

The Nyack Library
Board of Trustees
Draft Minutes of the Regular Meeting
June 12, 2017

Present:

E. Michael Growney, **President**
Mary Anne Evangelist, **Vice President**
Stephen Beck, **Treasurer**
Ellyse Okin Berg
Chris Bresnan
Peter Danish
Henry Minnerop
Roger Seiler
Cora Sarjeant Wilder

Absent:

*Debra Karten, **Secretary**
*Peter Vermazen

*=Excused

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

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 revised agenda. The yes votes were unanimous.

Review of the Minutes:

Upon motion by Dr. Evangelist, seconded by Mr. Seiler, it was resolved to approve the Minutes of the Regular Meeting of April 10, 2017. There were six yes votes and three abstained votes by Mr. Bresnan, Ms. Berg and Dr. Wilder.

Upon motion by Dr. Evangelist, seconded by Ms. Berg, it was resolved to approve the Minutes of the Regular Meeting of May 8, 2017. There were seven yes votes and two abstained votes by Mr. Seiler and Mr. Danish.

Public Comments:

None.

Director's Report:

Mrs. Marino summarized her written report. The fireplace cleaning is complete. The hardwood flooring will be refinished, the work started on May 30 and is projected to be completed in five to seven days. New lounge furniture has been purchased for the Carnegie Farian room. In May a large branch broke off the Cherry Tree in front of the library, no damage was done on the property and no harm came to any person. Dean Dykeman of Wickes Tree Service came to remove the branch and inspect the tree. The tree is rotting away. He suggests removing the tree and replacing it, a proposal was submitted. The Board discussed this in detail. Mrs. Marino invited the Trustees to attend the Annual Staff Appreciation Dinner, Friday, June 16, at 6:30 p.m., in the Community Meeting Room. Mrs. Marino reported that she will be attending the ALA Annual Conference, June 23-26, in Chicago, IL.

Upon motion by Ms. Berg and seconded by Dr. Evangelist, the Personnel Actions were unanimously approved.

Upon motion by Mr. Seiler, seconded by Ms. Berg, it was resolved to accept the Technology & Outreach Inventory Report. The yes vote was unanimous.

7:50 p.m. **Upon motion** by Dr. Evangelist, seconded by Ms. Berg, the Board unanimously agreed to go into Executive Session to discuss Personnel matters.

8:45 p.m. **Upon motion** by Dr. Evangelist, seconded by Ms. Berg, the Board unanimously agreed to come out of Executive Session.

Committee Reports:

Finance Committee:

Mr. Beck reports for the Finance Committee. The committee is requesting approval to retain the firm of McManimon, Scotland & Baumann, as counsel for refinancing the Series A Bonds. The committee has reviewed the proposal letter. They are pleased with the content of the letter and the qualifications of counsel.

Upon motion by Mr. Beck, seconded by Mr. Seiler the Board approved the recommendation by the Finance Committee to retain McManimon Scotland Baumann as bond counsel. The Board unanimously agreed.

Development Committee:

Upon motion by Ms. Berg to accept the Gifts & Grants Report for May 2017 and seconded by Dr. Evangelist, the Board resolved to accept with appreciation \$25 in General Support, and \$6 in Designated Support to the Seed Exchange, \$518.50 in Designated Support to the 2017 Annual Appeal and \$1,000 for Museum Passes. The yes vote was unanimous.

Policy Development & LRP Committee:

Dr. Evangelist reports for the Committee on the three policies they reviewed for updates- Rules of Conduct, Local History Image Reproduction & Re-Use Policy and the Policy on Budget Amendments & Financial Operation Thresholds.

Upon motion by Dr. Evangelist, seconded by Mr. Beck, the Board unanimously approved the changes to the Rules of Conduct Policy.

Upon motion by Dr. Evangelist, seconded by Ms. Berg, the Board unanimously approved the changes to the Local History Image Reproduction & Re-Use Policy.

Upon motion by Dr. Evangelist, seconded by Mr. Danish, the Board unanimously approved the changes to the Policy on Budget Amendments & Financial Operation Thresholds.

Financial Reports:

Treasurer's Report:

Mr. Beck reported that as of May 31, the Library has \$9,965,000 in Outstanding Bonds, and an interest payment was made on the Series A and B bonds in the amount of \$252,628, on May 25. The Replacement Financing Program is moving along and the Finance Committee submits reports to keep the Board informed on the status. Mr. Beck discussed in detail the key financial metrics for the replacement of the tax-exempt bonds. Cash balance on May 31 in the Library's accounts was \$635,506. Overall Operations and Budget Performance had a cash surplus, \$107,202 for the first eleven months of FY 2017. DePew House is operating at a cash deficit of \$54,374. Stevenson House produced a cash surplus of \$14,298.

Upon motion by Mr. Seiler, seconded by Mr. Bresnan the Board unanimously accepted the Treasurer's Report.

Upon motion by Dr. Evangelist, seconded by Mr. Seiler the Board unanimously accepted the Financial Statements as presented.

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 May 2017 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$58,773.84, Rental Fund Expenses of \$4,548.24, Payroll Disbursement for pay date May 12, 2017 for \$52,824.29, Payroll Disbursement for pay date May 26, 2017 for \$53,247.64. The Board unanimously approved.

Upon motion by Mr. Bresnan, seconded by Dr. Evangelist, the FY 2018 Final Budget was unanimously approved.

Old Business:

Mrs. Marino discussed the new Annual Report 2017 brochure, which gives detail on library facts and figures. The brochure will be given to all new library card applicants and will be available at public service desks.

Dr. Evangelist talked about meeting employees over the weekend, and feeling awkward not knowing who they were. Dr. Evangelist would like the Board to have access to pictures of employees, so they may know who they are.

Mr. Seiler reviewed the Monthly Statistics Report and expressed concern over the negative numbers on the report. He also expressed that the Board should be looking closely at these numbers and determining what it could mean, how it affects the Library.

Mr. Beck wanted to know how does this compare to other libraries in RCLS and is it a trend. Mrs. Marino responded that it is happening at other libraries. Mrs. Marino explained some of the patterns being noticed in all libraries. RCLS has made recommendations on the hold patterns in which each library uses, and making changes to that could change the outcome of the statistics.

New Business:

Mrs. Marino announced the formal opening, a ribbon cutting ceremony of the Kurz Business Corner on June 22, at 5 pm, in the Reference Department and would like the Board to be present. Friday, June 16, at 6:30 pm, in the Community Meeting Room will be the Staff Appreciation Dinner, all Board are invited to attend that, also.

Ms. Berg reported that the Friends of the Library Book Sale, June 3 & 4 weekend, made \$3,200 in book sales.

Public Comments:

None.

Adjournment:

Upon motion by Mr. Danish, seconded by Dr. Evangelist, it was resolved to adjourn the meeting at 9:20 p.m. The yes vote was unanimous.

Respectfully submitted,
Minerva Parker
Board Clerk

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