

**WEST NYACK FREE LIBRARY**  
**BOARD OF TRUSTEES**  
**July 13, 2020**  
**Meeting Held Remotely via Zoom Software**  
**Minutes – DRAFT**

Minutes: Meeting of the Board of Trustees

Date: July 13, 2020

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

Absent: None

**I. Call to Order:** F. Alkin called the meeting to order at 7:35pm.

**II. Minutes:** June 8, 2020; K. Mohr moved to accept the minutes of June 8, 2020; L. Adams seconded the motion; passed unanimously.

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

- A. 2020 Income and Expenses through June 2020
- B. Bank Account Analysis through June 2020
- C. Approval of checks and warrants through June 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. Quiet Study Room Proposals – L. Adams made a motion to hire Montana Contracting to repurpose an alcove into a quiet study room at the cost of \$7340.40; S. Schmelkin seconded the motion; passed unanimously. This project will be paid in part with funding received through a NYS Construction Grant.
  - 2. Television in Activity Room – L. Adams made a motion to hire RBC to purchase and install a 55” television with mirroring capability for \$1164; K. Mohr seconded the motion; passed unanimously. This project will expand the ability to hold remote meetings and programs.
  - 3. Bullet Security Proposal for Increased Video Storage – L. Adams made a motion to purchase 24TB (terabyte) at the cost of \$1000; H. Carmichael seconded the motion; passed unanimously. This purchase of storage will allow the library to see up to 54 days of video at current activity level. At this time, the Library will hold off on the purchase of additional cameras.
- B. Planning – Reopening Plans – R. Rhonda
  - We have begun phase 3, part 1 of our reopening plan.
  - 1. Staff members are in the building working their full schedules.
  - 2. Service desks are very busy answering calls and filling curbside service holds
  - 3. We are working with RCLS and other Rockland libraries to ensure consistent service.

4. Phase 3, part 2 is scheduled to begin soon, perhaps next week. This phase will allow patrons to enter the building in order to choose and checkout items on a limited basis, based on 50% occupancy rate. We are working on sneeze guards, floor decals, PPE, and safety protocols.

C. Public Relations – R. Rossman

1. The eNewsletter is being published every Monday, with a concentration on library programs and services
2. A printed newsletter was mailed to every resident earlier this month.

D. Finance – L. Adams

1. Begin planning for 2022 budget.

E. Administration – as reported by R. Rossman

1. The Reopening Plan is being followed.
2. We have received many applications for the full-time librarian position. Interviews begin tomorrow via Zoom.

**V. Director's Report – Rhonda**

1. Curbside service has been very successful.
2. Remote programs continue.
3. Summer reading programs have begun.
4. Statistics show that the Library has continued to remain a source of information for our community members during the pandemic.

**VI. New Business**

1. Addendum to Code of Conduct – L. Adams moved to add an addendum to the Patron Code of Conduct as written, until such time as the pandemic has passed and it is no longer necessary; I. Weitzner seconded the motion; passed unanimously. The addendum will require that patrons wear a mask and practice safe social distancing protocol while on library property at all times.
2. Generator – Rhonda will research the cost of generators, to be purchased in part with NYS Construction Grant funding.

**VII. Adjournment:** K. Mohr made a motion to adjourn the meeting at 8:31pm.

Respectfully submitted,  
Rhonda Rossman