

**WEST NYACK FREE LIBRARY**  
**BOARD OF TRUSTEES**  
**September 15, 2020**  
**Meeting Held Remotely via Zoom Software**  
**Minutes – DRAFT**

Minutes: Meeting of the Board of Trustees

Date: September 15, 2020

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

Absent: Cynthia Sheridan

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

**II. Minutes:** July 13, 2020; C. Maloney moved to accept the minutes of July 13, 2020; I. Weitzner seconded the motion; passed unanimously.

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

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

**IV. Audit Report:** presented by Randi Hertzman of Berard and Associates

- A. R. Hertzman presented the 2019 audit and financial report. L. Adams made a motion to approve the 2019 audit report as written; K. Mohr seconded the motion; passed unanimously.

**V. Committee Assignments and Reports**

- A. Building and Grounds – as reported by R. Rossman
  1. Quiet Study Room Proposal Amendment – L. Adams made a motion to accept the amended estimate from Montana Contracting to repurpose an alcove into a quiet study room at the cost of \$8412; I. Weitzner seconded the motion; passed unanimously. This project will be paid in part with funding received through NYS Library Construction Aid.
  2. Patio Permit – Three members of the Library Board and R. Rossman met with the Town of Clarkstown Architectural Historic Review Board to discuss the patio plan. The Review Board voted to approve the plan as presented.
  3. Security Cameras – the new security cameras are working correctly; we are waiting for upgrades which will increase the memory capacity.
  4. Generator – L. Adams made a motion to accept the estimate from Valentine Electric for a gas powered generator, complete with all equipment, parts, fence, concrete pad, and installation, for \$105,875 to be paid in part with NYS Library Construction Aid funding; C. Maloney seconded the motion; passed.
  5. Parking lot – The parking lot project has been completed.

B. Planning – Reopening Plans – R. Rhonda

We are in Phase 3, part 2 of our reopening plan. This phase includes both Grab and Go Hours and Curbside Services.

C. Public Relations – R. Rossman

1. No report

D. Finance – L. Adams

1. The proposed 2022 Library Budget includes a 2% increase over the 2021 Library Budget. L. Adams made a motion to approve the proposed 2022 Library Budget as presented; C. Maloney seconded the motion; passed unanimously.

Budget Resolution #1:

*Whereas, the adoption of this 2022 budget for the West Nyack Free Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and*

*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it*

*Resolved, that the Board of Trustees of the West Nyack Free Library voted and approved to exceed the tax levy limit for 2022 by at least sixty percent of the board of trustees as required by state law on September 21, 2015.*

L. Adams made a motion to approve Budget Resolution #1 as written; K. Mohr seconded the motion; passed unanimously.

Budget Resolution #2

*Whereas, the NYS Tax Cap Legislation was not signed into law until June 24, 2011 and;*

*Whereas, information on the tax cap for the West Nyack Free Library will not be available until mid-2021 and;*

*Whereas, the tax cap limit assigned to the West Nyack Free Library may not be 2% but more or less and;*

*Whereas, the established voting date for the West Nyack Free Library's 2022 budget is December 9, 2020 and;*

*Whereas, the West Nyack Free Library is a Free Association Library and;*

*The Board of Trustees of the West Nyack Free Library must submit their budget information for their vote in December 2020 in September and;*

*Whereas, in the absence of specific guidelines the Board of Trustees chose to voluntarily adhere to a 2% tax cap on the 2022 budget and;*

*Whereas, the Board of Trustees voted unanimously in September 2020 for said budget and;*

*The Board of Trustees of the West Nyack Free Library hereby votes to exercise the clause in the NYS Comptrollers Implementation Guide permitting the override of the tax levy limit for 2022 should the tax cap limit assigned to the West Nyack Free Library be less than 2%.*

L. Adams made a motion to approve Budget Resolution #2 as written; K. Mohr seconded the motion; passed unanimously.

E. Technology –

1. The television in the Activity Room has been installed. It will be used for remote meetings.
2. Optima Communications Systems, our telephone contractor, performed a carrier and phone systems analysis. They suggest that we switch to SIP connections with a three year commitment, resulting in a savings of \$60 per month. After careful research, R. Rossman learned that our current alarm system would not work with SIP connections and savings would be offset by costs for new alarm system equipment. L. Adams made a motion to table the discussion at this time; C. Maloney seconded the motion; passed unanimously.

F. Administration – as reported by R. Rossman

1. L. Adams moved to approve the hiring of Briyant Ganaganayagam as full-time librarian at the rate of \$50,960 per year. H. Carmichael-Santini seconded the motion; approved unanimously.
2. L. Adams moved to approve the hiring of Angelica Kocik as a part-time library page, with a salary of \$11.80 per hour. H. Carmichael-Santini seconded the motion; approved unanimously.
3. Samantha Sambrato, currently an On-call Librarian Trainee, has completed her studies and earned a Master's Degree in Library Science. L. Adams made a motion to approve a promotion to On-call Substitute Librarian at a rate of \$28 per hour. S. Schmelkin seconded the motion; approved unanimously.

**V. Director's Report – Rhonda**

1. Curbside service and Grab and Go Hours have been successful.
2. Remote programs continue.
3. Adult Summer Reading generated over 100 responses.
4. Statistics show that the Library continues to remain a source of information and materials for our community members during the pandemic.

## **VI. New Business**

1. 2020 New York State Construction Aid Assurance Letter to RCLS: L. Adams made a move to approve the New York State Construction Aid Assurance Letter as written; K. Mohr seconded the motion; approved unanimously.
2. 2020 New York State Construction Aid Resolution: *The Application and accompanying documents for public library construction aid to be administered in accordance with the requirements of Education Law §273-1 (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 Trustees of the West Nyack Free Library.* L. Adams made a move to approve the resolution as written; K. Mohr seconded the motion; approved unanimously.
3. RCLS Budget Vote: H. Carmichael-Santini made a motion to table the vote on the 2020 RCLS budget vote until the October Board Meeting; S. Schmelkin seconded the motion; passed unanimously.
4. L. Adams made a motion to go into Executive Session to discuss personnel matters; K. Mohr seconded the motion; approved unanimously.  
K. Mohr made a motion to leave Executive Session; H. Carmichael-Santini seconded the motion; passed unanimously.  
L. Adams made a motion to reconfirm the motions approved during executive session; K. Mohr seconded the motion; passed unanimously.

**VII. Adjournment:** K. Mohr made a motion to adjourn the meeting; meeting was adjourned at 8:35pm.

Respectfully submitted,  
Rhonda Rossman