

WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES
April 12, 2021
Meeting Held Remotely via Zoom Software
Minutes – DRAFT

Minutes: Meeting of the Board of Trustees

Date: April 12, 2021

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

Guest: None

Absent: Heather Carmichael-Santini

- I. Call to Order:** K. Mohr called the meeting to order at 7:29pm

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

- III. Presentation of Financial Audit Report** – Randi Hertzman of Berard & Associates
L. Adams made a motion to approve the 2020 audit report as written; F. Alkin seconded; passed unanimously.

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

- V. Committee Assignments and Reports**
 - A. Building and Grounds – as reported by R. Rossman
 1. Paul Bitts Construction has submitted an amended estimate for the patio project: \$123,300. The project includes handicapped access, ADA concrete ramp and curbing, landscaping, permeable pavers, a drainage system, and galvanized railings. NYS Construction Aid funding will pay for a substantial portion of the project. I. Weitzman made a motion to accept the updated contract; S. Schmelkin seconded the motion; passed unanimously.
 2. Research has begun for 2021 NYS Construction Aid proposals including: children’s room renovation, 2nd floor bathroom renovation, upgraded air filtration system, and a path from the new patio to the parking lot.

 - B. Planning – R. Rhonda
 1. No report

C. Public Relations – R. Rossman

1. Plans were made to celebrate National Library Week, April 4-10, 2021

D. Finance – L. Adams

1. 2020 Financial Audit and Tax Return

E. Technology – R. Rossman – no report

F. Administration – as reported by R. Rossman

1. Procedures to comply with NYS COVID sick leave law were established. We will continue to research legislation related to the pandemic and amend policy as needed.

V. Director's Report – Rhonda

1. Staff members are planning for summer reading programs.
2. Staff members worked with Berard & Associates to assist with gathering information and data for the 2020 financial audit.
3. Copier contract options were researched.
4. Select staff members trained on Microsoft Outlook email, the new email service used by RCLS.

VI. Unfinished Business

VII. New Business

1. Copier Contract – It was decided to continue with the current service contract and lease through April, 2022; we will reexamine options closer to the date.
2. Great American Insurance Company/NIF Group, Executive Protection and Employment Practices Liability Insurance renewal 4/25/21 – 4/25/22. L. Adams made a motion to renew policy for \$3,332; F. Alkin seconded the motion; passed unanimously.

VIII. Adjournment: F. Alkin made a motion to adjourn the meeting; meeting was adjourned at 8:50pm.

Respectfully submitted,
Rhonda Rossman