

**WEST NYACK FREE LIBRARY**  
**BOARD OF TRUSTEES**  
**June 8, 2020**  
**Meeting Held Remotely via Zoom Software**  
**Minutes**

Minutes: Meeting of the Board of Trustees

Date: June 8, 2020

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

Absent: Heather Carmichael-Santini

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

**II. Minutes:** May 11, 2020; K. Mohr moved to accept the minutes of May 11, 2020; C. Maloney seconded the motion; passed unanimously.

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

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

**IV. Committee Assignments and Reports**

- A. Building and Grounds – as reported by R. Rossman
  - 1. A tree in the back area of the property has fallen. The insurance company will be called. Several tree removal companies will be contacted and prices will be compared.
  - 2. Bullet Security is scheduled to come to the building this week.
  - 3. Paul Bitts Construction will repaint the parking lot space lines in one area near the new rear retaining wall to return a space we lost.
- B. Planning – Reopening Plans – R. Rhonda

We have begun phase 2 of the reopening plan.

  - 1. Staff are in the building this week limited hours.
  - 2. Staff members are setting up the building for the next phase, writing procedures, purchasing materials, and processing new items.
  - 3. We are working with RCLS and other Rockland libraries to ensure consistent service.
  - 4. Phase 3, part 1 is scheduled to begin on Monday, June 15<sup>th</sup> with curbside service.
- C. Public Relations – R. Rossman
  - 1. The eNewsletter will now be published every Monday, with a concentration on library programs and services
  - 2. We are in the process of creating a postcard to go out next week once we are sure curbside service is starting
  - 3. We are designing large signs for fences to promote curbside pickup.

D. Finance – L. Adams

1. 2019 Financials: L. Adams made a motion to approve the financial report as presented by Berard and Associates; K. Mohr seconded the motion; passed unanimously.
2. Begin planning for 2022 budget.

E. Administration – as reported by R. Rossman

1. The Reopening Plan is being followed.
2. Staff members will begin working in the building beginning June 15<sup>th</sup>. Summer hours will begin June 15<sup>th</sup>.
3. All staff members and visitors must fill out a Daily Health Assessment Questionnaire, as per New York State reopening guidelines.
4. We have developed a Curbside Service Procedure and it will be put into effect on June 15<sup>th</sup>.
5. Remote Work During Emergency Policy – K. Mohr made a motion to adopt the Remote Work during Emergency Policy as written; L. Adams seconded the motion; passed unanimously.
6. Staff issue  
*L. Adams made a motion to enter Executive Session to discuss a staff issue. K. Mohr seconded the motion; passed unanimously.*  
*L. Adams made a motion to exit Executive Session; C. Maloney seconded the motion; passed unanimously.*

The Public Services Manager, who is a dedicated and respected longtime library employee, will be granted permission to work remotely for up to two months, based on health concerns related to the Pandemic.

**V. Director’s Report – Rhonda**

1. All remote work continued through May
2. I joined RCLS ANSER committee
3. I worked with RCLS reopening committee
4. I was active with Rockland Directors meetings
5. I continue to work with the New City Library on shared materials and reopening plans for next phases and for local holds
6. Library statistics show that the Library has continued to remain connected to our community members during the pandemic.

**VI. New Business - none**

**VII. Adjournment:** K. Mohr made a motion to adjourn the meeting at 8:17pm.

Respectfully submitted,  
Rhonda Rossman