Cash balances at the end of November totaled \$3,127,609. Tax Revenue in the amount of \$533,231 was received November 17. Current Bond Status, \$7,000,415 in long term debt remaining on the 2017 tax-exempt bond with TD Bank. Mr. Murrell discussed the details of the monthly disbursements, which require Board approval. Year-to-date FY 2021 the Library operated at a \$55,620 surplus and the DePew House operated at a \$5,159 surplus.

**Upon motion** by Mr. Grownney, seconded by Dr. Stone, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of November 30, 2021 and the November 2021 Performance Report. The yes vote 6-0.

**Upon motion** by Mr. Grownney and seconded by Dr. Williams-Sanchez, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for November 2021 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$91,279.53, Rental Fund Expenses of \$3,743.63, Debt Fund Expenses for \$36,322.90, Payroll Disbursement for pay date November 5, 2021 for \$55,414.66, Payroll Disbursement for pay date November 12, 2021 for \$14,898.41 and Payroll Disbursement for pay date November 19, 2021 for \$57,247.69 for a total of \$258,906.82. The yes votes, 6-0.

**Old Business:**

Mr. Seiler informed Mrs. Strong that a contract was written for the Parking Lot agreement. Mr. Seiler discussed some aspects of the original contract.

Mrs. Strong updated the Board on COVID related matters and changes to staffing, programming and library open hours.

***New Business:***

Ms. Berg presented a Proposed By-Laws change.

**Upon motion** by Dr. Jhashi, seconded by Dr. Stone, the Board unanimously approved the change in the By-Laws under section 2. Board of Trustee, part c. Election of Trustees, to add after the fourth sentence, *Trustees must be Nyack Library cardholders in good standing for one year prior to filing of application.* The yes vote, 6-0.

Mrs. Strong discussed the changes in the Proposed Preliminary FYE 2023 Budget.

**Upon motion** by Mr. Growney, seconded by Ms. Berg, the Board unanimously agreed to adopt the Preliminary FYE 2023 Budget as presented. The yes vote, 6-0.

***Adjournment:***

**Upon motion** by Dr. Stone, seconded by Ms. Berg, the Board unanimously agreed to adjourn at 8:45 pm. The yes vote 6-0.

Respectfully submitted,

*Minerva Parker*

Board Clerk