

West Nyack Free Library

MINUTES: Meeting of the Board of Trustees

DATE: July 25, 2016

PRESENT: Lorette Adams, Frank Alkin, Arlene Block, Melissa DeNicola, Kurt Mohr, Eugenia Schatoff

ABSENT: Raymond Kosinski

- I. Call to Order – K. Mohr called the meeting to order at 8:16 P.M.
- II. Minutes – L. Adams moved to accept the minutes of June 13, 2016; seconded by M. DeNicola; passed unanimously.
- III. Financial Reports
 - A. 2016 Income and Expenses through June 2016 – The reports were received.
 - B. Bank Account Analysis through June 2016 – The reports were received.
 - C. Approval of Checks and Warrants through June 2016 – L. Adams moved to approve the expenditures; seconded by M. DeNicola; passed unanimously.

The audit report was presented to the Board.

- IV. Committee Assignments and Reports
 - A. Building and Grounds
 1. Heating in Lobby: We anticipate starting work in September.
 2. Rear yard area: Two boy scouts would like to do projects in the rear yard. They will present their plans to the Board at upcoming meetings.
 3. Engineering bids: L. Adams moved to hire McClaren to do the parking lot expansion, as per their proposal number 107060.01; seconded by F. Alkin; passed unanimously.
 4. L. Adams moved to reconfirm hiring Peluso as vendor for work in bathroom; seconded by F. Alkin; passed unanimously.
 5. Circulation Desk: See Director's Report for details. Board members agreed that we want go with the "fillers" option and want Demco to provide their installer to do the work.
 6. Rubber Stair Treads: Colorful World will come on a future Saturday to do the work. E. Schatoff will call them again to try to pinpoint a specific date.
 - B. Planning - None
 - C. Public Relations
 1. Friends Garage Sale: The Friends starting receiving applications for the Garage Sale on September 17th. The flier will go in the August newsletter.

- D. Finance – L. Adams and E. Schatoff will meet on August 4 to work on the budget for 2018.
- E. Administration
1. Job descriptions for the following positions were received: Head of Circulation, Head of Public Services, and Head of Technical Service.
- V. Director's Report - The Director's Report for June 2016 was received.
- Action Items:
1. RCLS Construction Letter: L. Adams moved to apply for a NYS Construction Grant for the parking lot expansion; seconded by M. DeNicola; passed unanimously. K. Mohr signed the letter.
 2. Quiet Space Policy: L. Adams made a motion to approve the Quiet Space Policy as amended; seconded by M. DeNicola; passed unanimously.
- VI. Unfinished Business – Reconfirm Peluso Vote – See Buildings and Grounds
- VII. New Business
- Trustee Recruitment – M. DeNicola suggested that each trustee come to the next meeting with the name of someone who might be a potential new trustee.
 - K. Mohr informed the Board that A. Block tendered her resignation effective July 31 since she will be moving from Clarkstown. The Board regretfully accepted the resignation.
 - A. Block informed the Board that Jeanette Haag will be moving to Pennsylvania.
- VIII. Trustees' Comments – None
- IX. Adjournment – L. Adams made a motion to adjourn the meeting. The meeting was adjourned at 9:02 P.M.

Respectfully submitted,

Arlene Block
Recording Secretary