

West Nyack Free Library

MINUTES: Meeting of the Board of Trustees

DATE: January 9, 2017

PRESENT: Lorette Adams, Frank Alkin, Raymond Kosinski. Kurt Mohr, Eugenia Schatoff

ABSENT: Melissa DeNicola

- I. Call to Order – K Mohr called the meeting to order at 7:32 P.M.**
- II. Minutes: - F. Alkin moved to accept the minutes of November 14,2016; seconded by L. Adams: passed unanimously.**
- III. Financial Reports**
 - A. 2016 Income and Expenses through December 2016 – The reports were received.**
 - B. Bank Account Analysis through December 2016 – The reports were received.**
 - C. Approval of Checks and Warrants through December 2016 – L. Adams moved to approve the expenditures; seconded by R. Kosinski.**
 - D. L. Adams reported that income and expense projections for fiscal year ending 2016 were primarily on target with expenditures reported slightly under budget.**
 - E. Tax Prep report - \$1000.00 to prepare our NYS Annual report financial portion – \$ 9000,00 for the Annual Audit**
- IV. Committee Assignments and Reports**
 - A. Building and Grounds**
 - 1. The Circulation Desk installation has been completed and is overwhelmingly popular with patrons and staff.**
 - 2. Additional lighting has been ordered for the Adult Room DVD area and computer area. Installation is expected in six to eight weeks.**
 - 3. The damaged parking lot stops have been replaced.**
 - 4. New Heating Vents in the downstairs lobby has been installed and is functioning as anticipated.**
 - 5. We are still awaiting additional bids for the repair of the leaking chimney wall and roof.**
 - 6. Peluso Construction submitted an estimated bid for \$2395.00 to repair the roof and chimney that is causing damage to the interior wall in the back of the library. Peluso has requested an additional \$1300.00 to repair the exterior front**

wall area of the library that has caused the need for remediation in the back corner of the library. Each trustee received a full detailed copy of the Peluso bids. Trustees agreed that other bids should be solicited.

B. Planning – The Library 5-year Strategic Plan presented to the community has been very well received.

C. Public Relations – The Library Friends has sponsored a fundraiser through Joe’s Crab Shack and 10% of every bill will go towards the library.

Board member recruitment: L. Adams announced that she has prospective candidate to serve on the board. The candidate will attend the February board meeting.

D. Finance - No issues.

E. Administration

1. Election of new officers

New Slate of officers approved unanimously:

President, R. Kosinski; Vice President, F. Alkin Immediate Past President; K. Mohr; Treasure, L Adams, Recording Secretary, M. DeNicola.

V. Directors Report- the Directors Report for January 1016 was received.

Action Items:

1. Eugenia Schatoff recommended that the Library switch its telephone service from Qualcom to Optima.

This change will result in the replacement of ageing phones, better service, and lower cost. A motion to accept was made by L. Adams, second by R.Kosinski, -passed unanimously.

2. A Personal Time Off (PTO) bank requested by library staff was presented by Schatoff for Board approval. Employees who depleted their time off could borrow time from willing employees who contributed their time to the bank.

A motion to approve the policy was made by R. Kosinski and second by F. Alkin – Passed unanimously.

VI. Unfinished Business – None

VII. New Business

A presentation was made to the board by Eagle Scout David Bruen to enhance the backyard of the library. The project will include a new pathway, construction of two new picnic type tables, repair of the bird house and laying of mulch where indicated. The project will begin in May and is expected to be completed by mid-September 2017. Estimated cost is \$2020.00 to be raised by the Boy Scouts. L. Adams made a motion that the Library donate \$500.00 toward the project. Seconded by R. Kosinski – passed unanimously.

VIII. Trustee's Comments – K Mohr announced that he will be absent at the February meeting due to vacation in Florida.

IX. L. Adams made a motion to adjourn the meeting. The meeting was adjourned at 8:45 P.M.

Respectfully submitted,

Frank Alkin

Trustee