

**The Nyack Library  
Board of Trustees  
Minutes of Regular Meeting  
March 9, 2009**

**Present**

James L. Case, Secretary  
Michael Growney, Jr.  
Debra Karten  
Judith Lawler  
Joan E. Moffett, Vice President  
Roger W. Seiler, President  
Paul D. Shein, Treasurer

**Absent**

\*Kevin M. Doyle  
\*Myria Jean-Gilles  
\*Ellen Simpson

\*Excused

**Staff:**

James Mahoney, Library Director  
Stephen Hoefler, Manager of Operations & Finances  
Minerva Parker, Administrative Assistant  
Matthew Ciuccio, Technical Processing Supervisor  
Brian Jennings, Librarian Supervisor

**Visitor:**

Rosemary Farrell,  
Library Science Student  
from Long Island University

**1. Call to order:**

The meeting was called to order in the Meeting Room of the Nyack Library at 7:51 p.m. by the Board President Roger Seiler.

**2. Minutes:**

The Minutes of the Regular Board Meeting, February 9, 2009, were unanimously approved with a change in percentage in the Treasurer's Report from 7.76% to .76%, grammatical changes to the Financial Reports and the insertion of a sentence left off of Mr. Seiler's nomination of Ellen Simpson to the Executive Committee, upon the **motion** by Ms. Moffett and seconded by Ms. Karten.

**3. Director's Report:**

Presentation by Brian Jennings, Local History/Librarian Supervisor on the Nyack Library's new web page, which was built by Paul Bouzakis, husband of former employee Kristi Bouzakis. Mr. Jennings discussed many of the features on the home page of the new web site: how to search the catalog, view the calendar, use the databases and more. Mr. Mahoney would like to build a community wide calendar, which may be viewed from the library's new web site about programs or events taking place in the Village of Nyack. Mr. Seiler thought that it may be a good idea to post the Library's by-laws, and policies on the web site.

Presentation by Matthew Ciuccio, Supervisor Technical Processing on the RFID (Radio Frequency Identification) security system for materials. He reviewed the process of linking the barcode with the security tags on the material; this system will also make inventory a lot easier. Someone asked when this system will become active and Mr. Ciuccio responded that the Children's Department will probably be the first department set-up and ready to use the new checkout system. A request for volunteers was made and if anyone would like to volunteer he/she should come in and sign up at the Reference Desk and if anyone knows someone who would like to do volunteer work, pass on the information.

Mr. Mahoney mentioned that during National Library Week the Library will have amnesty on overdue fines and materials. During that week customers will have the opportunity to get their fines and lost materials waived all for a food donation, to the local pantry. The Library will collect the food and deliver it to the People to People food pantry. Ms. Lawler asked if this information could be listed in the Library newsletter, Journal News, Nyack Villager, etc.

Electrical work is scheduled to take place on Wednesday, March 11, 2009, the library will be closed until about 4:00 p.m., while this work is being done, and scheduled staff will work on the removal of the old security tags on library materials.

The Director of the Orangetown Museum has asked to borrow the painting of Buttermilk Falls, by John Henry Hill, which is currently located in the Meeting Room. It will be on display in the museum during the celebration of the Quadricentennial of Hudson Fulton Champlain, and out of harm's way here, during construction.

Personnel actions-On February 25, 2009, Mr. Seiler received from Bonnie Yassky a letter of resignation from the Board of Trustees to accept a position as Associate Director of Development for the Nyack Library.

**Motion** by Mr. Shein to accept the appointment of Bonnie Yassky as Associate Director of Development, seconded by Ms. Moffett, the Board unanimously approved this decision.

#### **4. Treasurer's Reports/Financial Statements/Disbursement Report:**

Mr. Shein reports that after meeting with Provident Bank representatives a decision has been made to transfer all funds from the government obligation fund into a money market account, no consideration is being made to look at CD's at this time. This change is taking place because rates on money market funds are higher than on a government obligation funds. \$313,000 was transferred from the government obligation fund into the money market fund; \$125,000 from money market fund into checking account; current yield on the library CD's is 2.5%.

**Motion** by Mr. Growney and seconded by Ms. Karten, the Board unanimously approved the Treasurer's Report.

Mr. Hoefler reported that the Balance Sheet has changed very little since last month; no invoices have been submitted by Helmer Cronin construction. Operating budget for January is under for the DePew and Stevenson Houses income. Due to several months of construction activity the tenants have received a discount on the rent. Gross Wages and payroll taxes under budget even though January had three pay periods; Building and Maintenance line is over budget. Mr. Hoefler went on to discuss the Disbursement Report in detail.

**Motion** by Ms. Lawler, seconded by Mr. Growney, the Board unanimously approved the Financial Statements and Disbursement Report.

**5. Committee Reports:**

Mr. Mahoney reported that during the past month there were two Construction Committee Meetings. The site tour for the Board of Trustees will take place next month before the board meeting. Costs for Phase II of the project are being refined. The Architect, Michael Esmay, and the Construction Management, Helmer-Cronin are working together with us on where cost cuts can be made in Phase II.

**6. Old Business:**

Last month Mr. Seiler attended the Board Meeting of the Valley Cottage Library Trustees to thank them for supporting the Budget Vote.

**7. New Business:**

Mr. Mahoney mentioned an article mailed in the Board packets supplied by Children's Librarian, Elizabeth Hobson on libraries of the 21<sup>st</sup> Century.

Mr. Mahoney included in the Board packet a copy of the State Annual Report for 2008, for Board approval.

**Motion** by Ms. Karten to accept the Annual Report for 2008, seconded by Ms. Moffett, the Board unanimously approved the Annual Report.

Mr. Mahoney mentioned that the Long Range Plan needs to be updated. The Long Range Planning Committee is to pursue this with the Director.

Mr. Seiler, in reviewing the by-laws on Board responsibilities, mentioned that it is the responsibility of the Board of Trustees to annually review the Library Director, and suggested that the Board also review themselves. Mr. Seiler will begin to work up a survey for this evaluation process by electronic means. The President, Roger Seiler, will also begin to draft charges for each of the Board committees.

Ms. Lawler stated that the Development staff be complimented on their hard work in organizing the cocktail reception held on March 7, 2009, at Chuck and Mary Callan's House.

**8. Public Comment:**

None

**9. Adjournment:**

Upon **motion** by Ms. Lawler, and seconded by Mr. Growney, the Board unanimously adjourned the meeting at 9:27 p.m.

Respectfully submitted,

*Minerva Parker*

Minerva Parker  
Administrative Assistant