

# **West Nyack Free Library**

## **BOARD OF TRUSTEES**

MINUTES: Meeting of the Board of Trustees

DATE: September 11, 2017

PRESENT: Lorette Adams; Frank Alkin, Melissa DeNicola, R. Kosinski, Kurt Mohr, C. Maloney, Eugenia Schatoff

ABSENT: None

- I. Call to Order – R. Kosinski called meeting to order at 7:51 P.M.
- II. Minutes – K. Mohr moved to accept the minutes of July 17, 2017; seconded by F. Alkin; passes unanimously.
- III. Financial Reports presented by L. Adams
  - A. 2017 Income and Expenses through August 2017 – The reports were received.
  - B. Bank Account Analysis through August 2017 – The reports were received.
  - C. Approval of Checks and Warrants through August 2017 – K. Mohr moved to approve the expenditures; seconded by F. Alkin; passed unanimously.
- IV. Committee Assignments and Reports
  - A. Buildings and Grounds Reported by Frank Alkin
    1. Looked at samples of artwork for the Lobby presented by E. Schatoff.
    2. We have received our NYS Parks and Recreation Historic Preservation letter allowing for parking lot changes.
    3. Some of the rubber on the stairs will be re glued in the coming week..
    4. Pendant lights have been hung in the hallway.
    5. Spotlights are in place lighting the School Bell and various art pieces.
  - B. Planning:
    1. None
  - C. Public Relations:
    1. An article in the RCLS Magazine highlighted the West Nyack Free Library.
    2. WN Library is now working with Field goods as a year round pick up site for fresh produce delivery. For every bag delivered at the Library for Pick-Up the library will get \$1. For more information on the produce delivery please see the library web-site.

3. BJ's Restaurant in Nanuet will be holding a fundraiser for the Library on Thursday September 28<sup>th</sup>. BJ's will donate 20% of food and soft beverage sales to the Library. Patrons must hand flyer in at restaurant. Flyers available at the Library.

D. Finance:

1. Approval of the 2019 budget. Motion was made by F. Alkin seconded by K. Mohr, passed unanimously.
2. Approval of Budget Resolution. Motion was made by K. Mohr and seconded by F. Alkin, passed unanimously.
3. L. Adams made a motion to explore the total cost of Capital Projects for the 2019 budget in order to put forth a resolution in addition to the 2019 budget.

E. Administration

1. After the changes in the By-Laws were posted for 2 months (June/July) a motion was made by L. Adams to accept the changes, seconded by F. Alkin, passed unanimously.

V. Directors Report – The Directors Report July and August 2017 was received.

Action Items:

1. Approval of New Hire Stephanie Roberts. L. Adams made a motion to accept hire, seconded by F. Alkin, approved unanimously.
2. Approval of Dawn Roy leave of absence from September-November. L. Adams made a motion to accept her leave, seconded by C. Maloney, approved unanimously.
3. We made welcome of our new intern, Cheryl Rosenka who will be doing a community internship. She is working towards her school building leader/school district leader certification.

VI. Unfinished Business

- 1) Re-confirm Marathon Energy gas and electric 2 year contract. L. Adams made a motion to accept the 2 year contract, seconded by F. Alkin, passed unanimously.

VII. New Business

- 1) L. Adams made a motion to create and establish an Audit Committee and a Conflict of Interest Committee, seconded by F. Alkin, passed unanimously
- 2) L. Adams made a motion to adjust the shortfall to an employee for \$45 and to forgive the excess amount of \$148 to a second employee, seconded by F. Alkin, passed unanimously.
- 3) L. Adams made a motion to adjust the percentage of 303B Pension contribution to be consistent effective 10/1/2017, seconded by F. Alkin, passed unanimously.

VIII. Adjournment – K. Mohr. made a motion to adjourn the meeting, second by F. Alkin. The meeting was adjourned at 9:07 P.M.

Respectfully submitted.

Melissa A. Sorce-DeNicola  
Recording Secretary