

The Nyack Library
Board of Trustees
Minutes of Regular Meeting
October 1, 2007

Present:

Foster Bass
Mary Callan
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

Absent:

*Excused

Staff:

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

1. The meeting opened at 7:47 p.m. in the Library Meeting Room with Roger Seiler as Chair.
2. **Presentation by Tom Wade, Fundraiser:**
Tom Wade made a 50 minute presentation of his Planning / Action Study dated 9/21/07. He emphasized that this would be a focused campaign that would be coordinated with an active planned giving component. Tom answered questions from the Board.
3. **Minutes:**
Minutes of the September 10, 2007 regular Board Meeting were unanimously approved upon motion by Roger Seiler and seconded by Judith Lawler.
4. **Director's Report:**
The Director reviewed circulation statistics, explained new Computer Resource Center procedures, and reported that the Library had been awarded two construction grants totaling \$101,211. James spoke about fundraising and recommended that the Board adopt Wade Associates Planning / Action Study as policy.
5. **Treasurer's Report:**
Paul reviewed the Treasurer's Report and noted one correction, that the \$250,000 was invested in Federal Home Loan Bank and not a T-bill. He also noted that it was time for the Finance Committee to review the Investment Policy. Upon motion by Ellen Simpson and seconded by Debra Karten the Treasurer's Report was unanimously approved.

Financial Statements:

Stephen reviewed the financial statements and reported that the annual audit was scheduled for this week.

6. Committee Reports:

Fundraising & Grants Committee: Mary stated that now is the time to implement a fundraising program and...

motioned to adopt Wade Associate's Planning / Action Study, seconded by Jeffrey McDowell.

There was discussion about certain aspects of the Plan and it was agreed that the Plan is meant to be a guide and not taken word for word. Jeff noted that the Board's role is advisory and the Directors role was to put the plan into action. There was conversation about the job description of the Director of Development as present in the Plan.

Motion of Michael Growney, Jr. to adopt Wade Associates Planning / Action Study as a general guide for The Nyack Library Development Program, seconded by Ellen Simpson and unanimously approved.

Motion of Jeffrey McDowell to have the Library Director, using Wade Associate's report as a guide, define the Director of Development's job description in the Library's standard job description format, seconded by Foster Bass and unanimously approved.

Building Committee: Ellen reported that drilling the geothermal wells is scheduled to take place in the spring, after the initial site-work is complete, and that approximately 30 wells will be drilled in 30 days. The Construction Committee will open bids on October 4, 2007 and that the three contracts will be a good basis for the cost of the project. Ellen also described the progress of the Interior Designer.

7. Old Business:

None

8. New Business:

Motion of Roger Seiler to go into executive session, no second.

The Board debated issues concerning its responsibility for obtaining sufficient funding for the Library and how this pertains to the Development Program staffing. Ellen noted that new positions had been previously brought to the Board for approval. Jeff commented that it would be inappropriate for the Board to motion to hire the Director of Development, that it was the responsibility of the Library Director.

- 9.** Upon motion of Jeff McDowell and seconded by Foster Bass, the meeting was adjourned at 9:40 p.m.

Next Meeting, **Monday, November 5, 2007, 7:45 p.m.** in the Library Meeting Room.

Respectfully submitted,

Stephen Hofer, MBA
Manager of Operations & Finance