

West Nyack Free Library BOARD OF TRUSTEES

MINUTES: Meeting of the Board of Trustees

DATE: February 13, 2017

PRESENT: Lorette Adams, Frank Alkin, Melissa DeNicola, Raymond Kosinski,
Eugenia Schatoff

ABSENT: Kurt Mohr

- I. Call to Order – R. Kosinski called meeting to order at 7:32 P.M.
- II. Minutes – F. Alkin moved to accept the minutes of January 9 2017; seconded by L. Adams; passes unanimously.
- III. Financial Reports presented by Treasurer Lorette Adams
 - A. 2016 Income and Expenses through January 2017 – The reports were received.
 - B. Bank Account Analysis through January 2017 – The reports were received.
 - C. Approval of Checks and Warrants through January 2017 – L. Adams 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. Drywall and painting (Adult Room) was completed and done well..
 2. Generator: Only one bid has been received at this time. Frank will follow up with other contractors.
 3. Adult Room Lighting: Planning is ongoing to upgrade and fix lighting issues.
 4. Roof: Covered in Directors Report.
 - B. Planning
Nothing at this time.
 - C. Public Relations
 1. Joe's Crab Shack event was held. Waiting for final totals.
 2. Eagle Scout Project: We have at least 2 proposals for projects. They are in the process of being reviewed.
 - D. Finance
 1. L. Adams reported no issues with Finance.

- E. Administration
 - 1. A proposal was given to Arlene Block to help with revisions to the Personnel Manuel. She agreed to help and has waived her fee.

- V. Directors Report – The Directors Report for January 2017 was received.
Action Items:
 - 1. Roof Repair: The area above the Fiction Area has been examined by several companies. We received bids. The bids were reviewed and a motion made by L. Adams to accept Segelman Shaw Roofers, seconded by F. Alkin – passed unanimously.
 - 2. Insurance Renewal: Recommend continuing with Great American Insurance. L. Adams made a motion to continue with Great American Insurance, seconded by F. Alkin – passed unanimously.
 - 3. Community Room Technology: To improve and update the system, 3 bids were given. Recommendation for Safe and Sound Homes. Motion made to Accept bid by Safe and Sound homes by L. Adams, seconded by F. Alkin – passed unanimously.
 - 4. Policy Approval for Audit: A motion was made to approve the Harassment Policy by F. Alkin, seconded by L. Adams- Passed unanimously. A motion was made to approve the Outside Employment Policy by L. Adams, seconded by F. Alkin – passed unanimously.

- VI. Unfinished Business
 - 1. A motion was made by L. Adams to reconfirm the NYS Annual Report, seconded by F. Alkin. – passed unanimously.

- VII. New Business
 - 1. The original book drop which was donated by the West Nyack Rotary many years ago, needs to be replaced.

- VIII. Adjournment – F. Alkin. made a motion to adjourn the meeting, second by L. Adams. The meeting was adjourned at 8:25 P.M.

Respectfully submitted.

Melissa A. Sorce-DeNicola
Recording Secretary