

## West Nyack Free Library

**MINUTES:** Meeting of the Board of Trustees

**DATE:** March 14, 2016

**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 7:29 P.M.
- II. Minutes – L. Adams moved to accept the minutes of February 16, 2016 as amended (in Financial Reports, to show vote of 5 in favor, not 6); seconded by F. Alkin; passed unanimously.

It was noted that the Minutes should not be posted online until they have been approved.

- III. Financial Reports
  - A. 2016 Income and Expenses through February 2016 – The reports were received.
  - B. Bank Account Analysis through February 2016 – The reports were received.
  - C. Approval of Checks and Warrants through February 2016 – M. DeNicola moved to approve the expenditures; seconded by L. Adams; passed unanimously.

There seems to be a glitch in the Quick Books software that is creating a problem. We will ask the accountant to suggest different software that we can use instead.

Going forward, each Trustee will receive a copy of the following documents for discussion at Board Meetings: (1) Profit and Loss Budget vs. Actual, (2) Profit and Loss Previous Year Comparison, (3) Monthly Income Expenses Quick Books Report, (4) Monthly Balance Sheet, (5) Monthly Bank Account Analysis. Bank reconciliations will be placed in the middle of the table.

- IV. Committee Assignments and Reports
  - A. Building and Grounds
    - Roof: Lou Silver (Silver Roofing) thinks we just need to repair the gutters in the front and suggests we call A & J Roofing. He thinks the problem in the back may be the result of something getting into the chimney and suggests we have someone put a camera in the chimney to see what's down there before getting a new cap. Will call A & J to get a quote.
    - Tree Removal: The trees were trimmed today.
    - Circulation Desk: Still trying to get a GC to do the after work—can't get anyone to show up and present a bid. Will follow up.
    - The downstairs utility door has been shaved and is now working perfectly.
  - B. Planning

- Strategic Planning: Committee met at 7:00 PM to discuss the Survey. Based on comments, E. Schatoff will prepare survey and send to Trustees for comments/approval.

C. Public Relations – None

D. Finance – None

E. Administration

- Updated Trustee handbooks were distributed.

V. Director's Report - The Director's Report for February 2016 was received.

Action Items:

1. Gallery Policy:

- L. Adams made a motion to adopt the Gallery Policy presented; seconded by F. Alkin; passed unanimously.

2. ILL Policy:

- L. Adams made a motion to adopt the ILL Policy presented; seconded by M. DeNicola; passed unanimously.

3. Meeting Room Use:

- L. Adams a motion to accept the requests by SCORE and Alpha Kappa Alpha Sorority to use the meeting room (SCORE on April 27, 2016 from 6:30 P.M. to 8:30 P.M. and Alpha Kappa Alpha on May 22, 2016 from 1 P.M. to 5 P.M.); seconded by M. DeNicola; passed unanimously.

4. Staff Internet Policy:

- L. Adams made a motion to amend the Staff Internet Policy as presented (denying employees personal or private use of library computers, limiting use to only work and library-related functions); seconded by K. Mohr; passed unanimously.

5. Change to Employee Health Insurance: K. Mohr made a motion to increase the amount we contribute to employee health insurance as proposed, due to increase in premiums; seconded by F. Alkin; passed unanimously.

VI. Unfinished Business – None

VII. New Business – None

VIII. Trustees' Comments – J. Benvenuto thanked L. Adams and A. Block for their work on updating the Bylaws and Constitution.

IX. Adjournment – K. Mohr made a motion to adjourn the meeting. The meeting was adjourned at 8:50 P.M.

Respectfully submitted,

Arlene Block  
Recording Secretary