

The Nyack Library
Board of Trustees
Minutes of Regular Meeting
April 13, 2009

Present

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

Absent

*Kevin M. Doyle

*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

Visitors:

Nick DeVincenzo and supporters
from Rockland/Bergen 911 Truth

The Board met at 7:30 p.m. to tour the progress of Phase I of the construction project.

1. Call to order:

The meeting was called to order in the Meeting Room of the Nyack Library at 8:05 p.m. by the Board President Roger Seiler, with a change to the agenda to move the Public Comments from item 8 to item 3 after the adoption of the minutes.

2. Minutes:

The Minutes of the Regular Board Meeting, March 9, 2009, were unanimously approved upon the **motion** by Ms. Karten and seconded by Ms. Moffett.

3. Public Comment:

Nick DeVincenzo and other supporters from the Rockland/Bergen 911 Truth were present to discuss the Meeting Room Use Policy. They complained about the cancellation of their program in May, and were referred back to the Director for rescheduling.

4. Director's Report:

Mr. Mahoney heard back from Albany that cuts to State Budget has reduced the budget by approximately \$7-8 million than what was originally requested. It's not clear the effect it will have on the library system to serve member libraries as of now.

Mr. Mahoney commented that on the March 12th all staff worked on the de-tagging and tagging of library materials, while electrical power was being switched and it was a successful day.

Several programs are taking place for the Quadricentennial here at the Library for Adults and Children. A Cajun Puppet Show, for children is scheduled to take place on the DePew House lawn.

We had a representative from the Worker's Compensation Board here to perform an audit, and all went well.

Mr. Mahoney reported that Mr. Hoefler is working closely with Bonnie Yassky on grant applications including a grant application to the Economic Recovery and Reinvestment Cabinet for over two million dollars, and on the County and Local levels for acquiring stimulus grants.

Mr. Mahoney reviewed the personnel actions, with the appointments of four new hires; Cynthia Demand-Circulation, Anya Conroy-Reference Page, Ben Menaker-Daniszewski-Processing Page, and Clifford Alexander-DePew House Maintenance.

Motion by Ms. Lawler to accept these appointments, Mr. Case seconded, the Board unanimously approved these personal actions.

5. Treasurer's Reports/Financial Statements/Disbursement Report:

Mr. Shein reviewed the Treasurer's Report. Cash-transferred the balance of our Provident Bank Government Obligations Fund into our PB money market account to take advantage of the interest earnings; Operations and Budget Performance-for the month of February, net operating cash flow was negative \$102,382, but better than budget by \$16,763; Bond and Construction-Fundraising needs are projected at \$514,000; Construction fund investment strategy-Finance Committee met several times to discuss an investment strategy for the bond proceeds administered by the Trustee, BNY Mellon Bank.

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

Mr. Hoefler provided details on the Balance Sheet. The largest change is to the Bank of New York Bond Project Fund which has gone down by about \$740,000, which was spent on December and January's construction work; Mr. Hoefler reviewed the Construction Budget summary with an update of changes to the Fundraising budget which was increased, Architect fees increased, Interior Designer fees will be increasing, and Liability Insurance. Mr. Hoefler discussed aspects of the Library Operating Budget. Details of the Cash Disbursements Report were discussed.

Motion by Ms. Moffett, seconded by Mr. Shein, the Board unanimously approved the Financial Statements and Disbursement Report.

6. Committee Reports:

Construction Committee-Ms. Simpson reported that a lot of progress has been made in the new addition, and progress has been made with coming together on making decisions; have managed to keep the cost of the tile trimmed. Audio Visual equipment for the Meeting Room has been chosen; contract negotiations with the carpet provider has ended successfully; currently working on floor plans for the renovation of the Carnegie building.

Finance Committee-Mr. Shein reported that three meetings have taken place on the investment situation. Mr. Shein suggests an Investment Committee be developed within the Finance Committee which would recommend actions to the Board.

Motion by Ms. Simpson, seconded by Ms. Karten to give authorization to the Manager of Operations & Finance to transfer money between accounts held at the Provident Bank at his discretion, as outlined in the Treasurer's Report of April 13, 2009, under the heading "other", the Board unanimously approved.

Motion by Ms. Simpson, to approve the Investment laddering strategy approach as outlined in the Treasurer's Report of April 13, 2009, under "Construction Fund Investment Strategy" seconded by Ms. Moffett, the Board unanimously approved.

Motion by Mr. Shein to approve the creation of an Investment Committee, drawn from the members of the Finance Committee with the authority to act on behalf of the Library, to administer and implement the investment strategy as approved by the Board for the bond trust accounts, as outlined in the Treasurer's Report of April 13, 2009, under "Construction Fund Investment Strategy", seconded by Ms. Lawler, the Board unanimously approved.

7. Old Business:

Mr. Seiler and Mr. Mahoney met to work on the format of the evaluations for the Director and Board of Trustees and will need more time to develop this document.

Mr. Seiler spoke of the charges to the Board Committees, purpose and functions of each committee, which require Board approval. Mr. Seiler would like everyone to review the charges and make any necessary comments, to discuss at the next Board Meeting.

8. New Business:

Mr. Seiler had remarks regarding the Public Comment Session, Rockland/Bergen 911 Truth, in which he would like Mr. Mahoney to research other libraries Meeting Room Use Policy. If there is a need to make changes to this policy a request can be made to the Executive Committee to adopt any changes at that point, in regard to the Meeting Room Use Policy.

Motion by Mr. Seiler to authorize the Executive Committee to consider any changes to the Meeting Room Use Policy, Ms. Simpson seconded for discussion.

Discussion-Ms. Simpson states that changes to policy should be discussed by the Board as a whole group, and wanted to communicate to the Rockland/Bergen 911

Truth that the policy is currently up for review. At this point the **Motion** was withdrawn.

Ms. Moffett announced that Kevin Doyle was home after a stay in the Hospital and suggested sending a card.

9. Adjournment:

Upon **motion** by Ms. Moffett, and seconded by Ms. Karten, the Board unanimously adjourned the meeting at 10:15 p.m.

Respectfully submitted,

Minerva Parker

Minerva Parker
Administrative Assistant