

## West Nyack Free Library

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

**DATE:** April 6, 2015

**PRESENT:** Frank Alkin, Jim Benvenuto, Lorette Adams, Arlene Block, Eugenia Schatoff

**ABSENT:** Melissa DeNicola, Raymond Kosinski, Kurt Mohr

- I. Call to Order – J. Benvenuto called the meeting to order at 7:32 P.M.
- II. F. Alkin moved to accept the minutes of March 9, 2015; seconded by L. Adams; passed unanimously.
- III. Financial Reports
  - A. 2015 Income and Expenses through March 2015 – The reports were received.
  - B. Bank Account Analysis through March 2015 – The reports were received.  
The Excel reports were not available; they will be sent via email when ready.
  - L. Adams moved to approve the expenditures; seconded by F. Alkin; passed unanimously.
- IV. Committee Assignments and Reports
  - A. Building and Grounds – still working on contracts.
  - B. Planning – R. Kosinski will schedule a committee meeting.
  - C. Public Relations – None
  - D. Finance – The Investment Policy was presented. Trustees will read the policy and vote on accepting it at the next meeting.
  - E. Administration - None
  - F. Print & Non-Print Materials – None

It was noted that there is no Friends Committee, and going forward, this heading will be eliminated from the Agenda.

- V. Director's Report - The Director's Report for March 2015 was received.

L. Adams moved to purchase a platter of chocolates for the staff in recognition of American Library Week; seconded by F. Alkin; passed unanimously

### Action Items:

1. Approval of New Hire: L. Adams moved to approve hiring Donna Mattis as Human Resources Assistant for 10-15 hours per week at the hourly rate specified in the Director's Report; seconded by F. Alkin; passed unanimously.

2. Insurance:

- L. Adams moved to approve the proposed coverage from Great American for Directors & Officers Insurance; seconded by F. Alkin; passed unanimously.
- L. Adams moved to approve the proposed coverage from Travelers for Library Crime Insurance; seconded by F. Alkin; passed unanimously.
- L. Adams moved to approve the proposed Cyber Security and Privacy coverage from USI; seconded by F. Alkin; passed unanimously.

3. LIU Final Class: L. Adams moved to approve paying \$1,150.00 for the final class in E. Schatoff's Library Administrator Certificate Program; seconded by F. Alkin; passed unanimously.

4. Gas and Electric Cost Management: F. Alkin moved to change our energy service from Hudson Energy to Energy and Management Services (EMS) for a savings of more than \$2,000.00 per year; seconded by L. Adams; passed unanimously.

VI. Unfinished Business

- A. Friends: E. Schatoff reported that Lois Cayne is meeting with an attorney to arrange for incorporating the Friends group.
- B. Executive Compensation Policy: R. Kosinski is working with E. Schatoff on this.
- C. Bylaws: L. Adams and A. Block will meet to review the bylaws against past copies to make sure we are working with the most recent complete set.
- D. Strategic Planning: R. Kosinski will set a meeting.

VII. New Business - L. Adams moved to table discussion with regard to Trustee's request until the next meeting; seconded by F. Alkin; passed unanimously.

VIII. Trustees' Comments - A. Block reported that she visited with Jeannette Haag who asked the she send her regards to everyone on the Board. In addition, A. Block will not be able to attend the next Board meeting and requested that another Board member take the minutes in her place.

IX. Adjournment – L. Adams made a motion to adjourn the meeting; seconded by F. Alkin and passed unanimously. The meeting was adjourned at 8:40 P.M.

Respectfully submitted,

Arlene Block  
Recording Secretary