

**The Nyack Library**  
**Minutes of the Regular**  
**Board of Trustees Meeting**  
**Monday, September 14, 2020**

**Present:**

E. Michael Growney, **President**  
Ellyse Okin Berg, **Vice President**  
Debra Karten, **Secretary**  
Brian Murrell, **Treasurer (r)**  
Peter Danish  
Tamara Jhashi  
Michael Penn  
Roger Seiler (r)  
Bebb Wheeler Stone  
Valerie Williams-Sanchez

\*Cora Sarjeant Wilder

\*=Excused  
r=remote

**Absent:**

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

**Visitor:**

***Call to Order:***

The Board President Mr. Growney called the Regular Monthly Meeting to order at 7:35 p.m.

***Agenda Approval:***

**Upon motion** by Dr. Stone, seconded by Ms. Karten, it was resolved to approve the proposed agenda as amended, Staff Presentations postponed and adding a possible Executive Session after New Business. The yes votes were unanimous, 10-0.

***Review of the Minutes:***

**Upon motion** by Ms. Berg, seconded by Dr. Jhashi, it was resolved to approve the Minutes of the Regular Meeting of July 20, 2020, with changes under the Personnel Committee, to the first sentence to read, *recommend the retention of Ruth Metz & Associates*. There were 9 yes votes, Ms. Karten abstained.

***Public Comments:***

None.

***Director's Report:***

Mrs. Strong reviewed her report with the Board. The replacement coil for the air condenser was delivered in July and scheduled for install in August. Leaks continue to be a problem, this time in the DVD area, material was removed to protect from damage. Mrs. Strong contacted Mike Esmay, Architect to discuss the problems the building has been experiencing. Mr. Esmay toured the areas in question, identified window molding damaged and gave Mrs. Strong information on getting in touch with Helmer-Cronin, the contractor from the project. The library experienced telephone issues with periodic dropped calls throughout the month. Telespan, the phone vendor, and Optimum were contacted to resolve the problem.

Mrs. Strong and the Staff continue to work toward the re-opening process. Curbside Pick-up has begun; Computer Resource Center had two reservations and we are currently preparing for the Browse & Borrow stage, so patrons can browse the collection, by making a reservation. Desk shields have been installed on all service desks. There will be a cleaner in during the afternoons to handle high touch areas throughout the building.

Mrs. Strong noted the Staff Zoomaversary to celebrate Staff marking five, ten, fifteen and thirty years of work service: Aurora Kramer-30; Belinda Cash-15; John Ballard-10; Rosemary Farrell-10; Lucia Gratch-10; Irene Tricano-10 and Bonnie Timm-5. Mrs. Strong would like to acknowledge Tracy Dunstan for the work she has done over the past year in the Adult Services with a title change to Head of Adult Services.

Mr. Seiler discussed the school tax and the percentage approved by the Board is not how it shows up on the tax payers bill, which could be miss leading to the taxpayer. Mrs. Strong is not sure why it would, but will look in to it.

Personnel Actions: none.

**Upon motion** by Ms. Berg, seconded by Ms. Karten, the Inventory report was unanimously accepted. The yes vote 10-0.

***Committee Reports:***

***Development Committee:***

**Upon motion** by Mr. Danish to accept the Gifts & Grants Report for July/August 2020, and seconded by Ms. Berg, the Board resolved to accept with appreciation \$100 in General Support, \$1,982.46 in Designated support to the Annual Appeal 2021 and \$155.68 in Friends of the Library support. The 2021 Annual Development Appeal total to date has brought in \$1,982.46 in donations. The yes vote was unanimous 10-0.

***Financial Reports:***

***Treasurer's Report:***

Mr. Murrell reviewed two months of the Treasurer's Report in detail with the Board. Bond Status on long term debt on the 2017 tax-exempt bond with TD Bank at the end of August was \$7,310,782. In July the year-to-date FY 2021, the Library and DePew House operated at a \$50,166 deficit; In August the year-to-date FY 2021, the Library and DePew House operated at a \$1,145 deficit.

**Upon motion** by Mr. Murrell and seconded by Ms. Berg, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for July 2020 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$114,044.18, Rental Fund Expenses of \$866.89, Debt Fund Expenses for \$36,322.88, Payroll Disbursement for pay date July 3, 2020 for \$54,611.89, Payroll Disbursement for pay date July 17, 2020 for \$54,595.98 and Payroll Disbursement for pay date July 31, 2020 for \$53,923.69 for a total of \$314,365.51. The yes votes, 10-0.

**Upon motion** by Mr. Murrell and seconded by Mr. Penn, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for August 2020 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer: General Fund Expenses of \$75,917.65, Rental Fund Expenses of \$675.66, Debt Fund Expenses for \$36,322.90, Payroll Disbursement for pay date August 14, 2020 for \$53,843.77, and Payroll Disbursement for pay date August 28, 2020 for \$53,518.88 for a total of \$220,278.86. The yes votes, 10-0.

**Upon motion** by Mr. Danish, seconded by Ms. Sanchez, the Board unanimously approved the Treasurer's Report and Financial Statements, 10-0.

Mr. Growney stated it was time to start work on the Preliminary Budget. There could be changes to consider, after the experiences over the past months. Library Policies will also need to be re-examined. Mr. Growney would like the Finance Committee to start meeting to prepare for the Budget.

***Old Business:***

None.

***New Business:***

Mr. Danish asked what happens if there is a spike in COVID19 cases going forward. Mrs. Strong explained that part of the re-opening process comes out of the RCLS Director's Meetings on the planning process for re-opening libraries. The Board discussed the PPE costs incurred, Mrs. Strong reported approximately \$15,000 has been spent on PPE to be in compliance with the State.

***Public Comments:***

None.

**Upon motion** by Mr. Growney, seconded by Mr. Danish, the Board unanimously agreed to go into Executive Session at 8:35 pm, to discuss NYSUT meeting and Personnel issues with a Staff. The yes vote 10-0.

**Upon motion** by Mr. Danish, seconded by Ms. Berg, the Board unanimously agreed to come out of Executive Session at 9:58 pm. The yes vote 10-0.

***Adjournment:***

**Upon motion** by Mr. Danish, seconded by Ms. Sanchez, the Board unanimously agreed to adjourn. The Yes vote 10-0.

Respectfully submitted,

*Minerva Parker*

Board Clerk