

The Nyack Library
Board of Trustees
Minutes of Regular Meeting
December 14, 2009

Present

Mary Callan
Myria Jean-Gilles
Debra Karten
Judith Lawler
Joan E. Moffett, Vice-President
Roger W. Seiler, President
Paul D. Shein, Treasurer

Absent

*James L. Case, Secretary
*Kevin M. Doyle
*E. Michael Growney, Jr.
*Ellen Simpson

*Excused

Staff:

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

1. Call to order:

The meeting was called to order in the Meeting Room of The Nyack Library at 7:50 p.m. by the Board President Roger Seiler, as chair.

2. Minutes:

The Minutes of the Regular Board Meeting, November 9, 2009, were unanimously approved with changes upon the **motion** by Mr. Shein and seconded by Ms. Moffett.

3. Director's Report:

Mr. Mahoney stated that Circulation Statistics was up 4.8% over last year and fiscal year-to-date, up 2.3%. With the up and coming changes to the automated Circulation System we anticipate changes with staff and Customer Service. We are currently in the process of developing new models and job descriptions.

Another visit to the Darien Connecticut Public Library with some of the staff was scheduled. The RFID system, the multiple room usage arrangement, re-organizing of the staff, and the geothermal system were some of the topics discussed.

Mr. Mahoney summarized the Departmental Reports and talked about the new internal newsletter for library staff called "Nyack Library Staff News" put out by Sharon Aperto. Mr. Shein would like the Board of Trustees to receive this also.

Mr. Mahoney mentioned the news article written about the Nyack Library in the Our Town newspaper and apologized for not recognizing the Board in the newspaper

article. The Library will continue to rent parking from the Pavion owners for Nyack Library Staff use after the construction project is complete, and the new parking will be for tenants and customers.

Mr. Seiler discussed a letter he received from the Village Zoning Board about zoning changes which may be of concern to the Library. Mr. Seiler asked Mr. Growney and Mr. Shein to attend this workshop the Village Board had on this subject.

No personnel actions.

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

Mr. Shein discussed the Treasurer's Reports, and would like to commend the Board's involvement in reviewing the tax returns. Ms. Karten **motioned** to accept the Treasurer's Report, seconded by Ms. Moffett, the Board unanimously approved.

Mr. Hoefler discussed in detail the Financial Statements, Balance Sheet and Cash Disbursements Reports. **Motion** by Ms. Moffett, seconded by Ms. Lawler, unanimously approved.

5. Committee Reports:

Construction Committee-Mr. Seiler reporting in Ms. Simpson's absence read the Construction Report submitted. Mr. Seiler asked for clarification on the definition of millwork. Mr. Mahoney explains millwork is custom work like, moldings, trim work, end panels, counter tops, etc. Mr. Seiler also mentions that signage still needs to be determined.

Personnel Committee-Mr. Seiler reports in Mr. Doyle's absence. The Committee met and discussed the salary schedules and discussed modifications to the Health Insurance Benefits. The committee approved the salary scales.

Finance Committee-Mr. Shein reported that the two meetings took place since the last meeting. The committee reviewed proposed 2011 Budget tax increase proposed 4.5%. A draft of the Investment Policy will be given to the Board at the next meeting, to be voted on.

Nominating Committee-Ms. Moffett welcomes back Mary Callan, former Trustee. Three trustee terms expire January 2010 are running again, Kevin M. Doyle, E. Michael Growney, Jr., and Debra Karten. Ms. Moffett **moved** to accept, seconded by Ms. Lawler, unanimously approved.

Mr. Seiler read a letter from James Case resigning from his seat as Secretary of Nyack Library Board of Trustees, effective immediately.

6. Old Business:

Mr. Seiler has made available the performance evaluation, for the Library Director, to review and answer questions on-line, access available in the library.

7. New Business:

A Motion to approve the Proposed Library tax increase of 4.5% was made by Ms. Karten, seconded by Ms. Jean-Gilles, unanimously approved.

8. Public Comment:

None.

9. Adjournment:

The Board meeting was adjourned at 9:20 p.m. by **motion** of Ms. Lawler and seconded by Ms. Jean-Gilles.

Respectfully submitted,

Minerva Parker

Minerva Parker
Administrative Assistant