

WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES
January 10, 2022
Minutes – DRAFT

Minutes: Meeting of the Board of Trustees

Date: January 10, 2022

Present: Frank Alkin, Lorette Adams, Kurt Mohr, Cynthia Sheridan, Chris Maloney, Steven Schmelkin, Justin Baker, Rhonda Rossman

Guest: None

Absent: Ilene Weitzner

- I. Call to Order:** K. Mohr called the meeting to order at 7:24pm
- II. Minutes:** November 8, 2021; F. Alkin moved to accept the minutes of November 8, 2021; C. Sheridan seconded the motion; passed unanimously.
- III. Financial Reports:** presentation by Treasurer L. Adams
 - A. 2021 Income and Expenses through December 2021
 - B. Bank Account Analysis through December 2021
 - C. Approval of checks and warrants through December 2021: C. Maloney moved to approve the expenditures; J. Baker seconded the motion; passed unanimously.
 - D. Transfer of funds from the operating budget into the Board restricted capital funds. L. Adams made a motion to move the unspent portion of the 2021 restricted operating budget capital funds into the 2022 operating budget restricted capital funds; J. Baker seconded the motion; passed unanimously.
- IV. Committee Assignments and Reports**
 - A. Building and Grounds – as reported by R. Rossman
 1. The final expenses for the 2019 Construction Aid project have been submitted and approved.
 2. An amendment has been submitted for the 2020 Construction Aid project.
 - B. Planning – R. Rossman
 1. Paver Fundraiser – 17 engraved pavers have been donated to the Library.
 - C. Public Relations – R. Rossman - No report
 - D. Finance – L. Adams – no report
 - E. Technology – R. Rossman
 1. RCLS is proposing changes to the current ANSER agreement; these changes will impact the Library's budget and IT policy and procedure.

F. Administration – as reported by R. Rossman

1. Budget Hearing and Budget Vote results discussed. The overwhelming support of our community is evident and appreciated.
2. L. Adams made a motion to enter executive session to discuss a personnel change; C. Maloney seconded the motion. L. Adams made a motion to exit executive session; C. Maloney seconded the motion. L. Adams made a motion to confirm personnel changes as discussed; F. Alkin seconded the motion; approved unanimously.

VI. Director's Report – Rhonda

- A. Our three notaries are experiencing a high volume of requests; patrons appreciate the expanded notary service hours.
- B. Our Workforce Grant will allow the Library to provide job counseling sessions January – April, 2022.

VII. Unfinished Business

- A. Benefits Proposal: Flexible spending plan through iSolved, our current payroll company, will be offered to employees who work 20 hours or more per week. The Library will pay the administrative cost of \$50 per month, plus match individual contributions of up to \$400 per year. Additional unmatched contributions by employees will be accepted up to the maximum allowable under the plan. F. Alkin made a motion to offer the proposed flexible spending plan to eligible employees contingent on the basis that at least five eligible staff members sign up for the plan by January 31st; C. Sheridan seconded the motion; passed unanimously.
- B. Copier Contract: L. Adams made a motion to accept the proposal by our current service provider, American Copy Machine, for a copier and coin box at the rate of \$246 per month for 60 months, including service, parts, and toner. American Copy Machine has agreed to gift us two printers, which are already in use. F. Alkin seconded the motion; passed unanimously.

VIII. New Business

- A. 2022 Library Board Officer Elections: L. Adams made a motion to appoint F. Alkin as Acting Recording Secretary; J. Baker seconded the motion; passed unanimously.

F. Alkin, Acting Recording Secretary, cast a ballot for the slate of officers as presented:

- Kurt Mohr, President
- Frank Alkin, Immediate Past President
- Chris Maloney, Vice President
- Lorette M. Adams, Treasurer
- Ilene Weitzner, Secretary
- Cynthia Sheridan, Trustee
- Steven Schmelkin, Trustee
- Justin Baker, Trustee

B. 2022 Library Board Committee Member Appointments: Appointments were made for the six standing Board committees.

C. Heating Repair: L. Adams made a motion to reconfirm the emergency repair vote taken via email for \$2,600; C. Maloney seconded the motion; Passed unanimously.

D. L. Adams made a motion to accept the resignation of Rhonda Rossman effective February 4, 2022. C. Maloney seconded the motion; passed unanimously. The Board would like to thank Rhonda for a job very well done. The search for a new Library Director will begin immediately.

IX. Adjournment: L. Adams made a motion to adjourn the meeting; meeting was adjourned at 8:44pm.

Respectfully submitted,
Rhonda Rossman