

Nyack Library
Minutes of the Regular
Board of Trustees Meeting
Monday, June 17, 2024

Present:

Steven Cea, **President**
Tracy Dressner, **1st Vice President**
Jeremiah Conway, **2nd Vice President**
Brian Murrell, **Treasurer (8:15 by phone)**
Daniel Wolff, **Secretary**
Diane Christian
Tamara Jhashi
Leslie Kirsch
Moriah Olsen
Kara Sheridan
Melissa Sullivan

Absent:

Staff: Eric McCarthy, Library Director
Keryn Waltzer, Business Manager (by phone)
Minerva Parker, Board Clerk

Call to Order:

The Board President Mr. Cea called the Regular Monthly Meeting of June 17, 2024, to order at 7:00 p.m., in the Community Meeting Room.

Agenda Approval:

Upon motion by Ms. Dressner, seconded by Mr. Wolff, it was resolved to approve the agenda, with changes. There were 10 yes votes.

Special Presentation:

Dr. Kawanna Bright, Assistant Professor of Library Science, East Carolina University, presented the summary and results of the Belonging and Inclusion Survey, taken by the Staff in 2023, to the Board. Dr. Bright reviewed each section of the survey and concluded with areas in need of improvement and review and suggested next steps. A few examples-Salary equity study, Career Development/Career mapping, Equity of responsibilities/unassigned administrative tasks, speaking up and being heard.

Review of the Minutes:

Upon motion by Ms. Christian, seconded by Ms. Dressner, the Board approved the Minutes of the Regular Meeting, May 20, 2024. There were 9 yes votes, Ms. Kirsch abstained.

Upon motion by Ms. Christian, seconded by Ms. Dressner, the Board approved the Minutes of the Executive Session, May 20, 2024. There were 9 yes votes, Ms. Kirsch abstained.

Director's Report:

Mr. McCarthy reviewed his report with the Board. Mr. McCarthy added to his report that he had to ban a patron on Thursday, June 13, for threatening behavior, the Police were called. The patron came back in on Friday, when he was served with a letter explaining he was banned. Donated art work from the family of Stanley Wyatt is currently on display throughout the Library. Mr. McCarthy explained how we acquired the art work to the Board.

Upon motion by Mr. Conway, seconded by Ms. Christian, the Board approved the delayed opening on August 5, 2024 to 1 pm. There were 10 yes votes.

Upon motion by Ms. Kirsch, seconded by Ms. Dressner, the Board approved limiting the number of checkouts to two and disallowing checkouts on e-readers, Internet hot spots, video-games, literacy kits, and museum passes from August 1, 2024 at 4 pm through August 4, 2024.

Public Comments: (full Board Meeting comments may be heard here <https://soundcloud.com>)

None.

Committee Reports:

Executive Committee:

Mr. Cea reported the Community Forum Input Session had a nice turnout of Staff and Trustees. Mr. Cea discussed ideas on getting a better turnout for the next event.

Development & Public Relations Committee:

Upon motion by Ms. Olsen, to accept and gratefully acknowledge the Gifts & Grants for May 2024, seconded by Mr. Conway, the Board resolved to accept with appreciation \$1,380 in Designated support to the Annual Appeal. The 2024 Annual Development Appeal total to date has brought in \$32,964 in donations. Thank you to all those who generously donated. There were 10 yes votes.

Nominating Committee:

Ms. Christian reported the Committee has developed a procedure for the Board Candidacy process to present to the Board.

Upon motion by Mr. Conway, seconded by Ms. Christian, the Board unanimously approved the Procedure for Board Candidacy. There were 10 yes votes.

Policy Development & Long-Range Planning Committee:

Ms. Dressner reviewed the Proposed Bylaw amendment, following up on the Procedure for Board Candidacy, about the two paths to nomination. Ms. Dressner and the Board discussed the amendment in detail and will vote on it at the July 2024 Board Meeting.

Upon motion by Ms. Dressner, seconded by Ms. Sullivan the Board unanimously approved the Meeting Room Policy and Procedures. There were 10 yes votes.

Ms. Dressner reported the Committee reviewed the Patron Behavior Policy. The Staff have been involved with the committee on this revision.

Ms. Dressner reported the Finance Committee submitted the Internal Controls and Financial Operations Policy for review by the Board. Ms. Kirsch discussed the details of the policy.

Long Range Planning Committee:

Ms. Jhashi reported Mr. McCarthy and Tracy Dunstan continue to work through the Long-Range Plan. Ms. Jhashi will schedule a committee meeting for July.

Personnel Committee:

Ms. Dressner will make a report in Executive Session.

Building & Property Committee:

Upon motion by Mr. Wolff, seconded by Mr. Conway, the Board authorized the Library Director to award a contract to an HVAC contractor after appropriate vetting of the two proposals. The yes vote, 10-0.

Audit Committee:

None.

DePew House ad-hoc Committee:

Ms. Kirsch reported the Committee met with a consultant about a small scope set of work to document some items formerly for due diligence that will back at us regardless of the ultimate decision on the DePew House, in process of discussing and formalizing the agreement.

Friends of the Nyack Library Liaison Committee:

Ms. Olsen reported the Book Sale earned \$5,600. Thank you to all who volunteered. The FONL will give a tour of the Hudson River Museum, Wednesday, July 10, 2024.

Old Business:

None.

New Business:

None.

8:11 pm Upon motion by Ms. Christian, seconded by Ms. Dressner, the Board agreed to go into Executive Session to discuss matters involving negotiations. The yes vote, 10-0.

9:00 pm Upon motion by Ms. Dressner, seconded by Mr. Wolff, the Board agreed to come out of Executive Session. The yes vote, 10-0.

Upon motion by Ms. Dressner, seconded by Ms. Christian, the Board unanimously approved the memorandum of understanding between Nyack Library Board of Trustees and Nyack Library Staff Association for the period July 1, 2024 through June 30, 2027. The yes vote, 10-0.

Upon motion by Ms. Dressner, seconded by Ms. Kirsch, the Board unanimously approved the non-affiliated staff salaries. The yes vote, 10-0.

Upon motion by Ms. Dressner, seconded by Mr. Conway, the Board approved the position of Teen Services Coordinator and the corresponding job description. There were 9 yes votes, 1 abstention Ms. Sullivan.

Upon motion by Ms. Dressner, seconded by Ms. Jhashi, the Board approved the appointment of Morgan Strand as Teen Services Coordinator. There were 9 yes votes, 1 abstention Ms. Sullivan.

Finance Committee:

None.

Financial Reports:

Treasurer's Report:

Mr. Murrell reviewed the Treasurer's Report in detail with the Board. As of May 31, the available cash balance, \$675,182; \$2,053,612 is invested in certificates of deposit with 1-month terms at about 5.0%. Current bonds as of May 31, \$6,368,207. Year to date the Library operations accounted for \$269,463 surplus, Depew House operated at a (\$5,653) deficit due to costs exceeding rental income.

Upon motion by Ms. Kirsch, seconded by Mr. Conway, the Library Board unanimously accepted the Financial Statements as presented including the Summary of Key Balance Sheet Amounts as of May 31, 2024 and the May 2024 Performance Report. There were 10 yes votes.

Upon motion by Ms. Kirsch and seconded by Ms. Christian, it was resolved that the Nyack Library Board of Trustees approve the following disbursements reported for May 2024 which have been reviewed by the President and/or the Vice President, Secretary and the Treasurer; General Fund Expenses of \$90,810.13, Rental Fund Expenses of \$1,097.21, Debt Fund Expenses for \$36,322.82, Payroll Disbursement for pay date May 3, 2024 for \$58,230.68, Payroll Disbursement for pay date May 17, 2024 for \$57,523.73 and Payroll Disbursement for pay date May 31, 2024 for \$57,278.37 for a total of \$301,262.94. There were 10 yes votes.

Adjournment:

Upon motion by Ms. Dressner, seconded by Ms. Christian, the Board agreed to adjourn at 9:05 pm. There were 10 yes votes.

Respectfully submitted,

Minerva Parker

Board Clerk