

The Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, February 15, 2021

Present:

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

Absent:

*Peter Danish

*=**Excused**

Staff: Angela Strong, Library Director
Sharon Alfano, Business Manager
Minerva Parker, Board Clerk

Guest: Al Coster, Baldessari & Coster LLP

Call to Order:

The Board Vice President Ms. Berg called the Regular Monthly Meeting of February 15, 2021, to order at 7:10 p.m., via Zoom.

Agenda Approval:

Upon motion by Dr. Stone, seconded by Ms. Karten, it was resolved to approve the agenda. The yes votes were unanimous, 10-0.

Review of the Minutes:

Upon motion by Ms. Karten, seconded by Dr. Jhashi, it was resolved to approve the Minutes of the Regular Meeting of January 11, 2021. The yes votes were unanimous, 10-0.

Public Comments:

None.

FY 2020 Audit Review:

Al Coster, Baldessari & Coster, LLP, presented to the Board the FY June 30, 2020 Audit report, the Board and Mr. Coster reviewed the report in detail. Paying close attention to the New York State and Local Retirement Systems invoices.

Upon motion by Mr. Seiler, seconded by Mr. Murrell, the Board unanimously accepted the FY June 30, 2020 Audit report. The yes vote 10-0.

Director's Report:

Mrs. Strong gave highlights of the Director's Report. A new fence was installed on the DePew property north side to replace the old one. Fencing was also placed around the Red Barn stairwell to the basement. The security access system was updated at the DePew House. And repair and paint work is being done in Suite 1C. Mrs. Strong reported that Lou Moreno is working on the upgrade for the Microsoft Office licenses for staff computers. Mrs. Strong reported another employee is currently out on unpaid leave. Mrs. Strong mentioned, Youth Services Librarian, Pernel Wilfred will be participating in a training course called Project Ready, the primary focus is improving relationships with services and resources to youth of color. Mrs. Strong will review when the Browse & Borrow program can resume. Mrs. Strong attended Facilities 101 training in January. Mrs. Strong is currently working to process the NYS Annual Report. NYLA Advocacy Day is February 26, and this year will be held virtual and as many as possible are encouraged to participate. Mrs. Strong discussed the Carnegie Concerts schedule of virtual concerts for the spring.

Ms. Berg congratulated Aldona Pilmanis on being awarded a Storytime Studio Mini-Grant from RCLS, and she thanked Tracy Dunstan for clerical clarification from a prior report.

Upon motion by Ms. Berg, seconded by Ms. Karten, the Personnel Actions were unanimously accepted. The yes vote 10-0.

Upon motion by Mr. Henry, seconded by Mr. Seiler, the Hardware Inventory Report was unanimously accepted. The yes vote 10-0.

Committee Reports:

Development Committee:

Upon motion by Dr. Williams-Sanchez to accept the Gifts & Grants Report for January 2021, and seconded by Ms. Berg, the Board resolved to accept with appreciation \$499.96 in Designated support to the Annual Appeal 2021. The 2021 Annual Development Appeal total to date has brought in \$16,168.20 in donations. The yes vote was unanimous 10-0.

Personnel Committee:

Dr. Jhashi reported the Committee met on February 10 and discussed the current Personnel out on leave. The committee also reviewed the employee complaint procedures in the Staff Handbook. The committee reviewed the relevant language in the Staff Handbook and agreed it was appropriate to regard Article 15 of the Collective Bargaining Agreement as superseding the Staff Handbook. Union employees should follow established grievance procedures and non-Union employees should make every attempt to resolve the issue with the Library Director. The NLSA contract will expire June 30, 2021, so the negotiations will begin in March. Mr. Growney and Mr. Danish will join the Negotiations Committee.

Building & Property Committee:

Mr. Seiler reported the Committee met on January 26 and they focused largely on the maintenance problems with the building closing and opening during the COVID 19 pandemic. The Committee discussed how to deal with problems getting vendors in with a partially open building. A proposed job description for a Facility Manager was mentioned and will be presented at a later date.

Policy Development & Long Range Planning Committee:

Dr. Williams-Sanchez reported the Committee met on February 11. The Committee discussed current policies under review and the Long Range Plan Policy. Policies discussed were; The Open Door Policy in the Staff Handbook, the impact of the NLSA Agreement, Role of the Director and the Board, how to handle non-unionized employees, the Whistleblower Policy, Video Surveillance Policy, and the Room Naming Policy. This committee will meet on the 2nd Thursday of each month, 6-7 pm.

Financial Reports:

Treasurer's Report:

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. The available cash balances in library accounts on January 31 were \$2,224,802. At the end of January, \$7,207,715 was remaining in long term debt on the 2017 tax-exempt bond with TD Bank. Year to date FY 2021 the Library operations accounted for a \$134,621 surplus and the DePew House operated at a \$478 deficit.

Upon motion by Mr. Murrell and seconded by Mr. Penn, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for January 2021 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$81,537.80, Rental Fund Expenses of \$17,072.48, Debt Fund Expenses for \$36,322.92, Payroll Disbursement for pay date January 15, 2021 for \$51,884.90 and Payroll Disbursement for pay date January 29, 2021 for \$51,815.13 for a total of \$238,633.23. The yes votes, 10-0.

Upon motion by Mr. Murrell, seconded by Dr. Williams-Sanchez, the Board unanimously approved the Treasurer's Report and Financial Statements, 10-0.

Old Business:

None.

New Business:

Ms. Williams-Sanchez announced that she successfully defended her dissertation and her PhD was confirmed on January 29.

Adjournment:

Upon motion by Mr. Seiler, seconded by Ms. Berg, the Board unanimously agreed to adjourn at 8:35 pm. The yes vote 10-0.

Respectfully submitted,

Minerva Parker

Board Clerk