

The Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, October 18, 2021

Present:

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

Absent:

*Michael Penn
*Peter Danish

*=Excused

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

Call to Order:

The Board President Mr. Growney called the Regular Monthly Meeting of October 18, 2021, to order at 7:03 p.m., in the Community Meeting Room.

Agenda Approval:

Upon motion by Mr. Seiler it was resolved to approve the amended agenda to add an Executive Session under New Business, to further discuss the Staff Association Agreement. The yes votes were unanimous 9-0.

Review of the Minutes:

The Minutes of the July 19, 2021 and the Minutes of the September 20, 2021 were tabled, there was no quorum at either meeting.

Public Comments:

None.

Director's Report:

Mrs. Strong reviewed her report in detail with the Board. There was an unexpected flood in the South Elevator shaft, caused by a clogged sump pump. The new pump was installed on September 15.

The Local History HVAC systems condensation line caused water to flow from the unit on the floor of the furnace room and Local History Room. The unit was serviced and the representative found that the piece to make it flow outside was missing, and they replaced it.

Mrs. Strong was informed by an employee of a broken window, west side left corner, in the Community Meeting Room. Michael Shilale Architects will conduct a Building Condition Study in October, and will prepare a report by December.

Mrs. Strong attended several ANSER Committee meetings, the committee is currently working on a survey for member libraries. At the regular monthly ANSER Committee meeting RCLS announced they would be significantly modifying the requirements for member libraries to use ANSER services.

Mrs. Strong announced that beginning in January 2023 Trustees will be required to have two hours of educational training, per calendar year. Mrs. Strong reminded the Board about the Sexual Harassment Prevention Training, which is required to be completed by all each calendar year.

The Great Give Back donation box, for collecting sock donations, is in the main entry for the month of October. Rosemary Farrell said the donations are going to the Haverstraw Center & the United Way.

Carnegie Concert this Friday, October 22. Dr. Jhashi announced there is a training on Tuesday, October 19, at 5 pm, Trustees Duties & Responsibilities.

Upon motion by Dr. Jhashi, seconded by Ms. Karten, the Board unanimously approved the Personnel Actions. The yes vote 9-0.

No Inventory Report.

Committee Reports:

Development Committee:

Upon motion by Ms. Berg to accept the Gifts & Grants Report for September 2021, and seconded by Dr. Stone, the Board resolved to accept with appreciation \$1,685 Designated support. The 2022 Annual Development Appeal total to date has brought in \$2,201.00 in donations. The yes vote was unanimous 9-0.

Ms. Berg reported the Friends of Nyack Library Book Sale made approximately \$4,500.

Ms. Karten would like the Amazon Smiles program to be promoted more.

Policy Development & Long-Range Planning Committee:

Dr. Williams-Sanchez reported for the Committee. The Community Forums were held in September and the Staff Forum was held in October. Dr. Williams-Sanchez summarized the Forum process with the Board and reviewed the handouts from the Forum presentations. The next steps are to gather data from the forums and form objectives. This information will be distributed to the Departments to be used for future planning. Dr. Williams-Sanchez would like to thank Angela for all she has done in preparation for the forums.

Building & Property Committee:

Mr. Seiler reported for the committee. The Committee plans to make recommendations to the Policy Development & Long Range Planning Committee after the Building Condition Study is complete.

Personnel Committee:

Dr. Jhashi reported for the Committee. The Committee met last week and discussed comments from the Staff Forum and the Staff Association Contract.

Audit Committee:

Mr. Seiler reported for the Committee. The Committee met about two months ago, and there was recommendation to open up the Auditing Firm for a Bid Process. Mr. Seiler would prefer to keep the firm currently in place, they are far superior than any past Auditors hired by the library.

Finance Committee:

Mr. Murrell reported the Committee met last Friday. The Committee is also waiting for the report from the Building Condition Study so they can work out the financial metrics as it relates to the Long Range Plan. The Committee is also taking this time to review how the books and records are managed and plan to have a working session in the upcoming weeks to work on this.

Financial Reports:

Treasurer's Report:

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. Cash balances at the end of September totaled \$811,955. Current Bond Status, \$7,042,440 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 \$38,213 surplus and the DePew House operated at a \$3,519 surplus.

Upon motion by Mr. Murrell, seconded by Ms. Berg, the Library Board unanimously accepted the Financial Statements as presented including the Balance Sheet as of September 30, 2021 and the September 2021 Performance Report. The yes vote 9-0.

Upon motion by Mr. Murrell and seconded by Dr. Stone, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for September 2021 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$42,323.54, Rental Fund Expenses of \$22,340.27, Debt Fund Expenses for \$36,322.89, Payroll Disbursement for pay date September 10, 2021 for \$53,066.02 and Payroll Disbursement for pay date September 23, 2021 for \$54,613.11 for a total of \$208,665.83. The yes votes, 9-0.

Old Business:

Dr. Stone really enjoys the Staff Reports and very pleased with the presentation of Library Happenings, and doesn't know why they are not presented on the Agenda. Dr. Jhashi really enjoys reading them and looking forward to the Podcast. Dr. Stone moves to commend the Staff on the illustrated and very interesting reports presented each month. Ms. Berg thanked the Circulation Department for managing the sales of the Friends merchandise at the check-out desk. The Board was unanimous with the sentiments expressed, 9-0.

New Business:

8:00 pm Mr. Growney **moved** to go into Executive Session to discuss the Nyack Library Staff Association Agreement, seconded by Ms. Berg, the Board unanimously agreed.

9:09 pm Mr. Henry **moved** to come out of Executive Session, seconded by Mr. Seiler, the Board unanimously agreed.

Adjournment:

Upon motion by Dr. Stone, seconded by Dr. Jhashi, the Board unanimously agreed to adjourn at 9:10 pm. The yes vote 9-0.

Respectfully submitted,

Minerva Parker

Board Clerk

APPROVED