

WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES
November 8, 2021
Minutes – DRAFT

Minutes: Meeting of the Board of Trustees

Date: November 8, 2021

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

Absent: None

- I. Call to Order:** K. Mohr called the meeting to order at 7:59pm
- II. Minutes:** October 11, 2021; C. Sheridan moved to accept the minutes of October 11, 2021; F. Alkin seconded the motion; passed unanimously.
- III. Financial Reports:** presentation by Treasurer L. Adams
 - A. 2021 Income and Expenses through October 2021
 - B. Bank Account Analysis through October 2021
 - C. Approval of checks and warrants through October 2021: F. Alkin moved to approve the expenditures; C. Maloney seconded the motion; passed unanimously.
- IV. Committee Assignments and Reports**
 - A. Building and Grounds – as reported by R. Rossman
 1. We are waiting for the Certificate of Occupancy for the patio.
 2. We have the Certificate of Occupancy for the generator.
 3. The tree pruning and removal project has been completed.
 4. Bolivar stained the wood area near the Community Room emergency exit
 - B. Planning – R. Rossman
 1. The Paver Fundraising Project continues. As of this date 12 pavers have been purchased. The pavers are at the engraving company.
 - C. Public Relations – R. Rossman
 1. S. Schmelkin, I. Weitzner, and C. Sheridan attended the Heritage of West Nyack Fall Festival, spoke with about 100 attendees about the Library, and did crafts with children.
 - D. Finance – L. Adams
 1. No report.
 - E. Technology – R. Rossman
 1. No report
 - F. Administration – R. Rossman
 1. Recommendation for 2022 salary ranges: L. Adams made a motion to approve the salary ranges as revised for 2022; F. Alkin seconded the motion; passed unanimously.
 2. Recommendation for 2022 salary rates: I. Weitzner made a motion to approve the 2022 salary rates as presented; J. Baker seconded the motion; passed unanimously.

3. Recommendation for 2022 employee benefit amendments: L. Adams made a motion to table the discussion until the January, 2022 board meeting; C. Sheridan seconded the motion; passed unanimously.

V. Director's Report – Rhonda

- A. Our new telephones were installed successfully; staff continues training on the equipment.
- B. Most of the staff members have had their annual evaluation meetings.
- C. All of the staff members and the trustees have now completed anti-sexual harassment training.
- D. Olga and I wrote an RCLS grant proposal for 2022 Career Counseling; we were awarded \$1350 for the project.

VI. Unfinished Business

VII. New Business

- A. Contract with Berard and Associates for 2021 audit, tax return, and state report: L. Adams made a motion to accept Berard and Associates as our auditor for the 2021 fiscal year; I. Weitzner seconded the motion; passed unanimously.
- B. Open Meetings Law Update: Documents will be posted on the library website 24 hours before a board meeting.
- C. Executive Session: L. Adams made a motion to go into Executive Session at 8:15pm
Executive Session: L. Adams made a motion to leave Executive Session at 8:20pm
- D. Temporary job title and salary adjustment for S. Ferber: C. Sheridan made a motion to approve the temporary job title and salary adjustment for S. Ferber as presented, while said employee acts as temporary supervisor for public services; F. Alkin seconded the motion; passed unanimously.

VIII. Adjournment: L. Adams made a motion to adjourn at 8:25pm; meeting adjourned.

Respectfully submitted,
Rhonda Rossman