

**The Nyack Library
Board of Trustees
Minutes of Regular Meeting
May 7, 2007**

Present:

Foster Bass
Mary Callan
James L. Case, Secretary
E. Michael Growney, Jr.
Debra Karten
Judith Lawler
Joan E. Moffet, Vice-President
Roger W. Seiler, President
Paul D. Shein, Treasurer
Ellen Simpson

Absent:

*Myria Jean-Gilles
*Jeffrey McDowell

Visitor:

Michael Esmay

***excused**

Staff:

James Mahoney, Library Director
Stephen Hoefler, Mgr. Operations and Finance
Carol Weiss, Digitizer

1. The meeting opened at 7:45 PM in the Library Meeting Room with Roger Seiler as Chair. Michael Esmay presented an architectural model of the proposed Library expansion. Many services, e.g. computers and local history, will be relocated into larger areas. There will be new entryways and more bathrooms, as well as a bigger meeting room. Concerns of the Architectural Review Board (Village of Nyack) were discussed and Board members suggested minor changes to address the ARB concerns. A geothermal heating system was mentioned. The Carnegie Room will be unchanged in structure.
2. **Minutes:** The minutes of the April 2, 2007 meeting were amended to change the word "motion" in #7 on p. 2 to "resolution". Upon motion by Joan E. Moffat and second by Mary Callan, the minutes were unanimously approved.
3. **Director's Report:** James Mahoney presented his report which detailed discussions with the many individuals, businesses, and boards involved in the new construction.
4. **Treasurer's Report:** Paul Shein reviewed the Treasurer's Report noting that a difference in cash flow from 2006 to 2007 was because of the acquisition of property in 2006. Upon motion by Debra Karten and second by Michael Growney, the Treasurer's Report was accepted.
5. **Committee Reports:**
Building Committee: Ellen Simpson reported that the committee met with Bill Helmer of Helmer-Cronin Construction. There has been a reduction in the estimate of construction costs, leaving a comfortable cushion for soft costs (furniture, carpeting, etc.). There will be a possible payback if geothermal heating is installed. The initial expense would be returned by energy savings later.

Rebates are available from New York State for alternate energy projects. Four candidates have submitted interior design proposals; these are still under review. James Mahoney mentioned that much of Helmer's cost projection is based on the current price of materials. The Director and staff have also looked into grant applications as a way to further reduce costs. Roger Seiler noted that the next ARB meeting is on May 16 and it is important that the Library project be approved.

Fundraising and Grant Committee: Mary Callan reported that a search is underway for an appropriate fundraising consultant.

6. Old Business

Stephen Hoefer made reference to the "Continuing Disclosure Document" that is required for the bond process. Financial and other information will be directed to four repositories. There are 11 other events that would also need to be disclosed to the repositories in a letter to the Bond Trustee.

7. New Business

- a. **Conflict of Interest Policy** – Roger Seiler recommended adopting a standard form of a Conflict of Interest policy that is available from the Internal Revenue Service. This concerns members of the Board of Trustees doing business with the Library. Joan Moffett made a move to approve this recommendation, seconded by James Case. This was unanimously approved.
- b. **Automation Services Contract** – There have been changes since this service was last contracted in 1989. The document now under perusal is not the final draft. It will be reviewed and compared with the old.
- c. **Motion of Allocation** – Ellen Simpson made a motion to approve the allocation of approximately \$12,000 for the purpose of drilling a test well to determine the feasibility of installing a geothermal system under the parking lot of the new addition. Seconded by Judith Lawler, the motion passed unanimously.
- d. **Motion to Install** – Ellen Simpson proposed a motion to install a geothermal system with the understanding that such system will incur a cost of approximately \$250,000 in addition to the costs of a traditional system already outlined in the estimated construction budget. After a second by Mary Callan, this motion passed unanimously.
- e. **Motion for Fundraising Campaign** – Mary Callan moved to hire Wade Associates for three months at a cost of \$9,000 plus expenses to begin a fundraising campaign for the Nyack Library's construction project. In order to do this, the budget will be amended by increasing professional fees by \$9,000 and reducing mortgage due by \$9,000.

This meeting adjourned at 10:15 PM.

Respectfully submitted,

James J. Mahoney
Library Director