

**Nyack Library**  
**Minutes of the Regular**  
**Board of Trustees Meeting**  
**Monday, November 20, 2023**

**Present:**

Steven Cea, **President**  
Ellyse Okin Berg, **1<sup>st</sup> Vice President**  
Tracy Dressner, **2<sup>nd</sup> Vice President**, phone conference  
Brian Murrell, **Treasurer**  
Michael Penn, **Secretary**  
Jeremiah Conway  
Tamara Jhashi  
Leslie Kirsch  
Moriah Olsen  
Daniel Wolff

**Absent:**

Diane Christian

**Staff:** Eric McCarthy, Library Director  
Keryn Waltzer, Business Manager

***Call to Order:***

The Board President Mr. Cea called the Regular Monthly Meeting of November 20, 2023, to order at 7:00 p.m., in the Community Meeting Room.

***Agenda Approval:***

**Upon motion** by Ms. Berg, seconded by Mr. Murrell, it was resolved to approve the agenda as presented. There were 9 yes votes.

***Review of the Minutes:***

**Upon motion** by Mr. Murrell, seconded by Ms. Jhashi, the Board approved the Minutes of the Regular Meeting, October 16, 2023. There were 8 yes votes, Mr. Penn abstained.

***Director's Report:***

Mr. McCarthy highlighted a special presentation of Halloween Stories by Jonathan Kruk, Master Storyteller, from Sleepy Hollow. Mr. McCarthy reported Morgan Strand coordinated a program for teenagers with the Phoenix Theater Ensemble, which included a tour of historic Nyack. Mr. McCarthy reported to the Board the fire alarm was set off two times, on Friday and Monday. Mr. McCarthy summarized the Staff Development Day for the Board.

***Public Comments: (full Board Meeting comments may be heard here <https://soundcloud.com>)***

None.

***Committee Reports:***

***Executive Committee:***

Mr. Cea presented the 2024 Official Calendar of Closings & Holidays for approval. Ms. Berg asked if the Staff Development Day should be included on the list of closings.

**Upon motion** by Ms. Berg, seconded by Ms. Olsen, the Board unanimously approved the 2024 Official Calendar of Holidays & Closings and added a Staff Development Day to the Official Calendar of Closings for 2024. There were 9 yes votes.

***Special Presentation:***

Dr. Kawanna Bright, Assistant Professor of Library Science, East Carolina University. Dr. Bright's presentation titled "Inclusivity in Library Policies: Creating, Reviewing and Updating, covered how inequity appears in library policies, and the impact of library policy inequity.

Mr. Cea thanked Dr. Bright and explained that the Board is currently reviewing the Library's policies and asked where to look for a sample or foundational information to build a policy on. Dr. Bright stated it's okay to reuse a policy from something already built. Start in your community and branch out from there to find something to fit your institution. Ms. Jhashi asked Dr. Bright questions about the Harvard IAT, Implicit Association Test.

Ms. Olsen explained that NYSUT offers bias training to members. A great opportunity for the Staff and Board. The Board discussed this in detail.

***Development Committee:***

**Upon motion** by Ms. Olsen, to accept the Gifts & Grants Report for October 2023, and seconded by Mr. Conway the Board resolved to accept with appreciation \$1,075 in Designated support to the Annual Appeal. The 2024 Annual Development Appeal total to date has brought in \$7,452 in donations. Thank you to all those who generously donated. There were 9 yes votes.

Ms. Olsen thanked all who attended the Annual Donor Reception, and thanked Minerva, Eric, Tracy and Terri for their help. Ms. Berg thanked the performers. Ms. Olsen talked about the 2024 Appeal.

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

**Upon motion** by Ms. Berg, seconded by Ms. Olsen, the Board unanimously agreed to accept the revised and updated version of the Conflict of Interest Policy, which will now cover Trustees and Library Staff. There were 9 yes votes.

Mr. Conway presented for review a draft Diversity, Equity and Inclusion Policy, which was vetted by the Nyack Library Social Justice Committee.

***Building & Property Committee:***

Mr. Wolff reported on the roof leaks, and reported the Library will solicit bids on the Furnace project.

**Upon motion** by Mr. Wolff, seconded by Ms. Berg, the Board unanimously approved the addition of 2 Beelink Mini PC's in the Teen Room. There were 9 yes votes.

Mr. Wolff has received two quotes from Landscapers and waiting on a third quote.

Personnel Committee:

Ms. Berg reported the Committee did not meet this month, but the Committee will be compiling the Director's Evaluation.

Nominating Committee:

None.

Audit Committee:

Mr. Penn reported for the Committee. The Accountants submitted the Audit and it is being reviewed, there is one open item in the report. Mr. Penn will invite the Accountants to present and answer questions from the Board.

Friends of the Nyack Library Committee:

Ms. Jhashi reported for the Committee. The Friends had a blockbuster Book Sale, they've reached a high of \$6000. Thanks to everyone who participated in the sale. The proceeds from the book sale go towards supporting the Library. The next sale is June 2024.

Finance Committee:

Mr. Murrell reported that the Committee met last Friday, before the Annual Donor Reception. The Committee discussed the Treasurer's Report and drafted the FY 2024-25 Budget. The Board discussed the Budget in detail.

**Financial Reports:**

*Treasurer's Report:*

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. On October 31 cash balance in the operating accounts totaled \$3,706,638. \$2,250,000 was moved in early November from operating accounts into certificates of deposit with one, three and six-month terms at approximately 5.3%. Long term debt outstanding on the 2017 tax-exempt bond with TD Bank, \$6,546,526. Library operations accounted for \$146,523 surplus; DePew House operated at a (\$6,244) deficit.

**Upon motion** by Mr. Murrell, seconded by Ms. Kirsch, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of October 31, 2023 and the October 2023 Performance Report. There were 9 yes votes.

**Upon motion** by Mr. Murrell and seconded by Mr. Wolff, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for October 2023 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$77,492.43, Rental Fund Expenses of \$632.50, Debt Fund Expenses for \$37,165.19, Payroll Disbursement for pay date October 6, 2023 for \$53,431.18 and Payroll Disbursement for pay date October 20, 2023 for \$52,684.06 for a total of \$221,405.35. There were 9 yes votes.

**Old Business:**

None.

**New Business:**

**Upon motion** by Mr. Cea, seconded by Ms. Kirsch, that the Nyack Library Board of Trustees unanimously agree with DA and votes in favor of switching Integrated Library System providers from SirsiDynix to ByWater Solutions. There were 9 yes votes.

**Executive Session:**

None.

***Adjournment:***

**Upon motion** by Ms. Olsen, seconded by Mr. Conway, the Board unanimously agreed to adjourn at 8:35 pm. There were 9 yes votes.

Respectfully submitted,

*Minerva Parker*

Board Clerk

APPROVED