

## West Nyack Free Library

### Board of Trustees

Minutes: Meeting of the Board of Trustees

Date: February 11, 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** – January 14, 2019, K. Mohr moved to accept the minutes of the January 14, 2019 meeting; L. Adams seconded the motion; passed unanimously.
- III. **Financial Reports:** presented by Treasurer L. Adams
  - A) 2018 income and expenses through January, 2019 – Reports were received.
  - B) Bank account analysis through January, 2019 – Reports were received.
  - C) Approval of checks and warrants through January, 2019; L. Adams moved to approve the expenditures; K. Mohr seconded the motion; passed unanimously.
- IV. **Committee Assignments and Reports**
  - A. Building and Grounds – R. Rossman
    1. We are in the process of reviewing bids for the annex renovation. We are waiting for one additional bid.
    2. Several walls will need to be repaired due to mold remediation.
    3. Ideas for the under-staircase project are being considered.
    4. Portions of the 2018 Library Building and Construction Grant will be revised and resubmitted. Paid invoices have been uploaded onto the website.
  - B. Planning – no report at this time.
  - C. Public Relations – no report at this time.
  - D. Finance – no report at this time.
  - E. Administration – R. Rossman
    1. The State Report has been completed and submitted. RCLS has responded with a few questions which will be addressed by the end of this week.
    2. The data from the State Report has been used to create an Annual Community Report, which will be posted on the website and shared with the staff.
    3. Due to cost and time constraints, participation in the NYLA Sustainability Initiative will be postponed for now.

**V. Director's Report**

1. Staff members have created coloring sheets and short form letters to encourage our patrons to advocate for New York public libraries. I will bring these materials to Albany on February 27, Library Advocacy Day.
2. An updated version of QuickBooks software was purchased and added to the bookkeeper's computer. It will soon be added to the Director's computer as well.
3. We have been working with our vendors to make sure that various surcharges are not being added to our costs.
4. The Easy Breezy Adult Winter Reading Club has been a smash hit with our adult patrons.
5. Our February book promotion, Blind Date with a Book, can be found across from the Circulation Desk and in the Children's Room.

**VI. New Business**

1. Community Room Policy discussion - no changes were made to the current policy.
2. Strategic Plan 2019-2024 - L. Adams moved to approve the Strategic Plan 2019-2024 as presented; C. Maloney seconded the motion; passed unanimously.
3. The 2018 State Report – L. Adams moved to approve the 2018 State Report as presented, C. Maloney seconded the motion; passed unanimously.
4. Programming Procedures – discussion will continue next month.

**VII. Adjournment** – C. Maloney made a motion to adjourn the meeting; K. Mohr seconded the motion; passed unanimously. The meeting was adjourned at 9:12pm.

Respectfully submitted,

Rhonda Rossman