

**The Nyack Library**  
**Board of Trustees**  
**Minutes of Regular Meeting**  
**December 3, 2007**

**Present:**

Foster Bass  
James L. Case, Secretary  
E. Michael Growney, Jr.  
Debra Karten  
Jeffrey McDowell  
Joan E. Moffett, Vice-President  
Roger W. Seiler, President  
Paul D. Shein, Treasurer  
Ellen Simpson

**Absent:**

\*Myria Jean-Gilles  
\* Judith Lawler

\*Excused

**Staff:**

James Mahoney, Library Director  
Stephen Hoefler, Manager of Operations & Finance

**Visitor:**

Bonnie Yassky, Resident of Upper Nyack

**1. Call to Order:**

The meeting opened at 7:45 p.m. in the Library Meeting Room with Roger Seiler as Chair.

**2. Minutes:**

Minutes of the November 5, 2007 regular Board Meeting were amended to correct Trustee's to Trustees under the Director's Report second paragraph. Upon Motion by Foster Bass and seconded by Debra Karten the minutes were unanimously approved.

**3. Director's Report:**

The Director reviewed his written report and discussed the State Department of Library Development letter dated September 12, 2007, noting that The Nyack Library Rules and Regulations would need to be updated. Jeff requested that ID requirements be put on February's agenda for review. James M. reported on meetings with Senator Morahan and Assemblywoman Ellen Jaffe and thought that the Library could expect \$10,000 to \$15,000 of support from each towards the expansion. He also indicated that the Library has been awarded an additional \$30,000 of funding from the \$14 mil 2007 Public Library Construction Grant for geothermal.

**4. Treasurer's Report:**

Paul Shein reviewed the Auditor's Management letter and Internal Control letter in detail, and it was observed that a document retention policy was needed. Jeff suggested that this item be on the January agenda for review. Paul went over the Library's Audit Representation letter and asked that a copy be distributed to the Board next meeting. The audited Financial Statements for fiscal year-ending June 30, 2007 were reviewed and discussed.

**Motion** by Paul Shein to accept the auditor's report and to complement Stephen Hoefler and James Mahoney on their efforts, seconded by E. Michael Growney and unanimously approved.

Paul reported on the two Finance Committee meetings and reviewed the updated Investment Policy in detail.

**Motion** by Paul Shein to adopt the updated Investment Policy as presented and following brief discussion on the last paragraph, was seconded by E. Michael Growney and unanimously approved.

Paul spoke about the Proposed Budget FYE 2009 and reported on a change in budgeting approach. The Finance Committee had decided to follow Valley Cottage Library's model of matching the tax revenue to Library expenses and not include other income to balance the budget, which would begin to build a reserve fund.

Upon motion by Jeff McDowell and seconded by E. Michael Growney the Treasurer's Report was unanimously accepted.

#### **Financial Statements:**

Stephen reviewed the financial statements and answered questions from the Board.

#### **5. Committee Reports:**

*Personnel Committee:* Jeff reported on the 11/13/07 Personnel Committee meeting and presented the FYE 08 Salary Adjustment schedule and the FYE 09 Salary Increase schedule. Jeff also reviewed and discussed the total FYE 09 salary budget line as presented in the FYE 09 Budget, Exhibit E. James M. indicated that the proposed FYE 08 salary adjustments would be covered by the current (\$6,800) deficit and that no budget amendment would be required.

**Motion** by Jeff McDowell to approve the FYE 08 Salary Adjustments of approximately \$5,500, seconded by Joan Moffett and unanimously accepted.

**Motion** by Jeff McDowell to approve the FYE 09 Proposed Salary budget of \$1,178,000. Discussion followed and James M. reviewed details of Exhibit E of the FYE 09 Budget. James Case seconded and the motion was unanimously accepted.

Discussion on the need for long range planning for personnel ensued and it was noted that an in-depth plan was last done in the 90's by Ruth Diebold and suggested that another be done after construction. Discussion followed. Jeff commented that James M. may not be here in 3-5 years and that succession and personnel planning needs to be before completion of the expansion - not after.

*Finance Committee:* Most of the Finance Committee business was accomplished under the Treasurer's Report except for the Library tax rate increase. Paul noted that the proposed budget did not reflect all the library charges revenue and corresponding amount to be transferred to the General Fund. James M. spoke to this issue and discussion followed. There was conversation on how much reserves the Library could have and Roger asked that the Library's CPA provide guidance on this issue.

**Motion** by Paul Shein to adopt the Preliminary FYE 09 budget as presented, which includes a 6.9% tax rate increase of \$148,713, and that a revised budget showing the inclusion of all library charges income and corresponding transfers to the

General Fund be distributed at the January 2009 Board of Trustee meeting.  
Second by Joan Moffett and unanimously approved.

*Nominating Committee:* Joan introduced Bonnie Yassky who gave a brief presentation of her background and interests.

**Motion** by Joan Moffett to appoint Bonnie Yassky to fill the vacant Trustee position which expires January 2009. Seconded by Ellen Simpson and unanimously approved.

**Motion** by Joan Moffett to accept the Trustee nominations of Myria Jean-Gilles, Joan Moffett, Roger Seiler, and Paul Shein to three year terms expiring with the annual meeting in 2011. Seconded by Debra Karten and unanimously approved.

James M. reviewed the rules of the election procedures and Joan reviewed officer election procedures.

*Building Committee:* Ellen reported that the Committee continues to review the building plans and is working to eliminate the terraces by incorporating them into the building interior because of liability, costs, security, and space issues. She stated that Michael Esmay is revising the plans, Roger has contacted the ARB chair for a workshop meeting this Wednesday, and that the Library is on the December 19<sup>th</sup> ARB agenda. Following discussion Ellen asked for the Board's collective approval to move in this direction which was given unanimously.

Ellen stated that the elevator bid was awarded to Thyseen Krupp Elevator at \$92,200 and that the building permit for concrete and steel was in hand. Roger gave an update on the status of the building permit fee.

*Bylaws Committee:* Roger reported that the Committee had met three times this Month and that they were through the tough parts. He informed the Board that a draft of the Bylaws was required to be before the Board for 30 days before action can be taken.

**6. Old Business:**

Roger reviewed Barbara Cane's Special Opportunities for Giving letter.

**7. New Business:**

None

**8. Upon motion of Joan Moffett and seconded by Foster Bass, the meeting was adjourned at 9:40 p.m.**

Next Meeting, **Monday, January 7, 2008, 7:45 p.m.** in the Library Meeting Room.

Respectfully submitted,

Stephen P. Hoefler, MBA  
Manager of Operations & Finance