**The Nyack Library**

**Minutes of the Regular**

**Board of Trustees Meeting**

**Monday, October 8, 2018**

**Present:**

E. Michael Growney, **President**

Chris Bresnan, **Vice President**

Stephen Beck, **Treasurer**

Ellyse Okin Berg

Brian Murrell

Roger Seiler

Peter Vermazen

Cora Sarjeant Wilder

**Absent:**

\*Debra Karten, **Secretary**

Peter Danish

**\*=Excused**

**Staff:** Jane Marino, Library Director

Sharon Alfano, Business Manager

Minerva Parker, Board Clerk

Shira Barkoe, Head of Technology & Digital Services.

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

***Review of the Minutes:***

The Minutes of the May 14, 2018 Regular Board Meeting were not approved, there was no quorum of Board Members who were present at that meeting to approve them.

**Upon motion** by Mr. Seiler, seconded by Ms. Berg, it was resolved to approve the Minutes of the Regular Meeting of July 23, 2018. Mr. Murrell abstained. There were 7 yes votes, 1 abstention.

The Minutes of the September 24, 2018 Special Board Meeting were not approved, there was no quorum of Board Members who were present at that meeting to approve them.

***Public Comments:***

None.

***New Website Design Staff presentation:***

Shira Barkoe, Head of Technology & Digital Services presented to the Board new designs for the Library Website and Library Logo. Ms. Barkoe showed a slide show of different ideas and the Board discussed this with great detail.

**Upon motion** by Mr. Seiler, with pending stylistic modifications, seconded by Mr. Murrell there were 7 yes votes, with one opposed vote, by Dr. Wilder.

***Director’s Report:***

Mrs. Marino added to her written report that the final balance has been received from the NYS Bridge Authority.

**Upon motion** by Mr. Bresnan, seconded by Ms. Berg, the Board unanimously accepted the Personnel Actions for July/August 2018 and September 2018, 8-0.

**Upon motion** by Mr. Murrell, seconded by Mr. Bresnan, the Board unanimously accepted the Inventory Disposal report for July/August 2018, 8-0.

***Committee Reports:***

*Building & Properties Committee:*

Mr. Vermazen asked Mr. Seiler to explain to the Board the Committee’s recommendation to revise the easement at the Stevenson House to change the direction of the walkway path on the South side of the property, to go straight out to the Broadway sidewalk, not curve around the front out to Broadway.

Mr. Vermazen is getting pricing on carpeting for the Carnegie-Farian Room.

*Development Committee:*

**Upon motion** by Ms. Berg to accept the Gifts & Grants Report for September 2018, seconded by Mr. Murrell, the Board resolved to accept with appreciation $3.00 in General Support, $2,075 in Designated support to the Annual Appeal, $500 in Designated Support. The 2018 Annual Development Appeal total to date has brought in $13,465.00 in donations. The 2019 Annual Development Appeal total to date is $2,075. The yes vote was unanimous 8-0.

**Upon motion** by Ms. Berg to accept the Gifts & Grants Report for July/August 2018, seconded by Mr. Murrell, the Board resolved to accept with appreciation $246.00 in General Support, $252 in Designated Support, $1,435 Friends of the Library program support. The 2018 Annual Development Appeal total to date has brought in $13,465.00 in donations. The yes vote was unanimous 8-0.

Mrs. Marino announced the Annual Donor Reception is scheduled for November 16, 2018. The 2019 Annual Appeal mailer will be going out soon.

*Finance Committee:*

Mr. Beck reported the Finance Committee met last Saturday, October 6, 2018, most of the conclusions from the meeting are summarized in the Treasurer’s Report for September.

*Policy Development & LRP:*

Mr. Seiler reported the Committee met to consider several policy changes and updates to the Tutor Room, Personnel Handbook, and Internet Use Policies and the proposal of the Gift Policy. The Committee recommends the Board adopt the Gift Policy, approved changes and updates to the current policies for the Tutor Room, Personnel Handbook and the Internet Use.

**Upon motion** by Mr. Seiler, seconded by Mr. Murrell, the Board unanimously approved the changes to the policies and the adoption of the Gift Policy. The yes vote 8-0.

*Personnel Committee:*

Mr. Bresnan reported the Committee met earlier this evening to review recommendations from the Policy Dev. & LRP Committee on the changes to the Personnel Handbook. The Committee recommends the Board approve the changes.

**Upon motion** by Mr. Bresnan, seconded by Ms. Berg, the Board unanimously approved the changes to the Personnel Handbook. The yes vote 8-0.

***Financial Reports:***

*Treasurer’s Report:*

Mr. Beck reviewed his report with the Board. As of September 30, the Library had $9,008,993 in long term debt, 86% of that is tax-exempt debt with TD Bank, remaining debt for the 2007 taxable Series B bonds, $1,240,000. The Board discussed in detail retirement of the Series B bonds.

Cash on hand September 30, $150,615; disbursements for September $222,756. First quarter of FY 2019 library had surplus $59,684 from all enterprises. The DePew House operated at a $18,642 cash deficit and the Stevenson House operated at a $6,601 cash surplus.

**Upon motion** by Mr. Beck and seconded by Mr. Seiler it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for September 2018 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of $36,640.17, Rental Fund Expenses of $38,306.42, Debt Fund Expenses for $36,322.92, Payroll Disbursement for pay date September 14, 2018 for $55,280.60 and Payroll Disbursement for pay date September 28, 2018 for $56,206.35, for a total of $222,756.46. The yes votes, 8-0.

**Upon motion** by Mr. Beck and seconded by Mr. Vermazen it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for August 2018 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of $84,804.43, Rental Fund Expenses of $7,025.07, Debt Fund Expenses for $36,322.93, General Reserve Expense of $12,145.00, Payroll Disbursement for pay date August 2, 2018 for $57,117.11, Payroll Disbursement for pay date August 17, 2018 for $55,155.94 and Payroll Disbursement for pay date August 31, 2018 for $54,840.86, for a total of $307,411.34. The yes votes, 8-0.

**Upon motion** by Mr. Beck and seconded by Ms. Berg it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for July 2018 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of $70,060.17, Rental Fund Expenses of $2,465.31, Debt Fund Expenses for $36,322.86, Payroll Disbursement for pay date July 6, 2018 for $53,027.21 and Payroll Disbursement for pay date July 20, 2018 for $55,339.35, for a total of $217,214.90. The yes votes, 8-0.

**Upon motion** by Ms. Berg, seconded by Mr. Bresnan, the board unanimously accepted the Financial Statements. The yes vote 8-0.

***Old Business:***

Mr. Seiler discussed statistic trends and the declining numbers in checkouts. Mr. Seiler reported he noticed a change and the numbers are rising. Mrs. Marino explained that automatic renewals started around July 2018 thereby increasing circulation.

Ms. Berg announced Wednesday, November 14, 2018 is the Friends of the Library fundraiser play, “She Loves Me,” playing at the Elmwood Playhouse. And the Friends of the Library Book Sale is scheduled for the weekend of November 3 & 4, 2018.

Mr. Beck reported the audit firm, Baldessari & Coster, is finished with field work for the audit, FY 2018. There were no issues bought to Mr. Beck’s attention by the auditor. Mr. Beck will request a draft of the FY 2018 Financial Report for the Board’s November 12 meeting.

***New Business:***

The 2019 Board Meetings Schedule and 2019 Official Calendar of Holiday Closings were presented to the Board for approval. Mrs. Marino explained that several Staff asked if the Library can close all day Christmas Eve and New Year’s Eve, instead of closing at 1:30 pm. Mrs. Marino is making this special request on behalf of the Staff. The RCLS 2019 Operating Budget will be presented at the November board meeting.

**Upon motion** by Mr. Vermazen, seconded by Mr. Murrell, the Board unanimously accepted the 2019 Board Meetings Schedule and the 2019 Official Calendar of Holiday Closings. The yes vote 8-0.

Upon motion by Mr. Bresnan, seconded by Mr. Murrell, the Board approved the special request to close all day Christmas Eve and New Year’s Eve. There were 7 yes votes, 1 abstention.

***Public Comments:***

None.

***Adjournment:***

**Upon motion** by Mr. Seiler, seconded by Ms. Berg, it was resolved to adjourn the meeting at 9:25 p.m. The yes vote was unanimous, 8-0.

Respectfully submitted,

Minerva Parker

Board Clerk