

West Nyack Free Library BOARD OF TRUSTEES

MINUTES: Meeting of the Board of Trustees

DATE: October 9, 2017

PRESENT: Lorette Adams, Melissa DeNicola, R. Kosinski, C. Maloney, Eugenia Schatoff

ABSENT: F. Alkin, K Mohr

- I. Call to Order – R. Kosinski called meeting to order at 7:37 P.M.
- II. Minutes – L. Adams moved to accept the minutes as amended of September 11, 2017; seconded by C. Maloney; passes unanimously.
- III. Financial Reports presented by L. Adams
 - A. 2017 Income and Expenses through September 2017 – The reports were received.
 - B. Bank Account Analysis through September 2017 – The reports were received.
 - C. Approval of Checks and Warrants through September 2017 – C. Maloney moved to approve the expenditures; seconded by M. DeNicola; passed unanimously.
- IV. Committee Assignments and Reports
 - A. Buildings and Grounds Reported for Frank Alkin by E. Schatoff
 1. Parking lot update: still soliciting bids. The Library is set to go before the zoning board for final approvals for the drainage on October 16, 2017.
 2. Adult room water damage: The front corner of the Adult section found water damage after the removal of shelves. We will be looking to remediate the situation. Also found during the assessment of the water damage, was a hidden door that will be addressed.
 - B. Planning:
 1. None
 - C. Public Relations:
 1. The Resolution pamphlet was presented for comments/changes by E. Schatoff. The draft of the pamphlet will be reviewed by the board and returned with any comments or changes.
 2. BJ's Restaurant in Nanuet will be held a fundraiser for the Library on Thursday September 28th. Proceeds from the fundraiser will be reported next month.

- D. Finance:
 - 1. The budget is complete.

- E. Administration
 - 1. The Patron Code of Conduct was updated. L. Adams made a motion to accept the new addition to the policy, seconded by C. Maloney, passed unanimously.
 - 2. Notice for the Annual meeting was given to the Board.
 - 3. E. Schatoff presented the Library Staff Self Evaluation form for 2017.

- V. Directors Report – The Directors Report July and August 2017 was received.
Action Items:
 - 1. Approval of the audit/990, L. Adams made a motion that we approve the audit/990, seconded by C. Maloney, passed unanimously. The Audit Approval was then signed by R. Kosinski and E. Schatoff.
 - 2. Approval of the legal notice of the Annual Meeting, a motion was made by L. Adams that we approve the legal notice, seconded by M. DeNicola, passed unanimously.

- VI. Unfinished Business - None

- VII. New Business
 - 1) The Board set a date in November to meet for the annual salary review.

- VIII. Adjournment – L. Adams. made a motion to adjourn the meeting, second by C. maloney. The meeting was adjourned at 8:25 P.M.

Respectfully submitted.

Melissa A. Sorce-DeNicola
Recording Secretary