

**The Nyack Library**  
**Board of Trustees**  
**Minutes of Regular Meeting**  
**November 10, 2008**

**Present:**

James L. Case, Secretary  
Kevin Doyle  
E. Michael Growney, Jr.  
Judith Lawler  
Joan E. Moffett, Vice-President  
Roger W. Seiler, President  
Paul D. Shein, Treasurer  
Ellen Simpson  
Bonnie Yassky

**Absent:**

\*Debra Karten  
Myria Jean-Gilles

\*Excused

**Staff:**

James Mahoney, Library Director  
Stephen Hoefler, Manager of Operations & Finances  
Minerva Parker, Administrative Assistant

**1. Call to Order:**

Mr. Seiler acknowledged the gathering for the Staff Recognition celebration, which took place before the open of the Board Meeting. An introduction took place of the newest member of the board, Kevin Doyle, filling the seat left by Foster Bass.

The meeting was called to order in the Meeting Room of the Nyack Library at 7:55 p.m. by Board President Roger W. Seiler.

**2. Minutes:**

Minutes of the October 14, 2008 regular Board meeting were unanimously approved upon motion by Joan Moffett and seconded by Ellen Simpson.

**3. Director's Report:**

Mr. Mahoney reviewed his written report. Mr. Mahoney discussed his annual trip to Saratoga to attend the New York Library Association workshops and seminars. He gathered ideas and material to pass on to others which could be beneficial to the library at this time. Mr. Mahoney mentioned that changes in the regulation of the 403b, the library's annuity program, will be taking place. Mr. Mahoney also explained what an FSA, Flexible Spending Account, is and the purpose and benefits of having one. One of the many meetings he attended was about the 403b plan changes

and the affect on the administrative process. Mr. Mahoney spoke on the projected Budget Vote, which is on Tuesday, February 10, 2009. Mr. Seiler mentioned he would like to keep the increase percentage at 4.5%. Mr. Mahoney had a meeting with the officers of the Historical Society of the Nyacks (HSN) about storage space and a display area. They would also like to make a contribution to the library. Ms. Simpson asked if Historical Society material will be mixed in with Library materials, of which they will not. Policy and procedures for HSN and Local History will be done separately, but according to the policies and guidelines of the Nyack Library. At the December meeting Mr. Mahoney will follow up with more HSN news.

**Staff Appointments:**

Mr. Mahoney reviewed personnel actions. Upon motion by Mr. Shein, and seconded by Ms. Yassky, the board unanimously approved personnel changes.

**4. Treasurer's Report:**

Mr. Shein reported that the representative from Provident Bank, Rick Jones, was unable to attend the meeting, but would be available for the December 2008 meeting. The Library was in receipt of \$1,912,000 from the School District. The Audit was completed by Berard & Donahue. A motion was made to accept the Treasurer's Report, Ms. Simpson moved to accept, which was seconded by Mr. Growney, and the Board unanimously approved the Treasurer's Report.

**Operations and Finance/Cash Disbursement Reports:**

Mr. Hoefler reports that a grant was received from Mr. Morahan's office and the money will be used for the Material Security and Self Check-out System. The Utilities Budget has been over budget for the past few months. Cash disbursements were reviewed. Mr. Case moved to accept the Financial and Disbursement Reports as presented, Ms. Moffett seconded, the Board unanimously approved.

**5. Committee Reports:**

*Construction Committee Report:* Ms. Simpson reported on the progress the Construction Committee is making on carpeting, lighting, and tiling decisions. The Committee also approved bids on wiring, and decided what furniture was necessary. Ms. Simpson extends her thanks to Mr. Shein, Ms. Lawler, and Mr. Seiler for their participation in the Construction Committee. The next Construction Committee Meeting will be Wednesday, November 12, 2008.

*Audit Committee:* Mr. Growney reported this to be the first official meeting of the Audit Committee this year with Donalee Berard, Auditor. They went over the Audit Report in detail and the recommendation letter from the Auditor. Changes were made in the report; Ms. Berard is revising a draft, which should be final. The report recommended updating a procedure manual, which they will work on.

**6. Old Business:**

There was no Old Business.

**7. New Business:**

Ms. Simpson moved that the Board go into an Executive Session, Mr. Doyle seconded this motion, the Board unanimously approved. The Board went into an Executive Session to discuss a Personnel matter and after discussion, upon motion by Mr. Growney and seconded by Ms. Lawler the Board unanimously approved to move out of the Executive Session.

Mr. Seiler mentions that John Allgor, Village Building Inspector, spoke with him about a draft to the Zoning Law changes, which the Board should review to see the effects it could have on the Library. The Library will fall under a Not-for-Profit zoning use.

Mr. Seiler appointed Ms. Yassky and Mr. Doyle to serve on the Personnel Committee to fill vacant seats.

Mr. Doyle inquired about the use of fluorescent lighting in the high hats in the Carnegie Area. They will provide better lighting and a cost savings.

Mr. Shein asked about a energy survey, Mr. Hoefler stated that New York State Energy Research Development Authority (NYSERDA) has been brought into the Construction Project for financial incentives and energy conservation measures.

**8. Adjournment:**

Upon motion by Mr. Doyle the Board unanimously agreed the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

*Minerva Parker*

Minerva Parker  
Administrative Assistant