

**WEST NYACK FREE LIBRARY**  
**BOARD OF TRUSTEES**  
**March 9, 2020**  
**Minutes**

Minutes: Meeting of the Board of Trustees

Date: March 9, 2020

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

Absent: Cynthia Sheridan

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

**II. Minutes:** February 10, 2020; K. Mohr moved to accept the minutes of February 10, 2020; C. Maloney seconded the motion; passed unanimously.

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

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

**IV. Committee Assignments and Reports**

- A. Building and Grounds – as reported by R. Rossman
  - 1. The security camera installation is in progress
  - 2. The permit process for the rear patio project has begun
- B. Planning - no report at this time
- C. Public Relations - no report at this time
- D. Finance – no report at this time
- E. Administration – as reported by R. Rossman
  - a) Recommend hiring James Kelly as temporary part-time custodian until our permanent part-time custodian can resume his normal schedule; L. Adams made a motion to hire James Kelly pending background check; I. Weitzner seconded the motion; passed unanimously.
  - b) Recommend replacing the current unfilled part-time Librarian position with a full-time Librarian position, which will include additional responsibilities including Public Services and Technical Services; K. Mohr made a motion to create the new position; C. Maloney seconded the motion; passed unanimously.
  - c) Director’s 2020 goals discussed

- d) Social Media Policy - L. Adams made a motion to accept the Social Media Policy and corresponding procedure as written; I. Weitzner seconded the motion; passed unanimously.
- e) Security Camera and Video Footage Policy - L. Adams made a motion to approve the Security Camera and Video Footage Policy as written; K. Mohr seconded the motion; passed unanimously.
- f) ICE Policy and Procedure – Ramapo Catskill Library System recommends that libraries write a policy and corresponding procedure in case of interactions with Immigration and Customs Enforcement (ICE). A potential policy and procedure will be brought to the April Library Board Meeting for discussion.
- g) Meeting Room Policy - Current policy allows non-residents to reserve the meeting room, often leaving our own patrons without access. It was suggested that the policy be amended to ensure that Clarkstown residents will be the primary users of our limited meeting space. I. Weitzner made a motion to amend the current policy as discussed; L. Adams seconded the motion; passed unanimously.
- h) Shield Act Compliance – In cooperation with Ramapo Catskill Library System, the Library is taking measures to ensure that we are in compliance with the Shield Act.
- i) Legal notice of changes to wording contained in the West Nyack Free Library Constitution as follows:

*Amendment to Article IV – Board of Trustees*

*The Association shall be governed by a Board of nine members selected by the Association of the West Nyack Free Library, increased from 7, which shall constitute the corporate body of the West Nyack Free Library. The Trustees shall be elected at the Annual meeting to serve a term of five years.*

*Should there be an unexpired term, the new member must fulfill the unexpired term before being elected for a full five-year term.*

A copy of the Constitution of the West Nyack Free Library Association is available with the library director.

L. Adams made a motion to amend the Constitution of the West Nyack Free Library Association as stated above; K. Mohr seconded the motion; passed unanimously.

**V. Director’s Report – Rhonda**

- A. The New York State Library Report was submitted on time
- B. I attended the Public Library Association Conference
- C. We are working with representatives from the U.S Census Bureau to ensure that Library staff will be trained and available to assist patrons with the upcoming Census
- D. Staff Training Day included a meeting with the Rockland County Behavioral Health Response Team, a visit with the Clarkstown Police Department K9 Unit, departmental meetings, and staff activities.

## **VI. New Business**

- A. L. Adams made a motion to invite Heather Carmichael to join the Board of Trustees; I. Weitzner seconded the motion; passed unanimously. H. Carmichael will fill the expired term of Ray Kosinski, January 1, 2020 – December 31, 2024.
- B. I. Weitzner made a motion to invite Steven Schmelkin to join the Board of Trustees; L. Adams seconded the motion; passed unanimously. S. Schmelkin will fill a new term, April 13, 2020 – December 31, 2024.

**VII. Adjournment:** K. Mohr made a motion to adjourn the meeting at 8:46pm.

Respectfully submitted,  
Rhonda Rossman