

# **West Nyack Free Library**

## **BOARD OF TRUSTEES**

MINUTES: Meeting of the Board of Trustees

DATE: February 12, 2018

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

ABSENT: Chris Maloney

- I. Call to Order – R. Kosinski called meeting to order at 7:32 P.M.
- II. Minutes – L. Adams moved to accept the minutes of January 16, 2018; seconded by K. Mohr; passes unanimously.
- III. Financial Reports presented by L. Adams
  - A. 2018 Income and Expenses through January 2018 – The reports were received.
  - B. Bank Account Analysis through January 2018 – The reports were received.
  - C. Approval of Checks and Warrants through January 2018 – L. Adams moved to approve the expenditures; seconded by K. Mohr; passed unanimously.
- IV. Committee Assignments and Reports
  - A. Buildings and Grounds Reported by Frank Alkin and E. Schatoff
    1. Two No parking signs have been placed in the parking lot.
    2. New Hold Shelf was delivered to replace the temporary shelf.
    3. The stair edging is ongoing.
    4. Electric hand dryers have been installed in the 2 downstairs public bathrooms.
  - B. Planning:
    1. None
  - C. Public Relations:
    1. Discussion of doing an official Reach Out Letter to the New City Library Trustees to engage in discussions about working jointly on programs that can benefit both Libraries
    2. The Friends of the Library are planning the Community Garage sale to take place on September 22nd or rain date September 23<sup>rd</sup> at Germonds Park as in past years.
  - D. Finance: None

E. Administration

1. Capitol Fund Policy; to approve policy to provide funding for non-recurring expenditures as outlined by our Auditors. K. Mohr made a motion to accept the policy seconded by F. Alkin, passed unanimously.
2. Fund Balance Policy; to approve a policy that establishes a minimum level which the protected year-end fund balance of each year should be maintained. K. Mohr made a motion to accept the policy, seconded by F. Alin, passed unanimously.
3. Reconfirm NYS Annual report, K. Mohr made a motion to accept the NYS Annual Report with a change from Verizon as phone carrier to Optimum, F. Alkin seconded as amended, passed unanimously.

V. Directors Report – The Directors Report January 2018 was received.

Action Items:

1. L. Adams made a motion to accept the 2 part-time new hires in the Circulation Department, seconded by M. DeNicola, passed unanimously. Welcome Scott Seitzer and Kaity Lian.

VI. Unfinished Business

- 1) Board recruitment has been ongoing.
- 2) Eugenia presents 2 possible configurations for the picture collage over the stairwell.

VII. New Business

- 1) Fine Free discussion as to the possibility of becoming a Fine free Library. More information is need and discussion is ongoing.
- 2) Committee responsibilities and structure was addressed and the need to refine and implement a strong committee structure due to the growth of our Library.
- 3) New subcommittee for the 2019 60<sup>th</sup> Anniversary celebration.

VIII. K. Mohr.. made a motion to adjourn the meeting, second by F. Alkin. The meeting was adjourned at 8:54 P.M.

Respectfully Submitted.

Melissa A. Sorce-DeNicola  
Recording Secretary