

West Nyack Free Library

MINUTES: Meeting of the Board of Trustees

DATE: April 23, 2014

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

ABSENT: Diane Hoeneveld (Trustee Emeritus), Jeannette Haag (Trustee Emeritus)

- I. Call to Order – R. Kosinski called the meeting to order at 7:34 P.M.
- II. K. Mohr made a motion to accept the minutes of March 10, 2014. The motion was seconded by F. Alkin and passed unanimously.
- III. Financial Reports
 - A. 2014 Income and Expenses through March 2014 – The report was received.
 - B. Bank Account Analysis through March 2014 – The report was received.
- IV. Committee Assignments and Reports
 - A. Building and Grounds
 1. J. Benvenuto presented proposals received for library maintenance projects and the Board reviewed them. F. Alkin made a motion to accept the American Craftsman proposal with a "must be completed by [date] added and an addendum to reflect the addition of smoothing out the joint between the old and new building in the dungeon; seconded by M. DeNicola; passed unanimously.
 2. M. DeNicola made a motion to continue with Ascape for landscaping at the current price; seconded by K. Mohr; passed unanimously.
 - B. Planning - None
 - C. Public Relations - None
 - D. Finance - None
 - E. Administration – None
 1. L. Adams made a motion to purchase the base D & O Insurance and Indemnification policy with the possibility of adding in retro coverage; seconded by F. Alkin; passed unanimously.
 2. J. Benvenuto made a motion to engage Jim Riley to prepare a formal indemnification policy for the Trustees, Director, and Officers; seconded by L. Adams; passed unanimously.
 3. J. Benvenuto made a motion to approve an oral indemnification as follows: "The Library agrees to indemnify its current or former directors or officers against judgments, fines, amounts paid in settlement, and expenses, including

attorneys' fees, in the case of a third-party action, and (ii) expenses, including attorneys' fees in the case of an action by any others, in each case incurred in any actual or threatened litigation brought by reason of the fact that such person was serving in one of the previously mentioned capacities." The motion was seconded by L. Adams; passed unanimously.

4. We have 12,000 square feet in the Library. J. Benvenuto made a motion that we insure the building for \$3 million; seconded by F. Alkin; passed unanimously.

5. Regarding coverage for building contents: E. Schatoff is getting information.

6. J. Benvenuto made a motion that we adopt an employee crime policy for \$200,00.00 with a deductible of \$2,000.00 at the cost of \$442.00 per year; seconded by M. DeNicola; passed unanimously.

7. J. Benvenuto spoke with Ken Gach regarding an annual audit. Ken does not do this and he recommended we hire a firm to do so. J. Benvenuto made a motion that we investigate hiring a firm to do an annual audit; seconded by F. Alkin; passed unanimously.

8. L. Adams made a motion to accept the following policies:

West Nyack Free Library Purchasing Policy

Library Non-discrimination Policy

West Nyack Free Library Rules for the Use of the Library Meeting Room(s)

The motion was seconded by K. Mohr; passed unanimously.

9. E. Schatoff reported that the West Nyack Firehouse would no longer let us use their parking lot unless we provide a certificate of liability.

F. Print & Non-Print Materials – None

G. Friends of the Library – The Friends got an excellent response to the defensive driving class. Many people have already signed up.

V. Director's Report - The Director's Report for March 2014 was received.

Action Items:

1. Staff Development Day: The general consensus was that this is a good idea, but the item was tabled to allow more time to discuss options.

2. New Policies: See Administration.

VI. Old Business – None

VII. New Business – We received a thank you from the staff for the chocolate platters that were delivered in recognition of National Library Week.

VIII. Trustees' Comments - L. Adams informed everyone of the West Nyack Community Cleanup on Sunday, April 27 from 9:30 am-12: 30 pm. All are welcome to participate.

In addition, the trustess thanked J. Benvenuto for all his work researching the insurance policies.

- IX. Adjournment – K. Mohr made a motion to adjourn the meeting; seconded by F. Alkin; passed unanimously. The meeting was adjourned at 9:26 P.M.

Respectfully submitted,

Arlene Block
Recording Secretary