

**The Nyack Library
Board of Trustees
Minutes of Regular Meeting
February 6, 2006**

Present:

Foster Bass
Mary Callan
James Case, Secretary
E. Michael Growney, Jr.
Myria Jean-Gilles
Judith Lawler
Jeffrey McDowell
Joan Moffett, Vice-President
Roger Seiler, President
Paul Shein, Treasurer
Ellen Simpson

Absent:

*Debra Karten

Staff

James Mahoney, Library Director
Stephen Hoefler, Mgr. Operations & Finance

***excused**

The meeting opened at 7:47 p.m., in the Meeting Room of the Nyack Library, with Roger Seiler as chair.

Mr. Seiler distributed forms for the selection of Board Committee assignments. He mentioned that he had changed the title of the "Youth Services Committee" to "Library Services Committee". Trustees were asked to mark their preferences with priority numbering and return.

Minutes

The minutes of the Regular Meeting, January 9th were unanimously approved upon motion by Ms. Moffett and seconded by Ms. Simpson.

Director's Report

Mr. Mahoney discussed aspects of the Director's Report with focus on correspondence that had been recently received from the Board of the Finkelstein Memorial Library, and its possible relationship to the Nyack Library.

Treasurer's Report

Mr. Shein presented the Treasurer's Report with financial figures based upon our standing as of January 31st. The Auditor, Donalee Berard is working on completing the financial statement for year-ending June 30, 2005 and has provided us with guidelines for forming an audit Committee. Discussion is still underway regarding what accounting standards we will use for this year's report and thereafter, either GASB or FASB. A question arose about the liability anyone might have by serving on outside Audit Committee and Mr. Mahoney will investigate this with our insurance carrier. The Director also explained how library materials would be substantially reduced in book value this year due to a change in accounting. The library building is now being restated at cost value, but we are engaging in a new appraisal of the property to be able to restate its market value. Upon motion by Mr. McDowell and seconded by Mr. Case the Treasurer's Report was unanimously accepted.

Committee Reports

Building Committee- Ms. Simpson reported that the Building Committee had met and reviewed the proposals of several construction management firms for building and renovating the library.

Motion #1

Based upon the outline of services and proposal of costs submitted on December 12, 2005, that the firm of Helmer-Cronin of Stony Point be engaged as construction manager for the project of building and renovating the Nyack Library, subject to a favorable public referendum on February 14th.

Motion #2

That we accept the concept of hiring a job site supervisor at additional cost to the construction management fee, for the reasonable duration of the actual construction project.

By assigning the contract to a construction manager at this time (once the budget vote is passed) we will be able to use the expertise of the construction manager to help the building designers develop a more cost effective plan, including value-added engineering.

Michael Esmay, Architect, is waiting until the February 14th budget vote to begin the more detailed design phases of the work, although he is still actively working on many details. He expects to be ready to go before the Nyack Village Planning Board on April 7th to begin application for site plan approval.

Old Business

Mr. Seiler reported that at the Budget Information Session here on February 1st, only one member of the public appeared before the joint gathering of trustees and library staff of both the Valley Cottage and Nyack Libraries and that questions were answered in full and in detail. On the following day, February 2nd, no one appeared at the hearing at Valley Cottage Library expect trustees and staff.

Mr. Growney reported that he had received and reviewed the contract from the architect, Michael Esmay, which reflected a drop in fee to 8.5% based upon our acceptance of a construction manager.

Motion by Mr. Growney

That the Board accepts the AIA standard contract with Michael Esmay, Architect for services as architect of the expansion and renovation of the Nyack Library, subject to final review of the details by Mr. Growney. Added to the terms of the standard contract will be an understanding of the architect's representation on our behalf before all government boards and permit agencies, and that there are no reimbursable expenses in addition to the contract fee.

Seconded by Mr. McDowell, unanimously approved.

New Business

Ms. Simpson disclosed that William Helmer, President of Helmer-Cronin is also the Chairman of the Board of Provident Bank, which currently holds our mortgages and with who we have several banking accounts. Such business with Provident was established long before we ever initiated discussion with Helmer-Cronin. Upon motion by Ms. Simpson and seconded by Ms. Moffett

Motion #1

Based upon the outline of services and proposal of costs submitted on December 12, 2005, that the firm of Helmer-Cronin of Stony Point be engaged as construction manager for the project of building and renovating the Nyack Library, subject to a favorable public referendum on February 14th.

The Board agreed to hire the firm of Helmer-Cronin as Building Project Construction Manager, unanimously approved.

Upon motion by Ms. Simpson and seconded by Mr. Growney,

Motion #2

That we accept the concept of hiring a job site supervisor at additional cost to the construction management fee, for the reasonable duration of the actual construction project.

The Board unanimously approved.

Mr. Seiler suggested that the board change its meeting night to the second Monday of each month in order to allow for more timely financial reports to be calculated and presented. Mr. Shein and Mr. Hoefler both stated that the addition of a week would not substantially change the financial reports and the board agreed to leave the meetings on the first Monday of each month.

The meeting was adjourned at 9:40 p.m.

Next meeting, Monday, March 6, 2006, 7:45 p.m., in the Library Meeting Room.

Respectfully submitted,

James J. Mahoney
Library Director