

WEST NYACK FREE LIBRARY
BOARD OF TRUSTEES
June 10, 2019
Minutes

Minutes: Meeting of the Board of Trustees

Date: June 10, 2019

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

Absent: Chris Maloney

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

II. Minutes: May 13, 2019; K. Mohr moved to accept the minutes of May 13, 2019; L. Adams seconded the motion; passed unanimously.

III. Financial Reports: presentation by Treasurer L. Adams

- A. Approval of checks and warrants through May, 2019: K. Mohr moved to approve the expenditures; L. Adams seconded the motion; passed unanimously.

IV. Committee Assignments and Reports

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

- a. Montana Construction has presented a proposal to furnish and install a new mechanical room door to replace the old door to the basement that no longer functions well. L Adams made a motion to accept the proposal as presented; K Mohr seconded the motion; passed unanimously.
- b. Paul Bitts Company has been chosen to complete the restoration and repair of the retaining walls on library property. L. Adams made a motion to accept the proposal as presented; K. Mohr seconded the motion; passed unanimously.
- c. Work on the new community meeting room on the first level is proceeding well.
- d. Research has begun for a potential rear patio to be used for library programs and outdoor seating.

B. Planning – no report at this time

C. Public Relations- as reported by R. Rossman

- a. Two fundraising events are scheduled on July 11: Barnes & Noble and Zinburger; the Friends of WNL will earn 20% of all proceeds. Fliers are available on our website and at service desks.

D. Finance – as reported by L. Adams

- a. L. Adams and R. Rossman will begin to prepare the 2021 budget in the coming weeks.

E. Administration – as reported by R. Rossman

- a. H. Wollenberg has resigned from her position as On-call Substitute Librarian.

V. Director's Report – Rhonda

- A. Attended Sexual Harassment Training Workshop on May 21st
- B. Attended RCLS Construction Grant Workshop on May 23rd
- C. Writing and researching 2020 New York State Construction Grant application.
- D. Researching Capital Asset Policy and Disposal of Capital Assets Policy.
- E. Summer Reading Program packets were delivered to schools for distribution at kindergarten registration.

VI. Unfinished Business

- A. Rhonda presented an IT cost analysis report which compared RCLS computer support vs. third party computer support with staff participation. After discussion, the Board determined that the better option is to return to RCLS support. K. Mohr made a motion to reinstate the RCLS ANSER support for all computers; L. Adams seconded the motion; unanimously approved.
- B. Plans are in progress for the Library's 60th Anniversary Celebration in October, 2019. The main event will be held on Monday, October 14, 6:00pm - 9:00pm. The West Nyack Fire Department has generously donated the use of their parking lot for the evening.

VII. New Business

- A. Our State Insurance Workers' Compensation Policy is up for renewal; L. Adams made a motion to renew the policy as proposed; K. Mohr seconded the motion; passed unanimously.
- B. The Five Year Capital Project Plan was presented. The document will be used to help plan future projects.
- C. The West Nyack Free Library will be applying for a New York State Library Construction Aid grant to help pay for projects including a rear patio and security cameras. L. Adams made a motion to approve the application as follows: The grant application and accompanying documents for a public library construction grant to be administered in accordance with the requirements of Education Law §273-a (as Amended by Chapter 148 of the laws of 2014) and Commissioner's Regulations §90.12 was read and duly adopted, and the conditions outlined in the RCLS Assurance letter have been accepted by the Board of the Trustees of the West Nyack Free Library; K. Mohr seconded the motion; unanimously passed.
- D. S. Sambrato, currently employed as a Library Clerk, will be hired for the additional position of On-call Substitute Library Assistant at posted salary, pending successful acquisition of paperwork. L. Adams made a motion to approve the additional position; K. Mohr seconded the motion; unanimously passed.

VII. Adjournment – K. Mohr made a motion to adjourn the meeting; L. Adams seconded the motion; passed unanimously. The meeting was adjourned at 8:39pm.

Respectfully submitted,
Rhonda Rossman