**The Nyack Library**

**Minutes of the Regular**

**Board of Trustees Meeting**

**Monday, July 15, 2019**

**Present:**

E. Michael Growney, **President**

Ellyse Okin Berg, **Vice President**

Debra Karten, **Secretary**

Peter Danish

Tamara Jhashi

Roger Seiler

Bebb Wheeler Stone

Cora Sarjeant Wilder

**Absent:**

\*Brian Murrell

**\*=Excused**

**Staff:** Angela Z. Strong, Library Director

Sharon Alfano, Business Manager

Minerva Parker, Administrative Assistant

Shira Ronis Barkoe, Head of Technology & Digital Services

***Call to Order****:*

The Board President Mr. Growney called the Regular Monthly Meeting to order at 7:40 p.m.

***Agenda Approval:***

**Upon motion** by Mr. Seiler, seconded by Ms. Berg, it was resolved to approve the proposed agenda. The yes votes were unanimous, 8-0.

***Review of the Minutes:***

**Upon motion** by Mr. Seiler, seconded by Ms. Karten the Minutes of the Annual Meeting, January 8, 2018 were approved with exception, the yes vote 5-0. Due to unforeseen circumstances, with the death of Mr. Steve Beck, Board Treasurer, and the resignation of Mr. Peter Vermazen. Dr. Wilder abstained; she was not present at that meeting.

**Upon motion** by Ms. Berg, seconded by Mr. Seiler, the Minutes of the Regular Meeting, April 8, 2019, were approved, the yes vote 6-0. Mr. Danish and Dr. Wilder abstained; they were not present at that meeting.

**Upon motion** by Mr. Seiler, seconded by Dr. Wilder, the Minutes of the Regular Meeting, May 13, 2019, were approved, the yes vote, 6-0. Mr. Danish and Ms. Karten abstained; they were not present at that meeting.

**Upon motion** by Ms. Karten, seconded by Ms. Berg, the Minutes of the Regular Meeting, June 10, 2019, were approved, the yes vote, 7-0. Mr. Seiler abstained; he was not present at that meeting.

***Public Comments:***

None.

***Director’s Report:***

Mrs. Strong reviewed her report with the Board. Mrs. Strong discussed the problems with the AC unit, a motor was burned out and a condenser stop working, which was replaced last year. The Library is waiting for quotes for the repair work.

Mrs. Strong stated the first session for Sexual Harassment Prevention Training will begin tomorrow. The Sexual Harassment Policy will be addressed under New Business.

Mrs. Strong announced to the Board that the Youth Services and Circulation Departments have both received Certificates of Appreciation, one from Rockland Board of Cooperative Education given to Aldona Pilmanis and one from Summit School given to Donna Lightfoot Cooper.

Mrs. Strong reported that a letter of resignation was received from the Teen Librarian, Kim Naples. She will be going to work for the Nanuet Library as Head of Adult Services in September.

**Upon motion** by Mr. Danish, seconded by Ms. Berg, the Personnel Actions were unanimously accepted. The yes vote 8-0.

**Upon motion** by Mr. Seiler, seconded by Dr. Stone, the Inventory report was unanimously accepted. The yes vote

8-0.

***Staff Visitor Report:***

Shira Ronis Barkoe, Head of Technology & Digital Services, gave a power point presentation to the Board on the new makerspace, the Creative Lab. Ms. Barkoe talked about the new ideas she would like to implement in the Creative Lab, which would serve all ages, from elementary age to seniors. Ms. Barkoe and the Board discussed the subject in detail.

***Committee Reports:***

*Development Committee:*

**Upon motion** by Mr. Danish to accept the Gifts & Grants Report for June 2019, and seconded by Ms. Berg, the Board resolved to accept with appreciation $195 in General support, $18 in Designated support to the Seed Exchange, and $445 in Designated support to the Annual Appeal and $1,496.70 from Friends of the Library support . The 2019 Annual Development Appeal total to date has brought in $16,901 in donations. The yes vote was unanimous 8-0.

The Development Committee had a meeting to begin planning the Annual Appeal Gala, scheduled for November 22, 2019. The Committee is currently working Save the Date cards for the Gala.

***Financial Reports:***

*Treasurer’s Report:*

Mr. Growney reported the available cash balance on June 30, $737,912; on June 30 the Library had $8,756,443 in long term debt with TD Bank; the sale of the Stevenson House closed on June 14, 2019; through June Library operations accounted for $222,976 surplus; the DePew House operated at a $58,891 cash deficit; through June the Stevenson House operated at a $24,058 cash surplus. The Board discussed the details of the Financial Reports.

**Upon motion** by Mr. Growney and seconded by Mr. Seiler, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for June 2019 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of $47,313.97, Rental Fund Expenses of $43,445.90, Debt Fund Expenses for $36,322.88, Payroll Disbursement for pay date June 6, 2019 for $54,692.14, and Payroll Disbursement for pay date June 21, 2019 for $54,898.40 for a total of $236,673.29. The yes votes, 8-0.

Be it Resolved, on behalf of the Nyack Library Board of Trustees, Mr. Danish would like to thank the late Steve Beck, Treasurer, Brian Murrell, Trustee and Sharon Alfano, Business Manager on work done to accomplish the sale and defeasance of the bonds. **Upon motion** by Ms. Berg, seconded by Dr. Wilder, the Board unanimously accepted this resolution. The yes vote 8-0. Mr. Danish would like a copy sent to the wife, Mary Beck.

**Upon motion** by Mr. Seiler, seconded by Ms. Karten, the Board unanimously approved the Treasurer’s Report and Financial Statements, 8-0.

***Old Business:***

Mrs. Strong gave the Board an update on the meeting she and Mr. Growney had with Mr. Kurz about his donation to the Library.

**Upon motion** by Mr. Seiler, seconded by Ms. Berg, it was unanimously approved to amend the Agenda to include an Executive Session after item #10 New Business, the yes vote, 8-0.

***New Business:***

Mrs. Strong discussed the new policy on Sexual Harassment Prevention and how each Employee and Board Member must take this training by October 9, 2019, to be in compliance with New York State Law. Training schedules have been developed and sent to all Employees and Board Members. The training must be taken every year; certificates are valid for one year.

**Upon motion** by Mr. Danish, seconded by Ms. Karten, the Board unanimously adopted the Sexual Harassment Prevention Policy. The yes vote 8-0.

**8:44 pm Upon motion** by Ms. Berg, seconded by Mr. Seiler, the Board unanimously agreed to go into Executive Session to discuss Union Negotiations & Room Naming Opportunities. The yes vote 8-0.

**10.07 pm Upon motion** by Ms. Berg, seconded by Ms. Karten the Board unanimously agreed to come out of Executive Session. The yes vote 8-0.

**Upon motion** by Roger Seiler, seconded by Mr. Danish it was unanimously resolved to authorize Board President Michael Growney, to appoint a sub-committee of the Development/PR Committee to review policies and practices for naming of rooms and spaces belonging to the Library and for accepting donations for that purpose. The yes vote 8-0.

***Public Comments:***

None.

***Adjournment:***

**Upon motion** by Mr. Danish, seconded by Ms. Karten, it was resolved to adjourn the meeting at 10:12 p.m. The yes vote was unanimous, 8-0.

Respectfully submitted,

Minerva Parker

Board Clerk