

WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES
January 11, 2021
Meeting Held Remotely via Zoom Software
Minutes – DRAFT

Minutes: Meeting of the Board of Trustees

Date: January 11, 2021

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

Guest: Philip Matthew

Absent: None

- I. Call to Order:** F. Alkin called the meeting to order at 7:30pm
- II. 2021 Slate of Officers:** L. Adams made a motion to move Agenda Item VIII-1 to Agenda Item II; C. Sheridan seconded the motion; passed unanimously.

C. Maloney, 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
 - Heather Carmichael-Santini, Trustee
- III. Minutes:** November 9, 2020; F. Alkin moved to accept the minutes of November 9, 2020; L. Adams seconded the motion; passed unanimously.
- IV. Financial Reports:** presentation by Treasurer L. Adams
 - A. 2020 Income and Expenses through December 2020
 - B. Bank Account Analysis through December 2020
 - C. Approval of checks and warrants through December 2020: C. Maloney moved to approve the expenditures; F. Alkin 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 2020 restricted operating budget capital funds into the 2021 operating budget restricted capital funds; I. Weitzner seconded the motion; passed unanimously.
- V. Committee Assignments and Reports**
 - A. Building and Grounds – as reported by R. Rossman

1. Demand Response Revenue Proposal. The proposal presented by Demand Response in October, 2020 has been rescinded.

B. Planning – R. Rhonda

1. Long Term Plan – L. Adams made a motion to table this item for additional input; S. Schmelkin seconded the motion; passed unanimously.

C. Public Relations – R. Rossman

1. The Library received a donation in appreciation for the “creative” and “wonderful” virtual programs offered to the community during the pandemic.

D. Finance – L. Adams – no report

E. Technology – R. Rossman

1. The new server has been delivered and is in the process of being installed.

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. Employee Manual Amendments regarding PTO in response to 2021 New York State Mandatory Sick Time; L. Adams made a motion to approve the personnel manual as amended; S. Schmelkin seconded the motion; approved unanimously.
3. 2021 Salary Proposal. I Weitzner made a motion to approve the 2021 Salary Proposal as presented effective January 1, 2021; F. Alkin seconded the motion; approved unanimously.

VI. Director’s Report – Rhonda

1. We have a new time entry system, iSolved, through Payserv; we are working with Payserv to program the system according to our policies, training staff members, and supervising managers during the transition
2. Staff Development Day on November 10 included virtual guest speaker Dr. Alexandria Connally, Director of Equality, Inclusion and Innovation at Nyack Public Schools. The title of the talk was “Countering Unconscious Bias.”
3. We continue to see increased eMaterial and streaming usage. We have purchased materials accordingly.
4. As one of the few libraries in Rockland County open to the public without prior appointments, we continue to hear appreciation from our patrons.

VII. Unfinished Business

1. Accounting Firms: F. Alkin made a motion to hire Berard and Associates for the 2021 financial audit, the 2021 income tax return and the 2021 State Report based on the current contract cost of \$11,000; C. Maloney seconded the motion; passed unanimously.

VIII. New Business

1. 2021 Director’s Goals – goals include continuing to creatively address services during the pandemic, completing building projects, growing a Friends Organization, and researching

new building projects including a Children's Room renovation, should constructions grants become available.

2. Executive Session regarding a personnel matter: L. Adams made a motion to go into executive session at 8:45pm; F. Alkin seconded the motion; passed unanimously. L. Adams made a motion to return from executive session at 8:57pm; C. Maloney seconded the motion; passed unanimously.
3. L. Adams made a motion to increase the top salary in the salary range for Director from \$101,920 to \$109,200; C. Maloney seconded the motion; passed unanimously.

IX. Adjournment: F. Alkin made a motion to adjourn the meeting; meeting was adjourned at 8:58pm.

Respectfully submitted,
Rhonda Rossman