

**West Nyack Free Library
Annual Materials Checklist
November 14, 2022**

- **2022 Annual Meeting Agenda**
- **Annual Meeting Minutes – 11-8-22**
- **Board of Trustees Conflict of Interest Policy**

**Board Meeting Materials Checklist
November 14, 2022**

- **2022 Board Meeting Agenda**
- **October 10, 2022 Minutes**

October 2022 Financials:

- **Balance Sheet Previous Year Comparison – 10-31-22**
- **Profit & Loss Year Comparison – January to October 2022**
- **Profit & Loss Budget vs. Actual – January to October 2022**
- **Profit & Loss Monthly – January to October 2022**
- **Profit & Loss – October 2022**
- **Check Register – October 2022**

- **Director's Report – October 2022**
- **October 2022 Statistics**
- **Demco Magazine Tower Proposal**
- **Mold Testing Proposal**

West Nyack Free Library
Library Board of Trustees Annual Meeting
November 14, 2022

Agenda

- I. Call to Order: 7:00 PM
- II. Treasurer's Annual Report
- III. Annual Report
- IV. Election of Trustees
- V. Nominating Committee Appointment
- VI. Conflict of Interest Policy forms
- VII. Adjourn

West Nyack Free Library

DRAFT

MINUTES: Annual Meeting of the Board of Trustees

DATE: November 8, 2021

PRESENT: Lorette Adams, Frank Alkin, Kurt Mohr, Chris Maloney, Cynthia Sheridan, Ilene Weitzner, Steven Schmelkin, Justin Baker, Rhonda Rossman

ABSENT: None

COMMUNITY:None

- I. **Call to Order:** K. Mohr called meeting to order at 7:47pm
- II. **Minutes:** F. Alkin moved to accept the minutes of November 9, 2020; L. Adams seconded the motion; passed unanimously.
- III. **Financial Reports**
 1. L. Adams reported that the Library is in a good financial position and is moving forward in a positive direction.
- IV. **Directors Annual Report**
 1. R. Rossman reported on the numerous building projects, policies, and library services initiated during the year including:
 - Patio with handicap ramp, sidewalk, lighting, and gardens
 - Fenced-in generator
 - Long Range Plan
 - Revised Library Service Plan during COVID-19
 - Health Emergency Response Plan
 - New York Hero Act Infectious Disease Exposure Prevention Plan
 - Three successful grant applications (one for construction and two for programming)
 - Increased eMaterial collection
 - Wide variety of virtual and in-person programming
 - Quiet study room reservation procedure
- V. **Election of Trustees**
 1. C. Sheridan made a motion to appoint Lorette Adams for a new five year term: January 1, 2022 – December 31, 2026; I. Weitzner seconded the motion; passed unanimously.
- VI. **Nominating Committee Appointment**
 1. C. Maloney will chair this committee.
- VII. **Adjourn:** L. Adams made a motion to adjourn; meeting adjourned at 8:00pm

Respectfully submitted,

Rhonda Rossman

BOARD OF TRUSTEES CONFLICT OF INTEREST POLICY

No Board member or committee member of the West Nyack Free Library shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation on the Board.

Each individual shall disclose to the Board any personal interest which he or she may have in any matter pending before the Board and shall refrain from participation in any decision on such matter.

Members of West Nyack Free Library and committees shall refrain from obtaining any list of library patrons that results in personal benefit.

Statement of Associations

This is to certify that I, except as described on the reverse of this sheet, am not now nor at any time during the past year have been:

A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with West Nyack Free Library that has resulted or could result in personal benefit to me.

Any exceptions to the above are stated on the reverse of this sheet with a full description of the transactions, whether direct or indirect, which I have (or have had during the past year) with persons or organizations having transactions with West Nyack Free Library.

Signature: _____ Date: _____

Printed name:

West Nyack Free Library position:
