

**WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES**

Minutes: Meeting of the Board of Trustees

Date: April 8, 2019

Present: Lorette Adams, Frank Alkin, Chris Maloney, Kurt Mohr, Rhonda Rossman

Absent: None

I. Call to Order: F. Alkin called the meeting to order at 7:32pm.

II. Minutes: March 11, 2019, K. Mohr moved to accept the minutes of the March 11, 2019 meeting. C. Maloney seconded the motion; passed unanimously.

III. Financial Reports: presentation by Treasurer L. Adams

A. 2019 Income and Expenses through March 2019 – Reports were received

B. Bank Account Analysis through March 2019 – Reports were received

C. Approval of Checks and Warrants through March 2019; K. Mohr 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 in the process of obtaining bids for the retaining wall project

2. The vending machine will be installed this month

3. L. Adams made a motion to hire Ascape Landscaping to mulch all of the beds on library property; C. Maloney seconded the motion; passed unanimously.

B. Planning – Plans for the 60th Anniversary Celebration were discussed

C. Public Relations – To promote National Library Week, the Library is currently distributing pens with our logo to patrons who participate in our “I love my library” program

D. Finance – as reported by L. Adams

1. Berard & Associates has provided draft financials and management letters regarding the 2018 audit. Copies were distributed for board members to review in time for scheduled consultation in May, 2019.

E. Administration

1. Pamela Simboli will be hired as On-call Substitute Librarian at posted salary, pending successful acquisition of paperwork. L. Adams moved to approve the hire; C. Maloney seconded the motion; passed unanimously.

2. Staff Training Day is scheduled for May 3, 2019. The Library will open at 1:00pm.

V. Director's Report – Rhonda

1. We have hired two substitute on-call librarians to fill reference shifts as needed
2. I met with Stephen Hoefer at RCLS to review current and future state construction grant applications
3. Staff members worked together to revise Program Agreement Form and Procedure
4. A staff committee was formed to plan 60th Anniversary Celebration scheduled for October, 2019.
5. I have begun contacting landscape companies to obtain bids for retaining wall project
6. The staff has been updating the several non-fiction collections
7. Staff members enjoyed several outreach opportunities including visits to Laurel Plains Elementary School, Strawtown Elementary School, and Just Us Kids Preschool

VI. Unfinished Business

- a. The Program Agreement Form and Procedure has been revised in order to attract a more diverse selection of presenters. L. Adams made a motion to approve the form and procedure as presented; K. Mohr seconded the motion; passed unanimously.

VII. New Business

1. A review of circulation statistics comparing circulation of all materials between June – December, 2017 and June – December 2018 show that circulation statistics have jumped an average of 16.69%. We believe that this increase is due to the fine-free status on Children's and Young Adult materials as well as the new automatic renewal procedure.
2. New seating will be purchased for the lower lobby outside the community room. K. Mohr made a motion to approve the purchase as presented; C. Maloney seconded the motion; passed unanimously.
3. As part of the 2017 NYS Construction Grant Project, unused office space on the lower level will be renovated to serve as an additional meeting/programming space. L. Adams made a motion to hire Montana Contacting as presented; C. Maloney seconded the motion; passed unanimously.
4. Research for 2020 building projects will begin shortly; projects will include security cameras and a new patio area behind the Library.

VIII. Adjournment: K. Mohr made a motion to adjourn the meeting; L. Adams seconded the motion; passed unanimously. The meeting was adjourned at 8:21pm.

Respectfully submitted,
Rhonda Rossman