

West Nyack Free Library

Board of Trustees

Minutes: Meeting of the Board of Trustees

Date: January 14, 2019

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

Absent: None

- I. **Call to Order:** F. Alkin called the meeting to order at 7:32pm
- II. **Minutes – November 12, 2018,** K. Mohr moved to accept the minutes of November 12, 2018. C. Maloney seconded; passed unanimously.
- III. **Financial Reports:** presentation by Treasurer L. Adams
 1. November
 - A) 2018 income and expenses through November 2018 – Reports were received
 - B) Bank account analysis through November 2018 – Reports were received
 2. December
 - A) 2018 income and expenses through December 2018 – Reports were received
 - B) Bank account analysis through December 2018 – Reports were received
 3. Approval of checks and warrants through December 2018 – C. Maloney moved to approve the expenditures; K. Mohr seconded; passed unanimously.
- IV. **Committee Assignments and Reports**
 - A. Building and Grounds reported by R. Rossman
 1. Mold remediation in the basement has been completed
 2. Two new GFI protected receptacles were installed for proper placement of new dehumidifier
 3. New dehumidifier has been installed
 4. Additional ductwork was installed to ensure that the dehumidifier is working on the far side of the basement
 5. Monthly inspections of basement and dehumidifier have been added to custodial duties
 6. Annual sprinkler inspection has been completed – certificate valid until 12/31/19 is posted in the hallway
 7. Two new exhaust fans were installed in the bathrooms on the main floor
 8. One main floor bathroom was treated to remove rust on heating element; stained/damaged areas were painted
 - B. Planning – no report at this time
 - C. Public Relations – no report at this time

D. Finance –

1. L. Adams made motion to modify salary ranges as specified in document provided, effective 1/1/19. Updates will be added to the Library Board Manual. K. Mohr seconded; passed unanimously.
2. L. Adams made a motion to approve salary increases as proposed by the Library Director, retroactive to 1/1/19. C. Maloney seconded; passed unanimously.

E. Administration –

1. Two on-call substitute librarians will be hired.
2. Public Services Manager, Myrna Sigal, will have her employee status changed from part-time to full-time at 30 hours per week effective 1/1/19. L. Adams made a motion to approve; C. Maloney seconded; passed unanimously.

V. Director's Report

1. Staff performance evaluations have been completed.
2. Budget Vote results
West Nyack: 92 yes (86.8%); 14 no
Total Vote including New City: 399 yes (80%); 98 no
3. Magazines have been moved closer to the circulation desk near the newspapers in order to create a Periodicals Lounge; graphic novels, romance novels and YA fiction have been shifted.
4. Ten devices were taken off RCLS contract; two new computers were added

VI. New Business

1. Joann Arendes, of Berard & Associates CPAs, presented the 2017 Audit Report. L. Adams made a motion to approve the 2017 audit report; C. Maloney seconded; passed unanimously. Tax return was filed. Any suggested modifications will be made and discussed at future meetings.
2. K Mohr made a motion to renew the annual contract with Berard & Associates, CPAs. Contract includes preparation of 2018 Tax Return, 2018 State Report information, and 2018 annual audit. Total cost: \$10,600; C. Maloney seconded; passed unanimously.
3. R. Rossman will attend the ALA Conference in Washington, D.C. June 20 – 25. L. Adams made a motion to approve expenses up to \$2000; Kurt seconded; passed unanimously.
4. C. Maloney made a motion to accept the resignation of Library Trustees Melissa DeNicola and Raymond Kosinski; L. Adams seconded; passed unanimously.

VII. Adjournment – C. Maloney made a motion to adjourn the meeting; seconded by K Mohr; passed unanimously. The meeting was adjourned at 9:25pm.

Respectfully submitted,

Rhonda Rossman