

The Nyack Library
Board of Trustees
Minutes of Regular Meeting
January 7, 2008

Present:

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

Absent:

*Excused

Staff:

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

1. Call to Order:

The meeting opened at 7:53 p.m. in the Library Meeting Room with Roger Seiler as Chair.

2. Election of Officers of The Board of Trustees for 2008:

Foster Bass and Debra Karten served as ballot counters and reported that the Board was pleased with the sitting officers as they had been reelected for the term of one year expiring with the annual meeting in 2009. Roger W. Seiler, President, Joan E. Moffett, Vice-President, James L. Case, Secretary, and Paul D. Shein, Treasurer.

3. Minutes:

Minutes of the December 3, 2007 regular Board Meeting were amended to correct Michael E. Growney to E. Michael Growney under the Treasurer's Report fifth paragraph, and to correct Foster Bass to Roger Bass under item 8. Upon Motion by Jeffrey McDowell and seconded by Joan Moffett the minutes were unanimously approved.

4. Director's Report:

The Director reviewed his written report and discussion followed regarding the "South Nyack Recital Series." Questions about their corporate structure, the Library's policy on meeting space for outside groups and fees were talked about. The Board recommended the group be formerly sponsored by the Library.

5. Treasurer's Report:

Paul Shein reviewed the Proposed Budget FYE 09 revision and explained that the budget vote flyer figures will differ from the proposed budget figures because the budget vote is only on the tax revenue and not other revenue. The conversation turned to falling bond interest rates and Stephen was asked to contact George K. Baum & Company to see if refinancing the Bonds would be financially beneficial. Paul reviewed

his written Treasurer's Report. Upon motion of Ellen Simpson and seconded by James Case the Treasurer's Report was unanimously accepted.

Financial Statements:

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

6. Committee Reports:

Construction Management Committee: Ellen reported that the Nyack Village ARB approved plans to eliminate the 3 terraces; she showed the graphic illustrations that were presented to the ARB, and spoke about cost and safety problems of the terraces. She informed the Board that the reflected ceiling plan was complete for the 1st & 2nd floor of the new building and that color renditions of the Children's room, by Barbara Corwin, would be presented at the next meeting. Ellen spoke about a meeting with artist Peter Sis who is willing to provide his services free and the Library would pay for the cost of materials. Ellen discussed the building permit fee issues and stated that the Library was on the Village Board agenda for 1/10/08.

Bylaws Committee: Roger reported that the Committee needed a wrap-up meeting and that he would be distributing updated Bylaws to the Committee and Jim Riley, Attorney, for final review.

7. Old Business:

Library Fund Reserves: The Board reviewed the Library Fund Reserves memo and Better Business Bureau Standards for Charity Accountability document. Roger suggested that the Library develop and adopt a reserve plan.

Document Retention Policy: Stephen reviewed the proposed Nyack Library Document Retention & Destruction Policy as required by Sarbanes – Oxley and the NY Attorney General. Roger suggested that the following sentence be added to the end of the first paragraph, "The Manager of Operations & Finance will be responsible for implementing and carrying out the Policy."

Motion by Foster Bass to adopt The Nyack Library Document Retention & Destruction Policy as amended, seconded by Joan Moffett and unanimously approved.

8. New Business:

Motion by Roger Seiler to enter into executive session to discuss a legal matter, seconded by Joan Moffett and unanimously approved.

The Board reviewed and discussed the Development Program brochure.

- 9.** Upon motion of Ellen Simpson and seconded by Paul Shein, the meeting was adjourned at 9:40 p.m.

Next Meeting, **Monday, February 4, 2008, 7:45 p.m.** in the Library Meeting Room.

Respectfully submitted,

Stephen P. Hoefler, MBA
Manager of Operations & Finance