

WEST NYACK FREE LIBRARY -- DRAFT
BOARD OF TRUSTEES
May 13, 2019
Minutes - Draft

Minutes: Meeting of the Board of Trustees

Date: May 13, 2019

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

Guests: Randi Hertzman and Joann Arendes

Absent: None

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

II. Minutes – April 8, 2019; K. Mohr moved to accept the minutes of April 8, 2019; C. Maloney seconded the motion; passed unanimously.

III. Financial Reports: presentation by Treasurer Lorette Adams

A. 2019 Income and Expenses through April 2019 – reports were received.

B. Bank Account Analysis through April 2019 – reports were received.

C. Approval of checks and warrants through April 2019: C. Maloney moved to approve the expenditures; K. Mohr seconded the motion; passed unanimously.

Randi Hertzman and Joann Arendes, of Berard and Associates, presented the 2018 financial audit report and federal income tax form. L. Adams moved to accept the audit and tax form as written; C. Maloney seconded the motion; passed unanimously.

IV. Committee Assignments and Reports

A. Building and Grounds – as reported by R. Rossman

a. Research continues regarding building projects for 2019 State Library Construction Grant.

b. Work has begun on the lower office/ annex project.

c. Proposals are being accepted for the retaining wall project.

B. Planning – no report at this time.

C. Public Relations- as reported by R. Rossman

a. Plans are in progress for the Library's 60th Anniversary Celebration in October.

b. Two fundraising events are scheduled on July 11: Barnes & Noble and Zinnberger's; the Friends of WNL will earn 20% of all proceeds. Fliers will be available 3 weeks ahead.

D. Finance – as reported by L. Adams

a. The 2018 audit and the 2018 federal tax return form have been completed.

- E. Administration – as reported by R. Rossman
 - a. Two pages will be leaving soon to attend college; we will hire two part-time pages, each 3-6 hours per week at minimum wage.
 - b. New smoking laws will take effect June 19, 2019: smoking will be prohibited on grounds within 10 feet of entrances, exits or outdoor areas.
 - c. Will research and write Fixed Asset Policy
 - d. Will research and write Five Year Capital Projects Plan.

V. Director's Report – Rhonda

- A. Staff Training Day took place on May 3rd. Agenda included safety training on Code Adam procedure, lecture by Grace Riario: “Working Together Pays Off,” and group discussions.
- B. Attended Trustee Trainings Part 1 & 2.
- C. Attended LARC Conference.
- D. Met with WNL Friends Group; Meet and Greet is planned to recruit new members on June 19th.
- E. One staff member is out on disability for at least four weeks.

VI. Unfinished Business

VII. New Business

- A. Director's and Officers' Liability Coverage Insurance Renewal
 - L. Adams made a motion to renew annual policy; K. Mohr seconded the motion; passed unanimously.

VII. Adjournment – K. Mohr made a motion to adjourn the meeting; C. Maloney seconded the motion; passed unanimously. The meeting was adjourned at 8:52pm.

Respectfully submitted,

Rhonda Rossman