

# **West Nyack Free Library**

## **BOARD OF TRUSTEES**

MINUTES: Meeting of the Board of Trustees

DATE: November 12, 2018

PRESENT: Lorette Adams, Frank Alkin, Kurt Mohr, Chris Maloney, Yixi Echavarria, Rhonda Rossman, Jennifer Visione

Guests: Lois Cayne, Alexandra Obremski

ABSENT: Raymond Kosinski

- I. Call to Order – F. Alkin called meeting to order at 7:10 PM
- II. Minutes – K. Mohr moved to accept the minutes of the October 9, 2018 meeting; L Adams seconded; passed unanimously.
- III. Financial Reports - presented by Treasurer L. Adams
  - A) 2018 income and expenses through October 2018- Reports were received.
  - B) Bank account analysis through October 2018. The reports were received.
  - C) Approval of checks and warrants through October 2018- C. Maloney moved to approve the expenditures; seconded by K. Mohr; passed unanimously.
- IV. Committee Assignments and Reports
  - A. Buildings and Grounds Reported: by Frank Alkin.
    1. F. Alkin reported that we received two bids for the roof replacement. We are waiting for one additional bid.
    2. F. Alkin reported that we have received three bids for Community Room construction. We are waiting for one additional bid.
    3. Mold remediation bids were received from two companies. Presentation was given with pictures. Items need to be removed and/or cleaned out of the basement. We are waiting for one additional bid. An email vote will be held to determine which mold remediation company will be hired to do the work.
- V. Planning
  - A. 60<sup>th</sup> Anniversary Planning
    1. Committee will start the planning process beginning in early December.
    2. A blurb will be added to the Winter Newsletter about upcoming events.

B. Budget Vote will be held on Wednesday, December 12 (Snow Date: Wednesday, December 19)

1. Phone call reminder lists will be distributed. Signs will be posted to advertise.

C. Public Relations  
None

D. Finance

1. L. Adams signed an electronic copy of the 2018 tax return to Berard and Associates.

2. Auditor's report needs to be presented. R. Rossman will contact them and give them two dates to present our Financial Report. (Possibly January 14 or February 11)

E. Administration  
None

VI. Director's Report was received and reviewed.

1. R. Rossman has been familiarizing herself with our policies and budget.

2. Performance evaluations will be conducted and a salary scale will be prepared for the staff.

3. Budget hearing will be held on November 20 at the West Nyack Free Library (copies of the budget will be available)

VII. Unfinished Business

Reconfirm the purchase and installation of the wiring of the Audio Visual cart. L. Adams made a Motion to reconfirm the vote; K. Mohr seconded; passed unanimously.

VII. New Business

1. Staff will have a holiday dinner. L. Adams made the motion to pass; seconded by K. Mohr; passed unanimously.

2. Board of Trustees will have a holiday dinner.

Closing comments:

1. All board members acknowledged the outstanding job done by staff during the several months without a director. Board members thanked R. Rossman for a successful first week.

VIII. F. Alkin motioned to adjourn; K. Mohr seconded; unanimously passed.

Respectfully submitted,

Jennifer M. Visione  
Office Manager/ Administrative Assistant