

**WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES**

April 13, 2020

**Meeting Held Remotely via Zoom Software (New York State on Pause)
Minutes**

Minutes: Meeting of the Board of Trustees

Date: April 13, 2020

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

Absent: None

I. Call to Order: F. Alkin called the meeting to order at 7:34 pm. F. Alkin welcomed new Board Members H. Carmichael-Santini and S. Schmelkin.

II. Minutes: March 9, 2020; K. Mohr moved to accept the minutes of March 9, 2020; I. Weitzner seconded the motion; passed unanimously.

III. Financial Reports: presentation by Treasurer L. Adams

- A. 2020 Income and Expenses through March 2020
- B. Bank Account Analysis through March 2020
- C. Approval of checks and warrants through March 2020: L. Adams 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 has been completed. Bullet Security will return once the building is open to put the viewing app on the library computers. I will request information regarding the addition of cameras in the dungeon and utility areas.
 - 2. The leak in the Technical Services closet has been repaired.
 - 3. The building is being checked by library staff about three times per week.
- B. Planning - no report at this time
- C. Public Relations – Staff members are working remotely to contribute to our twice weekly eNewsletter, our virtual programs, our website content, and our recorded programs.
- D. Finance – no report at this time
- E. Administration – as reported by R. Rossman
 - 1. Remote staff meetings are held at least four times per week.
 - 2. Remote assignments have been created for all personnel.
 - 3. Remote staff training assignments have been assigned for all personnel.
 - 4. Each staff member completes and submits a weekly remote work report that includes projects and tasks.

5. The Families First Coronavirus Response Act on Paid Sick Leave and Expanded Family Leave Due to Covid-19 through December 31, 2020: L. Adams moved to accept these expanded benefits, as required by law, as a temporary pandemic measure; I. Weitzner seconded the motion; passed unanimously.

V. Director's Report – Rhonda

A. All staff members are working hard to identify community needs and to provide accurate, reliable resources through the twice-weekly eNewsletter and on the library website.

B. Staff members are searching for appropriate products to add to our remote resources, including eMaterials and databases.

C. Purchasing staff members continue to review professional journals to identify materials for future inclusion in the circulating collection.

D. All staff members have been provided staff training assignments that can be completed remotely.

F. Staff members are creating and producing recorded and remote programming for all ages.

G. Staff members are updating the website and social media sites often.

H. Staff members are participating in remote meetings 2-4 times per week, depending on department.

VI. New Business

- A. Renewal of Directors and Officers Liability Insurance Policy with Great American Insurance Company, 4/25/20 – 4/25/21. C. Maloney made a motion to renew the policy as presented; I. Weitzner seconded the motion; passed unanimously.

VII. Adjournment: K. Mohr made a motion to adjourn the meeting at 7:53pm.

Respectfully submitted,
Rhonda Rossman