

West Nyack Free Library

BOARD OF TRUSTEES

MINUTES: Meeting of the Board of Trustees

DATE: November 14, 2016

PRESENT: Lorette Adams, Frank Alkin, Melissa DeNicola, Raymond Kosinski, Kurt Mohr,
Eugenia Schatoff

ABSENT: NONE

- I. Call to Order – K. Mohr called meeting to order at 7:41 P.M.
- II. Minutes – F. Alkin moved to accept the minutes of October 10, 2016; seconded by L. Adams; passes unanimously.
- III. Financial Reports presented by Treasurer Lorette Adams
 - A. 2016 Income and Expenses through October 2016 – The reports were received.
 - B. Bank Account Analysis through October 2016 – The reports were received.
 - C. Approval of Checks and Warrants through October 2016 – R. Kosinski moved to approve the expenditures; seconded by F. Alkin; passed unanimously.
- IV. Committee Assignments and Reports
 - A. Buildings and Grounds Reported by Frank Alkin
 1. Parking Lot Stops: 4 stops will be replaced and 4 stops will be re-bolted.
 2. Fiction Area Chimney Wall: The roofer believes that there is a leak in the chimney and will be putting together a plan. He will deliver a final report.
 3. Larger Print Corner Remediation was done. The wall still needs to be boarded and painted.
 4. Circulation desk: The replacement is due to start in December.
 - B. Planning
 1. Mission Statement Approval; A motion was made by R. Kosinski to approve the Mission Statement, seconded by F. Alkin – passed unanimously.
 2. Strategic Plan: R. Kosinski made a motion to accept the Strategic Plan, seconded by L. Adams – passed unanimously.
 - C. Public Relations
 1. Budget Community Review: Will take place on November 22 at 7PM at the West Nyack Free Library. All members of the community are welcome.
 2. Signage: Budget Vote signage will be displayed.

- D. Finance
 - 1. L. Adams reported no issues with Finance.
- E. Administration
 - 1. Staff salaries were presented. The committee met and made recommendations.
- V. Directors Report – The Directors Report for October 2016 was received.
Action Items:
 - 1. Nepotism Policy as recommended by our auditor. L. Adams made a motion to accept the policy, seconded by R. Kosinski – passed unanimously.
 - 2. Cleaning Contract: Because of the higher volume of patrons, it is suggested that we need to add an additional day for our cleaning contractor. L. Adams made a motion to add the extra day, seconded by F. Alkin – passed unanimously.
- VI. Unfinished Business
 - 1. Accounts re: gifts: E. Schatoff reported the information from the accountant in regard to staff gifting and how it applies to the law.
- VII. New Business
 - 1. LARC Donation: request for a donation or item equaling \$50 to be used at the LARC conference as a raffle item. R. Kosinski made a motion to make the donation, second by F. Alkin. – passed unanimously.
- VIII. Trustee’s Comments – None
- IX. Adjournment – L. Adams. made a motion to adjourn the meeting, second by K. Mohr. The meeting was adjourned at 9:05 P.M.

Respectfully submitted.

Melissa A. Sorce-DeNicola
Recording Secretary