

Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, September 16, 2024

Present:

Steven Cea, **President**
Tracy Dressner, **1st Vice President**
Jeremiah Conway, **2nd Vice President**
Brian Murrell, **Treasurer**
Daniel Wolff, **Secretary**
Diane Christian
Tamara Jhashi
Leslie Kirsch
Moriah Olsen
Kara Sheridan
Melissa Sullivan

Absent:

Staff: Eric McCarthy, Library Director
Minerva Parker, Board Clerk

Call to Order:

The Board President Mr. Cea called the Regular Monthly Meeting of September 16, 2024, to order at 7:00 p.m., in the Community Meeting Room.

Agenda Approval:

Upon motion by Mr. Wolff, seconded by Ms. Dressner, it was resolved to approve the agenda. There were 11 yes votes.

Review of the Minutes:

Upon motion by Ms. Sullivan, seconded by Ms. Christian, the Board approved the Minutes of the Regular Meeting, July 22, 2024. There were 11 yes votes.

Upon motion by Ms. Dressner, seconded by Mr. Conway, the Board approved the Minutes of the Special Meeting, July 29, 2024. There were 8 yes votes and 3 abstentions, Ms. Olsen, Ms. Sullivan and Mr. Murrell.

Director's Report:

Mr. McCarthy hired Wicks Arborists to prune trees around the DePew House. Wicks worked along side of O & R as they were pruning trees around the power lines. There was a failure with one of the furnaces that handles the HVAC system in July. The Library migrated to the new ILS catalog in early August.

Personnel changes-the open Business Manager position has been posted; two Teen Room Information Specialist positions are open.

In August, two raccoons got into the attic space and the exterminator was called to remove them. One of them was electrocuted and it caused a bad stench throughout the Carnegie Building, so the Library was closed August 16 & 17. ServPro was called to remedy the odor in that area of the library. Mr. McCarthy publicly thanked Steve Cea, Daniel Wolff, Minerva Parker, Jeff Flournoy, Tracy Dressner, Tracy Dunstan and Terri Evans for handling this problem, while he was out of the country on vacation.

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

None.

Committee Reports:

Executive Committee:

Mr. Cea would like to remind Committee Chairs to submit any budget implication items for the upcoming year, to Mr. McCarthy, it's budget season.

Development & Public Relations Committee:

Ms. Olsen reported the Committee met in August and discussed the Annual Appeal process, the Donor Reception in November and other fundraising ideas for next year.

Upon motion by Ms. Olsen, to accept and gratefully acknowledge the Gifts & Grants for July 2024, seconded by Ms. Kirsch, the Board resolved to accept with appreciation \$500 in Designated support from the Friends of the Library. The 2024 Annual Development Appeal total to date has brought in \$33,184 in donations. Thank you to all those who generously donated. There were 11 yes votes.

Upon motion by Ms. Olsen, to accept and gratefully acknowledge the Gifts & Grants for August 2024, seconded by Ms. Kirsch, the Board resolved to accept with appreciation \$50 in Designated support to the Annual Appeal and \$2,112.20 in Designated support from the Friends of the Library. The 2024 Annual Development Appeal total to date has brought in \$33,234 in donations. Thank you to all those who generously donated. There were 11 yes votes.

Nominating Committee:

No report.

Policy Development & Long-Range Planning Committee:

Ms. Dressner reported the Committee met in July & August and finished work on the Prohibited Patron Conduct Policy, to be voted on at the October meeting. The Board discussed the policy and changed the title to Prohibited Conduct Policy.

Long Range Planning Committee:

No report.

Personnel Committee:

Ms. Dressner reported the Committee met this month to discuss Personnel changes.

Building & Property Committee:

Upon motion by Mr. Wolff, seconded by Ms. Dressner, the Board approved the addition of one Dell Optiplex 7020 computer. The yes vote 11-0.

Mr. McCarthy discussed how the smart screens are being used for story times, films and how the Teens are using it for gaming.

Mr. Wolff stated the Committee did not meet, but consulted on the landscaping, lighting in the parking lot, security camera system, furnace, drainage problems, bids on the roof project and repairs on the DePew House.

Audit Committee:

No report.

DePew House ad-hoc Committee:

Ms. Kirsch reported the Committee has retained a consultant to conduct a feasibility analysis to determine if there are any restrictions on potential uses of the DePew House. The report should be ready in about a week or so.

Friends of the Nyack Library Liaison Committee:

Ms. Olsen reported the Friends are accepting donations for the book sale until September 30. The book sale is November 2 & 3. Volunteers are needed. Ms. Olsen discussed the events and programs sponsored by the Friends this year.

Ellyse Berg, Friends of the Library, discussed museum pass circulation. The Board offered suggestions on how to get the information out about museum passes.

Finance Committee:

Mr. Murrell reported the Committee met last Friday. Discussed changes with the Business Manager position and updating Key Bank signatories and tenant deposit accounts.

Upon motion by Mr. Murrell, seconded by Ms. Dressner, the Board unanimously authorized the removal of Keryn Waltzer from the Key Bank Operating checking account ending in 4026; the removal of Keryn Waltzer from the Key Bank Savings account ending in 6076; the removal of Keryn Waltzer from All Tenant Security Deposit accounts. The yes vote 11-0.

Upon motion by Mr. Murrell, seconded by Ms. Kirsch, the Board agreed to increase the Debt Retirement Reserve by \$145,000, for a total of \$500,000. The Board discussed the need for the increase. The yes vote 11-0.

Financial Reports:

Treasurer's Report:

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. On July 31 cash balances totaled \$203,369; on August 31 cash balances totaled \$225,712. An additional \$2,203,339 and \$1,728,355 is invested in certificates of deposit, 1 – 4-month terms at rates from 4.9%-5.0%. Current bond status on July 31 \$6,323,242 in long term debt outstanding on the 2017 tax-exempt bond with T.D. Bank; on August 31 \$6,300,894 in long term debt outstanding on the 2017 tax-exempt bond with T.D. Bank. For July the Library operated at a \$29,337 surplus, the DePew House operated at a \$1,761; for August the Library operated at a \$55,767 surplus and the DePew House operated at a (\$2,418) deficit.

Upon motion by Mr. Murrell, seconded by Mr. Wolff, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of July 31, 2024 and the July 2024 Performance Report. There were 11 yes votes.

Upon motion by Mr. Murrell, seconded by Mr. Conway, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of August 31, 2024 and the August 2024 Performance Report. There were 11 yes votes.

Upon motion by Mr. Murrell and seconded by Ms. Sullivan, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for July 2024 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$82,671.93 Rental Fund Expenses of \$196.16, Debt Fund Expenses for \$36,322.83, Payroll Disbursement for pay date July 12, 2024 for \$62,603.03, and Payroll Disbursement for pay date July 26, 2024 for \$63,443.45 for a total of \$245,237.40. There were 11 yes votes.

Upon motion by Mr. Murrell and seconded by Ms. Kirsch, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for August 2024 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$116,433.32, Rental Fund Expenses of \$5,971.25, Debt Fund Expenses for \$36,322.82, Payroll Disbursement for pay date August 9, 2024 for \$62,646.33, and Payroll Disbursement for pay date August 23, 2024 for \$65,404.39 for a total of \$286,778.11. There were 11 yes votes.

Old Business:

None.

New Business:

Ms. Jhashi would like to commend the Staff for all the work done over the Summer.

7:45 pm Upon Motion by Mr. Wolff, seconded by Ms. Dressner, the Board adjourned into Executive Session to discuss Personnel matters. There were 11 yes votes.

9:00 pm Upon Motion by Mr. Conway, seconded by Ms. Sheridan, the Board agreed to come out of Executive Session. There were 11 yes votes.

Adjournment:

Upon motion by Mr. Conway, seconded by Ms. Christian, the Board agreed to adjourn at 9:00 pm. There were 11 yes votes.

Respectfully submitted,

Minerva Parker

Board Clerk