

West Nyack Free Library

Board of Trustees

Minutes: Meeting of the Board of Trustees

Date: March 11, 2019

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

Absent: None

- I. **Call to Order:** F. Alkin called the meeting to order at 7:30pm.
- II. **Minutes** – February 11, 2019, K. Mohr moved to accept the minutes of the February 11, 2019 meeting. C. Maloney seconded the motion; passed unanimously.
- III. **Financial Reports:** presentation by Treasurer Lorette Adams
 - A) 2019 income and expenses through February, 2019 – Reports were received.
 - B) Bank account analysis through February, 2019 – Reports were received.
 - C) Approval of checks and warrants February, 2019; K. Mohr moved to approve the expenditures; C. Maloney seconded the motion; passed unanimously.
- IV. **Committee Assignments and Reports**
 - A. Building and Grounds – as reported by R. Rossman
 - a. Healthy Vending will install a snack and beverage vending machine in the lobby of the building.
 - b. Color-full World Proposal to repair, insulate, and paint specific portions of Community Room and Community Room Closet: L. Adams made a motion to accept the proposal as presented; C. Maloney seconded the motion; passed unanimously.
 - c. Lower Office/Annex: Final proposals are in the process of review.
 - d. Retaining Wall Project: Proposals are being accepted.
 - e. Mr. K's Window Cleaning Proposal: L. Adams made a motion to accept the proposal to clean gutters, interior windows, and exterior windows as presented; C. Maloney seconded; passed unanimously.
 - B. Planning – no report at this time.
 - C. Public Relations – no report at this time.
 - D. Finance – as reported by L. Adams
 - a. Collateralized Municipal Deposits: All Trustees signed updated agreement with Sterling National Bank and the Bank of New York Mellon; copies of paperwork will be kept in Director's Office.
 - b. Transfer of unspent 2018 Capital Funds to Board Restricted Capital Fund: L. Adams moved to approve the transfer as presented; K. Mohr seconded the motion; passed unanimously.

E. Administration

- a. Patron Code of Conduct Policy revision: Remove line that prohibits eating in the Library; add line as follows: Patrons are responsible for leaving seating areas as found. C. Maloney moved to approve the policy as amended; L. Adams seconded the motion; passed unanimously.
- b. Harriet Wollenberg will be hired as On-call Substitute Librarian at posted salary, pending successful acquisition of paperwork. L. Adams moved to approve the hire; K. Mohr seconded the motion; passed unanimously.

V. **Director's Report**

1. Worked with Berard & Associates the week of February 25th on the 2018 audit.
2. Attended Advocacy Training with RCLS and then Advocacy Day in Albany on February 20th.
3. Completed updates to the State Report as per recommendations made by RCLS.
4. The Family DVDs will be moved from the Adult DVD section to the Children's DVD section. This placement is consistent with traditional library practice and will allow children and their family members to browse age appropriate materials with the guidance of the Children's Librarians.
5. Patrons of all ages drew pictures and wrote letters expressing support for state library funding throughout the month of February. These were combined into two books – one for Assemblyman Zebrowski and the other for State Senator Carlucci.

VI. **Unfinished Business**

1. Program Presenter Form: Discussion will continue next month.

VII. **New Business**

1. Uncashed Check Policy and Procedure: L Adams made a motion to approve as written; C. Maloney seconded the motion; passed unanimously.
2. Fine Free Materials for Children and Young Adults: We have completed our six month trial in collaboration with Ramapo Catskill Library System and many neighboring public libraries. Patron feedback and available data indicate that the trial was successful. K. Mohr made a motion to continue the current fine free status on all materials (except video games) for children and young adults. C. Maloney seconded the motion; passed unanimously.

- VIII. **Adjournment** – K. Mohr made a motion to adjourn the meeting; C. Maloney seconded the motion; passed unanimously. The meeting was adjourned at 8:50pm.

Respectfully submitted,

Rhonda Rossman