

WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES
March 8, 2021
Meeting Held Remotely via Zoom Software
Minutes – DRAFT

Minutes: Meeting of the Board of Trustees

Date: March 8, 2021

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

Guest: None

Absent: None

- I. Call to Order:** K. Mohr called the meeting to order at 7:31pm

- II. Minutes:** February 8, 2021; L. Adams moved to accept the minutes of February 8, 2021; C. Sheridan seconded the motion; passed unanimously.

- III. Financial Reports:** presentation by Treasurer L. Adams
 - A. 2020 Income and Expenses through February 2021
 - B. Bank Account Analysis through February 2021
 - C. Approval of checks and warrants through February 2021: C. Maloney moved to approve the expenditures; F. Alkin seconded the motion; passed unanimously.

- IV. Committee Assignments and Reports**
 - A. Building and Grounds – as reported by R. Rossman
 1. An amendment has been written and submitted for the 2018 NYS Construction Aid grant.
 2. Rhonda will be meeting with Paul Bitts this week to discuss the patio project. Outdoor instruments and gardens were discussed as potential additions to our newest welcoming space.
 3. The Five Year Capital Plan was discussed. Rhonda will research the following potential projects: a) renovating the two bathrooms on the main floor; b) HEPA filters throughout building; c) path from parking lot to new patio; d) designers for Children’s Room renovation

 - B. Planning – R. Rhonda
 1. Long Term Strategic Plan – L. Adams made a motion to accept the revision of the long term strategic plan as presented; S. Schmelkin seconded the motion; passed unanimously.
 2. A Seed Exchange is in the works; we are hoping to have it ready sometime this spring. So far, we have received generous donations from Prairie Moon Nursery and Baker Creek Heirloom Seed Company. Several programs are planned to highlight this new collection.

C. Public Relations – R. Rossman

1. Advocacy Day was February 26th
2. Rhonda shared a lovely letter thanking the staff for all that they have done during the pandemic. Many patrons have expressed similar thoughts. Staff members are grateful.

D. Finance – L. Adams – no report

E. Technology – R. Rossman – no report

F. Administration – as reported by R. Rossman

1. Conflict of Interest Forms were distributed to trustees; those that have not returned the signed form have been reminded to do so by the end of this week. Rhonda will follow up.
2. The board members will join the Library Trustees Association Section (LTA), a division of NYLA in 2021.

V. Director's Report – Rhonda

1. We continue to work with Berard & Associates on the financial audit.
2. Staff members are planning virtual and recorded programming through the spring.
3. The spring newsletter will be published this month.

VI. Unfinished Business

VII. New Business

1. Annual State Report – L. Adams made a motion to approve the Annual State Report as presented; I. Weitzner seconded the motion; passed unanimously.
2. Annual Community Report – the report presents data from the Annual State Report; a suggestion was made to include a notation explaining that the pandemic has impacted our statistics. Once complete, the Annual Community Report will be uploaded to our website and shared with staff members.
3. Traveler's Crime Insurance Policy Renewal and Insurance List Update – price was increased substantially; Rhonda will research.

VIII. Adjournment: F. Alkin made a motion to adjourn the meeting; meeting was adjourned at 8:06pm.

Respectfully submitted,
Rhonda Rossman