

**WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES**

Minutes – DRAFT

Minutes: Meeting of the Board of Trustees

Date: February 14, 2022

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

Guest: None

Absent: Kurt Mohr

- I. **Call to Order:** C. Maloney called the meeting to order at 7:37pm
- II. **Minutes:** January 10, 2022; L. Adams moved to accept the minutes of January 10, 2022; F. Alkin seconded the motion; passed unanimously.
- III. **Financial Reports:** presentation by Treasurer L. Adams
 - A. 2022 Income and Expenses through January 2022
 - B. Bank Account Analysis through January 2022
 - C. Approval of checks and warrants through January 2022: J. Baker moved to approve the expenditures; F. Alkin seconded the motion; passed unanimously.
- IV. **Committee Assignments and Reports**
 - A. Building and Grounds –F. Alkin- no repairs since R. Rossman left.
 - B. Planning – J. Baker-no report
 - C. Public Relations – C. Sheridan
 1. Library Advocacy Day, February 26, 2022, will be done virtually this year. Phone calls and emails can be sent to our representatives in Albany in support of library funding.
 - D. Finance – L. Adams
 1. Finances are on track.
 2. Still unsure of cost for RCLS proposal.
 - E. Technology – no report
 - F. Administration –
 1. Annual State Report: R. Rossman finished all except financial and sent it to Stephen Hoefler. Berard and Associates will complete the financial section.
 2. YA/Technical Services Librarian Resignation: L. Adams made a motion to accept Carida Ridore’s Letter of Resignation effective February 23, 2022. J. Baker seconded the motion; passed unanimously.

3. Interim Plan: An organizational interim plan designating staff roles and responsibilities is in place.

VI. Director Report:

1. Budget, interim plan, and copier contract are in place.
2. Flex spending will begin for interested eligible staff members.
3. As per most recent NYS guidelines, masks will be optional beginning February 21, 2022

VII. Unfinished Business

1. Director Search Committee Report: The committee will repost the opening with RCLS and NYLA.
2. Audit Committee Report: Meeting with the auditor went well.

VIII. New Business: We want to hire an additional substitute librarian to help cover positions.

IX. Adjournment: J. Baker made a motion to adjourn the meeting; meeting was adjourned at 8:01pm.

Respectfully submitted,
Ilene Weitzner