

**WEST NYACK FREE LIBRARY**  
**BOARD OF TRUSTEES**  
**October 12, 2020**  
**Meeting Held Remotely via Zoom Software**  
**Minutes – DRAFT**

Minutes: Meeting of the Board of Trustees

Date: October 12, 2020

Present: Frank Alkin, Lorette Adams, Kurt Mohr, Cynthia Sheridan, Chris Maloney, Ilene Weitzner, Steven Schmelkin, Heather Carmichael-Santini, Rhonda Rossman

Absent: None

**I. Call to Order:** F. Alkin called the meeting to order at 7:30pm.

**II. Minutes:** September 15, 2020; K. Mohr moved to accept the minutes of September 15, 2020; I. Weitzner seconded the motion; passed unanimously.

**III. Financial Reports:** presentation by Treasurer L. Adams

- A. 2020 Income and Expenses through September 2020
- B. Bank Account Analysis through September 2020
- C. Approval of checks and warrants through September 2020: K. Mohr moved to approve the expenditures; H. Carmichael-Santini seconded the motion; passed unanimously.

**IV. Committee Assignments and Reports**

- A. Building and Grounds – as reported by R. Rossman
  - 1. Quiet Study Room - completed
- B. Planning – Reopening Plans – R. Rhonda
  - 1. We are currently in Phase 3, part 2 of our reopening plan. However, recent spikes in COVID-19 cases and the resulting closure of area libraries is concerning. We will dial back to Phase 3, part 1 of our reopening plan which includes Curbside Services and remote programming, but not Grab and Go Services, effective Wednesday, October 14, 2020. The data will be watched carefully and we will return to Phase 3, part 2 as soon as it is considered safe for the community and the staff members.
  - 2. Long Term Plan – The Five Year Long Term Plan continues to be revised according to new state guidelines.
- C. Public Relations – R. Rossman
  - 1. The Newsletter will be published this month.
- D. Finance – L. Adams
  - 1. No report
- E. Technology – R. Rossman

1. Our server is over eleven years old and needs to be replaced. L. Adams made a motion to purchase a new server from RCLS for \$6,822.10, including monitor, licenses, labor, warranty, and testing; K. Mohr seconded the motion; passed unanimously.

F. Administration – as reported by R. Rossman

1. C. Maloney made a motion to hire the following new employees; H. Carmichael-Santini seconded the motion; passed unanimously:
  - Jessica Aucena, library clerk, \$14.00 per hour, 9 hours per week plus one Saturday per month/
  - Rasa Cassetta, library clerk, \$14.00 per hour, 5 hours per week;
  - Travis Steward, part-time custodian, \$24.00 per hour, 6 hours per week

**V. Director's Report – Rhonda**

1. The petty cash procedure has been revised.
2. The Little Free Library was installed and dedicated to Jeannette Haag, longtime library friend and trustee.

**VI. New Business**

1. RCLS Budget Vote: L. Adams made a motion to approve the Ramapo Catskill Library System budget as written; S. Schmelkin seconded the motion; passed unanimously.
2. Employee Benefits Review: L. Adams made a motion to table this discussion until November; C. Maloney seconded the motion; approved unanimously.
3. Accounting Firm bids for 2021 audit and tax return: L. Adams made a motion to table this discussion until additional bids are presented; I. Weitzner seconded the motion; passed unanimously.

**VII. Adjournment:** K. Mohr made a motion to adjourn the meeting; meeting was adjourned at 8:15pm.

Respectfully submitted,  
Rhonda Rossman