

**The Nyack Library  
Board of Trustees  
Minutes of Regular Meeting  
May 1, 2006**

**Present:**

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

**Absent:**

\*Judith Lawler  
\*Mary Callan

**Staff**

James Mahoney, Library Director  
Stephen Hoefler, Mgr. Operations & Finance  
Minerva Parker, Administrative Assistant

**\*excused**

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

**Minutes**

The minutes of the Regular Meeting, April 3<sup>rd</sup>, were moved for acceptance by Ms. Moffett, seconded by Ms. Jean-Gilles, unanimously approved. The minutes of the Special Meeting, April 5<sup>th</sup>, moved by Mr. McDowell, seconded by Mr. Case, unanimously approved. The minutes of the Special Meeting, April 24<sup>th</sup>, moved by Ms. Moffett, and seconded by Ms. Simpson, unanimously approved.

**Director's Report**

Mr. Mahoney spoke about a recent tour of Bergen County Libraries he went on with several staff members, and the Building Committee Chair, Ms. Simpson; an additional tour is expected for some Westchester libraries. The Friends of the Library has slated a big book sale for sometime at the end of June or the beginning of July; and St. Ann's School Cafeteria will be the site where the sale will be held. The search has resumed again for a security system for library materials, which will be compatible to the needs of the library.

Mr. Seiler reported that while he was away in Salt Lake City, he visited the library and saw interesting ideas for use of space.

**Treasurer's Report**

Mr. Shein presented the monthly financial reports in a new format, as developed by Stephen Hoefler, Manger of Operations and Finance. Mr. Hoefler reviewed the format and details with the Board.

Mr. Seiler gave a summary of the meeting he had with the accountant, Donalee Berard, CPA, where recasting the Treasurer's Reports were discussed. Mr. Seiler suggested visiting the South Nyack Village Hall, where they use the Quick Books program and their budget is similar to the Library's, to see if ideas may be gathered.

Mr. Shein distributed the "Representation form" or letter that was presented to the auditor before the audit, and also the Management Internal Control letter. Finally the auditor's recommendations for changes and modifications have been presented for the Audit Committee. No major exceptions in our accounting process were noted by the auditor. The Audited Financial Statement, for Fiscal Year Ending June 30, 2005, from the auditor, Donalee Berard, was given to all trustees. The Audit Committee should meet with the CPA, without management present to go over the recommendations.

Ms. Karten moved to accept the Treasurer's Report, Mr. Case seconded, the Board unanimously approved.

### **Committee Reports**

*Building Committee-* Ms. Simpson reported that the Building Committee met on April 24, with Mr. Esmay and Ms. Kwo, the architects. Mr. Esmay expects to seek final site plan approval at the next Nyack Village Planning Board Meeting. A ground breaking slated for the spring.

### **Old Business**

The Board considered the appointment of its Counsel for the Bond Process, selecting Jonathan Ballan, of Mintz Levin.

**Motion** by Mr. McDowell

**That the Nyack Library employ Jonathan Ballan, Esq. of Mintz Levin, as legal counsel for the financing of the library expansion, subject to letter of agreement.**

The motion was seconded by Mr. Case, and the Board unanimously approved.

The Board reviewed the RCLS Plan of Service and

**Motion** by Ms. Moffet

**That the Nyack Library Board of Trustees accepts the "Ramapo Catskill Library System Plan of Service 2009-2011 (Draft)" and recommends its adoption by the RCLS Board of Trustees.**

The motion was seconded by Mr. McDowell, and unanimously approved.

Mr. Seiler reported briefly on a conversation he had with RCLS Director, Robert Hubsher.

The State Legislature has passed the bill for increased library funds for this year.

Mr. Growney asked for reassignment of his committee assignments revised.

### **New Business**

None.

The meeting was adjourned at 8:50 p.m.

Next Regular Meeting, **Monday, June 5, 2006, 7:00 p.m.**, in the Library Meeting Room.

Respectfully submitted,

James J. Mahoney  
Library Director