

West Nyack Free Library

MINUTES: Meeting of the Board of Trustees

DATE: April 11, 2016

PRESENT: Lorette Adams, Frank Alkin, Arlene Block, Melissa DeNicola, Raymond Kosinski, Eugenia Schatoff

ABSENT: Jim Benvenuto, Kurt Mohr

- I. Call to Order – A. Block called the meeting to order at 7:33 P.M. F. Alkin nominated R. Kosinski to serve as Chairman pro tem; seconded by L. Adams; passed unanimously.
- II. Minutes – F. Alkin moved to accept the minutes of March 14, 2016; seconded by L. Adams; passed unanimously.
- III. Financial Reports
 - A. 2016 Income and Expenses through March 2016 – The reports were received.
 - B. Bank Account Analysis through March 2016 – The reports were received.
 - C. Approval of Checks and Warrants through March 2016 – L. Adams moved to approve the expenditures; seconded by M. DeNicola; passed unanimously.
 - D. New Board Financial Reports
 - L. Adams made a motion to replace the old Monthly Bank Account Analysis document with the new Bank Reconciliation Summary; seconded by M. DeNicola; passed unanimously.
 - M. DeNicola made a motion to replace the old Balance Sheet with the new Year to Year Balance Sheet; seconded by F. Alkin; passed unanimously.
 - L. Adams made a motion to replace the old Profit and Loss Budget vs. Actual document with the new Income and Expenses Budget vs. Actual document; seconded by F. Alkin; passed unanimously.
 - L. Adams made a motion to add the Income and Expenses Monthly Document to our collection; seconded by F. Alkin; passed unanimously.
 - L. Adams made a motion to replace the old Profit and Loss Prev Year Comparison document with the new Income and Expenses Prev Year Comparison; seconded by F. Alkin; passed unanimously.
- IV. Committee Assignments and Reports
 - A. Building and Grounds
 1. Circulation Desk: F. Alkin made a motion to hire Peluso Construction for \$8,580.00; seconded by M. DeNicola; passed unanimously.
 2. Roof and Gutters: A & J Roofing cleaned the gutters.
 3. Heat in Lobby: The cold from the lobby gets into the Community Room. E. Schatoff spoke to someone who suggested putting vents in the lobby. She will explore further.
 4. Signage: F. Alkin will explore places to have National Library Symbol highway signs installed.

5. Directory of Repairs and Services: It was suggested that we revise the list to include a notation to indicate if we have a Certificate of Insurance on file for each vendor.
6. Stairs: E. Schatoff will contact Colorful World to explore what can be done to prevent people from slipping on the stairs.
7. Book drops: E. Schatoff would like to have only one book drop; she said there is no reason to have two and this will free up some room in the lobby. She will explore this further.
8. Deck: F. Alkin suggested building a deck in the backyard for extra space; he will look into options.

B. Planning

1. Strategic Planning Survey: E. Schatoff reported that the survey already started and we're getting some responses.

C. Public Relations

1. Friends Report – The Friends are still planning on holding a Garage Sale on September 17th.

D. Finance – None

E. Administration - None

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

Action Items:

1. Library Insurance:

- Regarding our Cybersecurity Insurance that is due for renewal: the Board requests that we get a written statement from RCLS to confirm the official opinion they released that our Cybersecurity Insurance policy is unnecessary since all patron records are secure and insured through their insurance and precautionary security measures that they have put in place.
- F. Alkin made a motion to approve the new insurance rate presented; seconded by L. Adams; passed unanimously.
- L. Adams made a motion to continue our three year installments on our Crime Insurance Policy; seconded by F. Alkin; passed unanimously.
- L. Adams made a motion that on the advice of RCLS, we drop our Cybersecurity policy; seconded by F. Alkin, passed unanimously.

2. Approval of New Hire:

- L. Adams a motion to approve the hire of Dawn Roy as library page at \$9.00 per hour; seconded by F. Alkin; passed unanimously.

3. Approval of contractor for Circulation Desk installation:

- See Buildings and Grounds.

4. Executive Session Personnel Item

- L. Adams made a motion to go into Executive Session at 8:36; seconded by M. DeNicola; passed unanimously.
- L. Adams made a motion to come out of Executive Session at 8:45; seconded by M. DeNicola; passed unanimously.

VI. Unfinished Business

1. Board Reports – Okay.

2. New Software for Bookkeeper – According to Donnalee, Quick Books is best.

VII. New Business – None

VIII. Trustees' Comments – None

IX. Adjournment – L. Adams made a motion to adjourn the meeting. The meeting was adjourned at 8:47 P.M.

Respectfully submitted,

Arlene Block
Recording Secretary