

West Nyack Free Library

MINUTES: Meeting of the Board of Trustees

DATE: January 12, 2015

PRESENT: Lorette Adams, Arlene Block, Raymond Kosinski, Kurt Mohr, Eugenia Schatoff

ABSENT: Frank Alkin, Jim Benvenuto, Melissa DeNicola

I. Call to Order – R. Kosinski called the meeting to order at 7:30 P.M.

A new slate of officers was presented as follows:

President: James Benvenuto

Executive Vice President: Kurt Mohr

Recording Secretary: Arlene Block

Treasurer: Lorette Adams

Corresponding Secretary: Melissa DeNicola

Immediate Past President: Raymond Kosinski

Trustee: Frank Alkin

Trustee Emeritus: Jeannette Haag

The Recording Secretary cast a vote for the slate of officers as presented.

II. L. Adams made a motion to accept the minutes of November 10, 2014. The motion was seconded by R. Kosinski and passed unanimously.

III. Financial Reports

A. 2014 Income and Expenses through December 2014 – The reports were received.

B. Bank Account Analysis through December 2014 – The reports were received.

The Board decided to return to pre-December reporting on the Financial Report until Friends of the West Nyack Library becomes a separate entity.

IV. Committee Assignments and Reports

A. Building and Grounds – E. Schatoff reported that the emergency door has been replaced.

B. Planning - None

C. Public Relations – None

D. Finance

- L. Adams and E. Schatoff will meet in the next month or two to make budget transfers.

- R. Kosinski made a motion to authorize Harold Peterson of Sterling Bank to change the Library's reserve account type from Municipal Checking Plus Account to Money Market Tiered Account (will earn .25% interest versus the current .10% as

long as the balance is greater than \$1.0 million, otherwise it will earn .15%); seconded by L. Adams and passed unanimously.

E. Administration

- R. Kosinski made a motion to accept the Conflict of Interest Policy; seconded by L. Adams and passed unanimously.
- L. Adams made a motion to accept the Records and Retention Policy; seconded by R. Kosinski and passed unanimously.
- L. Adams made a motion to accept the Donation Letter as amended; seconded by R. Kosinski and passed unanimously.
- R. Kosinski made a motion to change the date of the April Board Meeting to Monday, April 6th; seconded by L. Adams and passed unanimously.

F. Print & Non-Print Materials – None

G. Friends of the Library – L. Adams reported that the Friends netted \$348.00 from the Holiday Boutique.

V. Director's Report - The Director's Reports for November and December 2014 were received.

Action Items:

1. Document Retention Policy: See Administration
2. Conflict of Interest/Joint Venture Arrangement Policy: See Administration

Other:

- Personnel: L. Adams made a motion to hire Carolyn Hollingsworth as of December 8, 2014 to fill the Circulation position vacated by Michael Madden, at the rate of \$14 per hour and to hire Joan Rosen to cover Michael's substitute hours at a rate of \$14 per hour; seconded by R. Kosinski and passed unanimously.
- Printing Costs: R. Kosinski made a motion to increase printing from our current \$0.10 per black and white copy to \$0.15 and from our current \$0.25 per color copy to \$0.30; seconded by L. Adams and passed unanimously.
- Community Room: L. Adams made a motion to allow Power Partners Initiative to use the Community Room on 1/14/15 and 1/21/15; seconded by R. Kosinski and passed unanimously.

VI. Old Business – L. Adams suggested that, in this New Year, we follow through on items that were introduced previously. In addition, she suggested that we make them Agenda items going forward.

- Disaster Plan: We need to put a disaster plan in place; we currently have pieces of a plan and E. Schatoff is working to put everything into one plan.
- Five Year Plan: The Administration Committee should meet to get planning underway.

- Capital Fund: This needs to be set up.
- Bylaws: We should review these to see if things need to be updated.
- Executive Compensation Policy: This needs to be set up.

VII. New Business – Donations were collected for a gift in memory of Diane Hoeneveld.

VIII. Trustees' Comments – Happy New Year and “welcome” to the new officers.

IX. Adjournment – A. Block made a motion to adjourn the meeting; seconded by R. Kosinski and passed unanimously. The meeting was adjourned at 8:50 P.M.

Respectfully submitted,

Arlene Block
Recording Secretary