

## West Nyack Free Library

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

**DATE:** January 13, 2014

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

**ABSENT:** Melissa DeNicola, Jeannette Haag (Trustee Emeritus)

- I. Call to Order – R. Kosinski called the meeting to order at 7:31 P.M.
- II. K. Mohr made a motion to accept the minutes of November 11, 2013. The motion was seconded by F. Alkin and passed unanimously.
- III. Financial Reports
  - A. 2013 Income and Expenses through December 2013 – The report was received.
  - B. Bank Account Analysis through December 2013 – The report was received.
- IV. Committee Assignments and Reports
  - A. Building and Grounds
    1. L. Adams reported that Color-Full World is still working: the dropped ceiling, stairs, side walls on the stairs, and window ledge in the entry still remain to be done. They will be doing the dropped ceiling on the 15<sup>th</sup> 16<sup>th</sup> and 17<sup>th</sup>. We are still waiting for a suitable product for insulating the windows in the reference area and additional estimates for insulating the floor in the basement below the reference area.
    2. Regarding the snowplow contract: Ascape is matching the price quoted by Pro Cut for the remainder of the season.
    3. F. Alkin made a motion to accept the donation of three framed photographs from Heritage of West Nyack; seconded by D. Hoeneveld; passed unanimously. It was requested that the corresponding secretary send a thank you to Heritage of West Nyack.
    4. The Board reconfirmed the vote taken on December 9, 2013 for end of shelving displays in the amount of \$3,398.56.
    5. The Board reconfirmed the vote taken via email on December 21, 2013 for a five-year contract with Xerox/CBS.
  - B. Planning - None
  - C. Public Relations - None
  - D. Finance - None

E. Administration – None

F. Print & Non-Print Materials – None

G. Friends of the Library – L. Adams spoke to Lois Cayne and reported that Lois is exploring the idea of having an art auction, perhaps in the fall.

V. Director's Report - The Director's Report for December 2013 was received.

Action Items:

1. New Internet Policy: There was discussion about patrons using flash drives on Library terminals. While everyone agreed that it is important to provide this service to patrons who may have no other access to computers for word processing, there was concern about the possibility of a flash drive infecting the Library's network. L. Adams made a motion to table a vote until we can get more information on whether it would be possible to limit the use of flash drives to one or two specific computers; seconded by D. Hoeneveld; passed unanimously.
2. Administration Committee - Meet to Discuss Health Care Options: The Administration Committee will meet on February 3 at 7PM to discuss health care options.
3. Independent Contractors: K. Mohr made a motion to table this discussion to the next meeting, allowing E. Schatoff time to obtain additional information; seconded by L. Adams; passed unanimously.
4. Community Room Use: L. Adams made a motion to allow the following groups to use the Community Room pending proof of insurance: Girl Scouts, Hi-Tor Animal Care Center, Hudson Valley Malayalee Association, and to get additional information from Harmony on the Hudson regarding whether any of their members are from Clarkstown; seconded by F. Alkin; 6 in favor, 1 opposed; motion passed.

VI. Old Business – E. Schatoff reported that the Personnel Manual was negatively received by the Library staff. The Board discussed the staff's concerns. K. Mohr made a motion to revise the Personnel Manual to reflect the following, all retroactive to January 1: (1) continue time-and-a-half pay for Sundays, (2) all employees scheduled to work on a day on which a holiday falls will be paid for those scheduled hours, and (3) all employees who work less than 20 hours will be entitled to 8 hours of sick time per year; seconded by F. Alkin; passed unanimously. In addition, the Board is continuing to explore the issue of acknowledging employees' longevity.

VII. New Business – None

VIII. Trustees' Comments – Happy New Year.

IX. Adjournment – K. Mohr made a motion to adjourn the meeting; seconded by D. Hoeneveld; passed unanimously. The meeting was adjourned at 9:52 P.M.

Respectfully submitted,

Arlene Block  
Recording Secretary