

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

Present

Kevin M. Doyle
Myria Jean-Gilles
Debra Karten
Judith Lawler
Joan E. Moffett, Vice-President
Roger W. Seiler, President
Ellen Simpson

Absent

James L. Case, Secretary
E. Michael Gowney, Jr.
*Paul D. Shein, Treasurer

*Excused

Staff:

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

Guest: Holly Pizzuta, Library School Student

1. Call to order:

The meeting was called to order in the Meeting Room of the Nyack Library at 7:48 p.m. by the Board President Roger Seiler, as chair.

2. Minutes:

The Minutes of the Regular Board Meeting, September 14, 2009, were unanimously approved as presented upon the **motion** by Ms. Moffett and seconded by Ms. Karten.

3. Director's Report:

As reported last month a decline in audio visuals continues, and our audio visuals collection has increased due to our internal security system where the DVD's are now being kept in back of the Circulation Desk area.

Mr. Mahoney mentions that the Toni Morrison Author Book Talk Fundraiser is coming together. The reception portion of the event is almost at its limit, but there are still tickets available for the reading and book discussion.

Mr. Mahoney reports that as each day passes many small details of the new addition are being completed: carpeting in the Children's area, tiling in other areas, lighting, etc.

Mr. Mahoney reviewed the departmental reports, touching on highlights of each.

Mr. Mahoney reported that Clifford Alexander has separated from employment as Maintenance for the DePew House. Mr. Seiler requested an approval to the Personnel Actions. A **motion** to move into Executive Session by Mr. Doyle, seconded by Ms. Lawler was unanimously approved. Ms. Moffett **motioned** to move back to Regular Session, Ms. Karten seconded, board unanimously approved. Ms. Lawler **motioned** to approve the Personnel Actions, seconded by Ms. Moffett, unanimously approved.

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

Ms. Simpson gave a summary of the Treasurer's Report in Mr. Shein's absence. The Board unanimously approved the Treasurer's Report, upon **motion** by Ms. Karten, seconded by Ms. Jean-Gilles.

Mr. Hoefler discussed the Balance Sheet, the Construction Budget Summary and the Income Statement Budget Performance Reports. **Motion** by Ms. Karten and seconded by Ms. Lawler, the board unanimously approved the Financial Statements and Cash Disbursement Reports.

5. Committee Reports:

Construction Committee-Ms. Simpson reports that Mark Davis, site supervisor, is working on making the area for the Toni Morrison Fundraiser comfortable and safe. While phase I is being completed the millwork and shelving will not be able to get done in a timely manner. A construction meeting is scheduled for October 14th with Helmer-Cronin and the Architects to discuss the process for the Carnegie Building. The Library will be entering phase II with a limited budget. Landscaping work will begin soon. Mr. Seiler has volunteered to help with the wording of the dedication plaque for the Diebold Garden and the plaque for the new edition.

Personnel Committee-Mr. Doyle reviewed the report submitted to the Trustees. Discussion followed on the Vacation Time use and proposed resolutions to the Personnel Policy to reflect this.

The last sentence of paragraph D of Section E of the Personnel Policy shall be replaced by the following text:

Resolution #1:

At least fifty percent of all earned vacation time must be taken each year. No more than ten vacation days may be carried forward from all prior years to any succeeding year, except as otherwise provided herein. Seventy percent of any unused vacation time expiring after one year will be transferred to unused sick time.

Section E. Leave and Holidays, part IV. Sick Leave, paragraph A, first sentence shall be replaced by the following text:

Leave with pay for illness for full-time employees is earned at the rate of one day (7 hours) for each calendar month of employment, cumulative to 165 working days (1155 hours).

Resolution #2:

The Nyack Library shall participate in the State Retirement System option (sec.41j) by which unused sick time of an employee will be

counted as time worked upon retirement for pension calculation purposes.

All full-time employees' vacation time that has been accumulated as of October 13, 2009 in excess of ten days shall continue to be recognized as earned vacation time.

At the request of the Director, his vacation time accumulated from prior years as of January 1, 2009 shall be converted to sick time for the purpose of the State Retirement System option (sec.41j).

Resolution #3:

The following shall be added to the Library's Personnel Policy:

Section E. Leave and Holidays, part I. Annual Leave-Vacations, paragraph i:

When the Director plans to be absent from the Library for such time as to require designation of an "Administrator In Charge" to act in the Director's absence, then the Board of Trustees shall be notified in advance via email to each Trustee of the dates of planned absence and the name and contact information of the person designated as "Administrator In Charge."

Mr. Doyle **moved** to adopt the resolutions with changes as presented above, seconded by Ms. Lawler, the Board unanimously adopted the three resolutions.

Motion by Ms. Lawler to go into an executive session to discuss personnel issues with vacation time use, seconded by Ms. Karten, the Board unanimously approved. Motion by Mr. Doyle, to leave the executive session, seconded by Ms. Karten at 9:28 p.m.

Audit Committee-Mr. Seiler reported in Mr. Growney's absence that the Auditor's Report had a few minor corrections and was now in final format, which was handed out to all Trustees.

6. Old Business: None.

7. New Business:

Mr. Mahoney reported that there is a need to finance a portion of the ITG Security/Circulation System through a loan.

Resolution:

To obtain financing from Provident Bank in the amount of \$95,000 to assist in the purchase of a Security Circulation System, contingent on details being worked out.

Motion by Mr. Doyle, seconded by Ms. Karten, the Board unanimously approved the resolution for financing.

Adjournment:

The Board meeting was adjourned at 9:40 p.m. by motion of Mr. Doyle and seconded by Ms. Karten.

Respectfully submitted,

Minerva Parker

Minerva Parker
Administrative Assistant