

West Nyack Free Library

MINUTES: Meeting of the Board of Trustees

DATE: November 9, 2015

PRESENT: Lorette Adams, Frank Alkin, Jim Benvenuto, Arlene Block, Melissa DeNicola, Kurt Mohr, Eugenia Schatoff

ABSENT: Raymond Kosinski,

- I. Call to Order – J. Benvenuto called the meeting to order at 8:09 P.M.
- II. Minutes - K. Mohr moved to accept the minutes of October 12, 2015 as amended; seconded by L. Adams; passed unanimously.
- III. Financial Reports
 - A. 2015 Income and Expenses through October 2015 – The reports were received.
 - B. Bank Account Analysis through October 2015 – The reports will be sent via email.
 - C. Approval of Checks and Warrants through October 2015 - L. Adams moved to approve the expenditures; seconded by K. Mohr; passed unanimously.

The audit report was distributed.
- IV. Committee Assignments and Reports
 - A. Building and Grounds – We are in the process of getting bids on repair of the parking lot fence on Demarest.
 - B. Planning
 - L. Adams made a motion to take off the table the vote on the Mission Statement; seconded by A. Block; passed unanimously.
 - K. Mohr made a motion to approve the Mission Statement as amended; seconded by A. Block; passed unanimously.
 - C. Public Relations – We will make phone calls and put up signs to publicize the Budget Vote. Our “Vote Today” banner will be displayed on the day of the vote.
 - D. Finance
 - L. Adams made a motion to accept the Director’s recommendations with regard to salary increases; seconded by K. Mohr; passed unanimously.
 - L. Adams made a motion to approve the agreed-upon salary increase for the Director; seconded by F. Alkin; passed unanimously.
 - E. Administration - None
 - F. Print & Non-Print Materials – None
- V. Director's Report - The Director's Report for October 2015 was received.

Action Items:

 1. The Digital Public Library: L. Adams made a motion to approve having the Digital Library use our photos; seconded by M. DeNicola; passed unanimously.

2. Cleaning Bid: F. Alkin made a motion to hire Vanguard Cleaners to replace Capital Cleaners; seconded by A. Block; passed unanimously.
3. Snow Removal: M. DeNicola made a motion to sign the annual snow removal contract that was presented by Ascape; seconded by L. Adams; passed unanimously.

At 8:51 PM, M. DeNicola made a motion that we go into Executive Session to discuss a personnel item; seconded by L. Adams; passed unanimously.

At 9:00 PM, L. Adams made a motion that we come out of Executive Session; seconded by M. DeNicola; passed unanimously.

4. Executive Session: L. Adams made a motion to confirm the vote taken in Executive Session; seconded by M. DeNicola; passed unanimously.

VI. Unfinished Business

- Friends: E. Schatoff reported that L. Cayne will not be getting a tax ID number as she is unable to find volunteers who are willing to give their Social Security numbers. E. Schatoff will check with Donalee Berard to see if we can proceed without having a tax ID number.
- Strategic Plan – Still in the works
- Mission Statement – See Planning
- Snow Contract – See Director’s Report/Action Items
- Video recording of library programs – It was confirmed that we always obtain written consent before using any images of library programs

VII. New Business – The Holiday Dinner will be on December 14th.

VIII. Trustees’ Comments – None

IX. Adjournment – K. Mohr made a motion to adjourn the meeting. The meeting was adjourned at 9:07 P.M.

Respectfully submitted,

Arlene Block
Recording Secretary