

## West Nyack Free Library

**MINUTES:** Meeting of the Board of Trustees

**DATE:** February 16, 2015

**PRESENT:** Frank Alkin, Jim Benvenuto, Lorette Adams, Arlene Block, Raymond Kosinski, Kurt Mohr, Eugenia Schatoff

**ABSENT:** Melissa DeNicola

- I. Call to Order – J. Benvenuto called the meeting to order at 7:35 P.M.
- II. The minutes of the January 12, 2015 meeting were amended as follows:  
**K. Mohr** called the meeting to order at 7:30 PM.

The Board decided to return to pre-December reporting on the Financial Report until the Friends of the West Nyack Library becomes a **5013C**.

L. Adams moved to accept the minutes of January 12, 2015 as amended; seconded by A. Block and passed unanimously.

- III. Financial Reports
  - A. 2015 Income and Expenses through January 2015 – The reports were received.
  - B. Bank Account Analysis through January 2015 – The reports were received.
- IV. Committee Assignments and Reports
  - A. Building and Grounds – L. Adams reported that Color-Full World will repair the steps.
  - B. Planning - None
  - C. Public Relations – None
  - D. Finance - None
  - E. Administration - None
  - F. Print & Non-Print Materials – None
  - G. Friends of the Library – None
- V. Director's Report - The Director's Report for January 2015 was received.

### Action Items:

1. Principles of Public Library Organization and Management: R. Kosinski moved to approve tuition payment of \$1,200.00 for this Spring 2015 course at LIU/Post for E. Schatoff; seconded by L. Adams; passed unanimously.
2. Meeting Room Requests: L. Adams moved to table a vote on approval of meeting room requests from Rockland Economic Development Corporation (REDC) and Van Houten Fields Association until a determination has been made on their insurance status; seconded by A. Block; passed unanimously.

VI. Unfinished Business

- A. Review of 2013 Audit Matters: J. Benvenuto reported that the majority of matters have been taken care of. The following items still need to be reviewed or addressed:
- a. Update and Amendment of By-laws
  - b. Capital Improvement Fund Policy
  - c. Investment Policy
  - d. Executive Compensation Policy

The above items will be addressed at a meeting of the Administration Committee on March 2 at 7:00 P.M.

- B. Friends: J. Benvenuto will contact Lois about getting a tax ID number for the Friends group.
- C. Five Year Strategic Plan: The Planning Committee will meet on March 4 at 7:00 P.M.
- D. Insurance Review: E. Schatoff has this on the Annual Calendar; she will include updates in the Director's Report going forward.

VII. New Business

- A. Approval of Audit Engagement Proposal – 2014 Financial Statements: J. Benvenuto moved to approve the engagement proposal dated February 4, 2015 from Berard Associates for the 2014 fiscal year; seconded by R. Kosinski; 5 votes in favor, 1 abstention; motion passed.
- B. Review of Committed and Uncommitted Contracts: F. Alkin and E. Schatoff will put together a list.
- C. Expanded Monthly Financial Package – J. Benvenuto will work with E. Schatoff to work on an expanded package.
- D. Adoption of Accrual Accounting Method – J. Benvenuto moved to approve the transition to the accrual method of accounting from the current modified cash basis effective immediately; seconded by R. Kosinski; passed unanimously.
- E. Review of All Monthly Expenditures by Board – Going forward, all monthly batches of invoices will be available at each Board meeting for independent review by individual Board members.
- F. Revision of Date for Monthly Board Meeting – this will be addressed when the Administrative Committee meets to update the by-laws.
- G. Compliance with Tax and Legal Notices – this will be addressed at the Administrative Committee meeting.
- H. Committee Assignments 2015 – Committee assignments for 2015 are as follows:

**Buildings and Grounds**

Chair: Frank Alkin

Members: Kurt Mohr, Ray Kosinski

**Public Relations**

Chair: Melissa DeNicola

Members: Lorette Adams, Arlene Block

**General and Administration**

All Board Members

**Finance**

Chair: Lorette Adams

Members: Frank Alkin, Kurt Mohr, Ray Kosinski

**Planning**

Chair: Ray Kosinski

Members: Lorette Adams, Frank Alkin

VIII. Trustees' Comments – J. Benvenuto recognized R. Kosinski for his efforts as Board President.

IX. Adjournment – K. Mohr made a motion to adjourn the meeting; seconded by F. Alkin and passed unanimously. The meeting was adjourned at 9:23 P.M.

Respectfully submitted,

Arlene Block  
Recording Secretary